



Health and Safety Policy for Architecture, Planning and Landscape

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1. Policy Statement

1.1 The School of Architecture, Planning and Landscape will follow the statement of intent from the [University Health and Safety Policy](#) and accept their statutory duty to ensure the health, safety and welfare of all staff under their direct control and students or other persons who may be affected by the work activities of their Unit.

Signed: 

Date: 15 October 2019

Head of Architecture, Planning and Landscape

2. Organisational Responsibilities

2.1 Unit responsibilities

The [University Health and Safety Policy](#) details the health and safety responsibilities of the Heads of Units, principal investigators, managers and supervisors, staff and students and unit/ school safety officers.

2.2 Staff Holding Other Health & Safety Roles

Staff holding other health and safety roles should be appointed by their Head of Unit. The name and contact details of these staff is detailed in Appendix 1. Roles include:

- Units/ School Safety Officer (SSO)
- Deputy School Safety Officer
- Fire Marshalls
- Fire Wardens
- Display Screen Assessor
- First aiders

The functions of the above roles are described in further detail in an OHSS guidance document entitled '[Roles of Staff Holding Safety Related Posts](#)'.

3. Organisational Arrangements

3.1 Health and Safety Management Standards

The organisational arrangements are documented in a series of [Health and Safety Management Standards](#) which set out what the University expects to be achieved for each individual health and safety topic. The arrangements define the standards required to ensure that the necessary health and safety controls are in place for specific topics and further describe the responsibilities of those required to ensure that the standards are met. These arrangements are to be considered as University policy and must be complied with at all times.

3.2 Local Arrangements

Further specific arrangements will be identified in the remainder of this section of the policy.

3.2.1 Out of Hours and Lone Working

[Management Standard for Out of Hours](#) and [guidance](#).

The University consider out of hours as 6pm to 8am on weekdays or at any time at weekends, on Public Holidays or any other time when the University is officially closed. The main risks associated with out of hours working are fire, accidental injury, medical emergency and threats from intruders.

Out of hours is considered a necessary, albeit occasional, requirement of some undergraduate and postgraduate School programmes. Access out of hours is restricted to low risk areas such as studios and crit spaces.

A standalone smartcard access system operates within the Architecture Building and Building Science building. Students are added to the system once registered with the University. Staff intending to work outside normal hours are expected to follow the University safety guidance [Out of Hours](#).

Students entitled to work outside normal hours must follow the advice below:

- Never work alone. Always have someone else with you, and leave together
- Always have your University smartcard with you.
- Do not allow strangers to enter the building with you.
- Report any strangers/intruders to Security.
- Drinking alcohol in the studios is prohibited.
- Be aware of your personal Safety when travelling to and from University.
- Avoid walking alone after dark.
- SafeZone should be downloaded and used as necessary.

Security will perform regular out-of-hours checks of the building. The check will be reported by email to the SSO. Any student reported to have been contravening the late working protocols will have their entitlement to out-of-hours access curtailed in line with School policy.

First offence:	1 week suspension of late working
Second offence:	1 month suspension of late working
Third offence:	No out-of-hours access for remainder of academic year.

Workshop

If lone working is unavoidable, such as when required to work over a weekend, the staff member should in advance of the work inform their line manager or other colleague of their planned work schedule and then make contact to confirm the completion of the lone working.

Students can only use the workshop out of hours in exceptional circumstances with the agreement of School management and under staff supervision.

3.2.2 Workshop and Machinery

The School's workshop has an extensive range of wood and metal machinery as well as digital fabrication facilities. It is used by both students and staff for teaching and research purposes.

Staff and students must be trained and competent to use the machinery. Competence will usually be demonstrated through a workshop induction, a record of which will be retained by the SSO.

A risk assessment will indicate the level of user, supervision required and training necessary for each item of equipment. A rating will be given as below:

Rating 1 (Lowest rating)

Suitable for use by: Students / Staff

Supervision: Not requiring supervision

Training: Specific training not required, equipment to be used in accordance with general safe working practices and manufacturers' recommendations.

Rating 2

Suitable for use by: Students / Staff

Supervision: Not requiring direct supervision

Training: Instruction in the safe use of the equipment is required. PPE will be issued where appropriate.

Rating 3

Suitable for use by: Students / Staff

Supervision: Requires supervision – technician to be in the vicinity when equipment in use

Training: Staff, and Students who have successfully undergone general induction training and equipment specific training (record to be kept of training)

Rating 4 (Highest rating)

Suitable for use by: Staff

Supervision: Not for student use

Training: Only to be used by a trained, competent member of staff

Any student contravening the workshop protocols will be warned with regard to their conduct, and should their behaviour not improve, may be excluded from the area.

Students will receive induction training at the beginning of the academic year. The session will include general workshop safety protocols, studio safety including work at height and use of sharps. The session will include machine specific 'hands on' training in the use of the bandsaw.

Training will be in line with HSE guidelines:

General training in skills common to all workshop environments. This will include good housekeeping and awareness of general dangers.

Machine specific training. Training in the function and use of the machine, including the position and functions of emergency stops. Safety rules related to the operation of the machine. Use and adjustment of guards. Use of safety devices.

Familiarisation. After completing stages 1 and 2, supervision will be provided while experience is gained in the use of the equipment.

An information sheet will be provided to each student – including dress code, housekeeping and PPE.

When a student has completed training in these stages to the satisfaction of the technician, they will be listed as authorised to use specific machines on a register kept by the School Safety Officer.

Refresher training is given to all returning students who have been away from the school for a period for example between BA and March.

3.2.3 Overseas Travel

Travelers must complete the following documents for any travel outside of the UK:

For business travel within the EEA (European Economic Area) an EBT form (European Business Travel form) is required. If the travel includes fieldwork then a fieldwork risk assessment may be required.

For business travel outside the EEA a Travel Risk Assessment Form is required. Forms and guidance are available at: [Travel Risk Assessment](#)

Completed EBT Forms and Travel Risk Assessment Forms for business travel must be sent to the School Manager Jill Mawson (or Lucy Morgan in her absence) for approval, with the travel booker copied in.

Study Fieldtrips:

The trip organiser must complete a Travel Risk Assessment Form naming all staff attending before the travel can be booked (this can supersede the need for an EBT form for EEA based trips). This is necessary regardless of whether the trip is within or outside the EEA. The risk assessment must be approved and signed-off by the responsible person. For most trips this will be the module leader, or DPD if the module leader is the fieldtrip lead/organizer. If the trip is considered to be potentially more hazardous, for instance a trip to a developing country, then the assessment will need to be signed by a member of School Management not organising the trip.

The risk assessment should be forwarded to reception, with the SSO copied for H&S oversight, when the travel booking is requested. Should any of the arrangements change, or if all of the details aren't known at the time of booking, then an updated risk assessment must be submitted to the SSO prior to the trip.

Student travelers must complete an online Health Declaration Form. The appropriate Learning and Teaching Assistant will collate the data for the trip organiser. A copy will be kept until the trip has completed.

Note: travel cannot be booked without the relevant Health and Safety documentation being completed and approved.

3.2.4 Fire Arrangements

Procedure to follow in the event of a confirmed fire:

- Raise the alarm and operate the nearest break-glass call point to evacuate the building
- Call the Fire Brigade by dialing 999 or 9-999 from an internal telephone – give as much information as possible, this will better equip the fire service to deal with the incident
- Ring Security on 6666 to inform them there is a confirmed fire and the Fire and Rescue Service has been contacted directly. The University Operator/Security will take your call – they will bring along the Local Incident Plan should this needs to be initiated
- If it is safe to do so and you have been trained and are therefore deemed competent to do so, using the firefighting equipment provided, attempt to fight the fire
- Evacuate the building using your nearest available fire exit (lifts should be avoided)
- Proceed to your nearest [Fire Assembly Point](#) see below:
- Following the event, the incident must be reported on the OHSS Incident Database

Architecture Building	'H' assembly point Quadrangle
Architecture Basement	Old Library Lane

Building Science	
Daysh	'I' assembly point Claremont Quad

Procedure to follow in the event of a false fire alarm activation:

- The Fire Marshal will check the fire panel. Confirm that the activation was the result of a false alarm by checking the area within the building that was specified on the panel. This can be checked by a Fire Warden (or already noticed by a Fire Warden) and reported back as being safe
- Reset the panel
- Following the event, the incident must be reported on the OHSS Incident Database

Note: Academic staff must ensure that the students with whom they are working with or teaching have safely left the building

3.2.5 Accident, Incident and Near-Miss Reporting

All accidents, incidents and 'near misses' must be reported to OHSS via their [incident reporting database](#). The first time a staff member requires access to the reporting database they will need to register with OHSS using the following link; [register to log and incident](#).

Who should Report?

Event	Status of injured person	Person(s) responsible for reporting
Accident or near miss	Staff	Line manager
	Postgraduate student	Academic supervisor
	Undergraduate (on campus)	School Offices
	Contractors	ESS or Unit contact
	Visitors	Staff assigned to visitor
	Public (attending event)	Event organiser
	Public (walking through site)	OHSS
First Aid	Any	Appointed first aiders or security
Fire Alarm Report	n/a	Fire wardens or marshals

In brief the incident reporting process is;

- Ensure the injured person(s) receive medical treatment
- Notification of incident must be made to the line manager/ academic supervisor/ school office where appropriate
- Any evidence is to be left undisturbed until collected e.g. photographs/ witness statements/ physical items etc.

Details of all accidents or incidents and of the subsequent investigations shall be recorded, reported and held by OHSS, the SSO and the Local Safety Officers; a copy will also be provided to the appropriate Managers for information.

Incidents resulting in property damage must be reported and the damage repaired using the Estates defect reporting procedure: [Log an estate defect](#).

3.2.6 Disabled Staff, Students and Visitors

A Personal Emergency Evacuation Plan (PEEP) is required to manage the safe egress of individual staff and students who cannot get themselves out of a building unaided in an emergency. [Personal Emergency Evacuation Plan \(PEEP\) and guidance](#).

The PEEP is appropriate for people with various disabilities and those with temporary health problems e.g. a broken leg. Where a member of staff has a mobility issue, in the first instance, they should contact the SSO. Students should contact the School Wellbeing Officer as soon as reasonably possible.

The individual carrying out the PEEP should be familiar with the existing fire arrangements for the building and be able to identify staff to assist in any evacuation. They should also be able to follow up with any timetabling issues.

3.2.7 Inductions

All new members of staff including temporary workers, should be briefed on the health and safety policy and procedures on arrival. Temporary staff should be briefed by the permanent staff member bringing them in. Permanent staff will have an induction from the School's induction officer. New staff will receive a copy of the School Safety policy and will be directed to the relevant safety courses.

Undergraduate and PGT students will be given instructions and information on health and safety procedures and local rules during induction to their programmes. All design students will receive a workshop and studios safety induction from a School technician.

3.2.8 Health and Safety Training and Competence

HaSS Faculty has a training matrix (Appendix 3a) that specifies mandatory health and safety training requirements for all staff members according to their job family and role. Mandatory training requires a refresher once every three years and is delivered by the Health and Safety Advisers within OHSS.

The School provides appropriate and adequate resources for health and safety training. The School prohibits an activity to be carried out by a person that is not appropriately trained and demonstrates competence to carry out the task.

For specific working activities within high risk areas such as workshops, further statutory training is required when working in key areas or on specific equipment. This training will be organised within the School using external training providers.

3.2.9 Electricity

Wiring, servicing, or testing may only be carried out by those with a sufficient level of experience and technical knowledge, or under appropriate supervision.

Portable Appliance testing (PAT). The School complies with the University Management Standard for PAT. Testing is carried out on an annual basis by an external approved provider.

3.2.10 Risk assessment & COSHH

An assessment of risk must be carried out and the findings recorded before any potentially hazardous activity is undertaken. Risk assessments should be conducted in line with University guidance. [Risk Assessment](#). Where hazardous chemicals are used an assessment in line with the Control of Substances Hazardous to Health regulations must be completed.

It is the responsibility of the staff member in charge of the activity to produce a risk assessment. The assessment should be signed-off by the responsible person; who this is will be dependent on the activity, for instance, a field trip should be signed-off by the module leader. If there is any uncertainty regarding who the responsible person is advice should be sought from the SSO.

Where the activity is carried out by a student it is the responsibility of the student's academic tutor/supervisor to carry-out the risk assessment. Where specialist knowledge is required the person carrying out the risk assessment should get advice from a suitably qualified source. General advice should be sought from the School Safety Officer.

Risk assessments and COSHH forms should be filed in the School Safety File, with a copy available in the area in which it applies.

Chemicals & Biological Agents

The use of chemicals and biological agents must be in compliance with the relevant University management standard [Management Standards](#)

All risk assessments will be subject to regular review.

3.2.11 Studios

Studio practice is an integral part of many of the APL degree programmes particularly within the Architecture and Building Science buildings.

A risk assessment has been conducted outlining controls to mitigate the risks of general studio activity.

A risk assessment should be considered for any studio based events or activities that fall outside of the scope of routine studio work.

3.2.12 Self Inspections

The School will carry out safety inspections on an annual basis. The inspection team should include the Head of School, the SSO and Deputy SSO. Where there are areas with specific hazards, such as the workshop, the team will speak to the member of staff responsible for that area. Reports should be documented and, if necessary, action plans developed to identify what further controls need to be implemented and who is responsible for their implementation. The outcomes of annual inspections should be included within School annual safety reports.

Monthly inspections of the School Estate will be carried-out by the SSO and Deputy. Any significant findings will be brought to the attention of the Head of School.

Machinery in the School workshop will be inspected at regular intervals and a record of inspection kept.

3.2.13 Health Surveillance

A range of health surveillance programmes are available for the protection of the health of staff who undertake certain duties in order to ensure fitness to work. This includes working with certain;

- Chemicals
- Biological agents
- Ionising radiation
- Respiratory allergens

All School workshop staff will be subject Health Surveillance.

3.2.14 Display Screen Equipment

All staff members who spend time working at a desk should complete the [OHSS DSE Checklist](#) to assess their ideal sitting position and ensure their set up is at its optimum for their requirements

Assessments will be carried out by the School Workstation assessor on request. The assessor will develop a prioritised programme of testing. Where identified in a DSE assessment, any reasonable changes will be made to ensure the correct workstation set-up including the purchase of office furniture to minimise the risk of injury to staff. Staff members will be advised and referred to [Occupational Health](#) where deemed appropriate.

3.2.15 Estates Issues

Any estate issues or defects to the buildings fabric should be reported to the Estates Support Service directly. Where concerns are raised or there is a potential impact on health and safety then these issues should be reported to the SSO who will liaise with the HaSS Faculty Estates Coordinator where necessary.

3.2.16 Human Resources Procedures and Policies

There are a number of health and safety related guidance documents within Human Resources that must also be complied with, these include:

[Work Experience Guidance Policy](#)

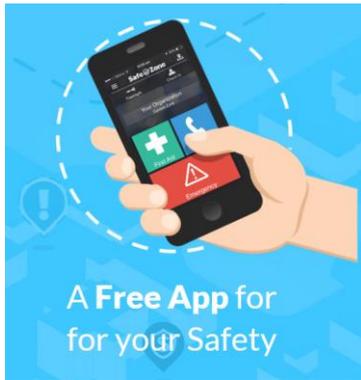
[Alcohol Wellbeing Policy](#)

Further HR guidance notes can be found on the [HR Pages](#).

3.2.17 Safe Zone App

The [SafeZone App](#) is a free app for all staff and students which connects the individual directly to the University Security team for when help is needed on campus. This app enables the user to request urgent help for themselves or someone else around them, such as if the user feels threatened or is the victim of an assault or robbery. The app can also be used to call for First Aid or Help in less urgent situations. When the alarm is raised on the dashboard or a call is made for help, all on-campus security team members will be alerted to your situation and location so that they can co-ordinate to help you quickly and effectively. This app is particularly useful when working outside of normal hours or for staff lone working. For staff with access to a phone that will enable the download of the app, the School strongly encourages the use of this app. For students working outside of normal hours it is the expectation of the School that this app is used at all times. This will allow Security Control to alert all users outside of working hours if there are health and safety concerns regarding any of the buildings on campus.

To download the SafeZone App click [HERE](#).



For offsite locations, these can be added to the SafeZone boundaries to enable direct contact with campus Security should help be required. Campus Security would then contact the Emergency Services to attend offsite locations where necessary. Contact the SSO to add offsite locations to the system.

3.2.18 Driving and Vehicle Hire

All staff who use their own vehicle for University business e.g. attending meetings or conferences must ensure that their insurance covers business use. Failure to do this could invalidate their insurance and the University could be held liable for any damage or injuries they cause.

A risk assessment is required for transporting students on University business in staff members' personal vehicles.

If staff wish to drive a vehicle either hired or owned by the University they must complete a drivers' questionnaire. If staff are planning to drive a minibus they must check that their driving license entitled them to do so.

3.2.19 Bombs and Weapons Attack

All staff, students and volunteers should be alert to the possibility that a bomb could be left in any of the public areas of the School or Campus. If a bomb is suspected:

- i. Do not touch
- ii. Clear people from the immediate vicinity
- iii. Initiate evacuation by sounding fire alarms and dial 999 from a place of safety
- iv. Inform Security

On receipt of a bomb threat, Estates provide [Bomb Threat Guidance](#) on how to act.

Advice on the steps to take to keep safe in the event of a firearms or weapons attack has been released by National Counter Terrorism Policing: [Weapon Attacks Stay Safe](#)

RUN



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL



Tell the police by calling 999.

3.3 Unit Health and Safety Committee

Health and Safety Committees are organised on a Unit, Faculty and University wide basis. This ensures good corporate governance and enables effective two way communication, both top down and bottom up. The terms of reference for the Unit health and safety committee are provided as Appendix 2.

Policy Author	
Approved by	
Approval Date	
Review Date	3 years

Appendix 1 Staff Holding Health and Safety Roles

Safety Role	Name	Contact telephone	Email
School Safety Officer	Sean Mallen	87482	sean.mallen@ncl.ac.uk
Deputy School Safety Officer	Nathan Hudson	86013	
Building Fire Marshal Architecture	Liam Hedley		
Building Fire Marshal Building Science	Sean Mallen	87482	
First Aider	Richard Chippington	86013	
First Aider	Elaine Watt	85081	
First Aider	Karen Ritchie	85214	
First Aider	Sean Mallen	87482	
First Aider	Fiona Parker	87282	
Student Wellbeing	Kelly Weightman	88818	
DSE Assessor	Richard Chippington	86013	
Fire Warden BS	Nathan Hudson	86013	
Fire Warden BS	Richard Chippington	86013	
Fire Warden BS	Caroline Armstrong	86804	
Fire Warden BS	Christos Kakalis	84847	
Fire Warden BS	Ivan Marquez Munzo		
Fire Warden BS	Neveen Hamza	86033	

Fire Warden Architecture	Carlos Caderon	86025	
Fire Warden Architecture	Nathaniel Coleman	85686	
Fire Warden Architecture	Sam Austin	86029	
Fire Warden Architecture	Martin Beattie	86032	
Fire Warden Architecture	Elaine Watt	85081	
Fire Warden Daysh	Karen Ritchie	85214	
Fire Warden Daysh	Maggie Roe	88722	
Fire Warden Daysh	Zan Gunn	88002	
Fire Warden Daysh	Cat Button	87806	
Fire Warden Daysh	Lucy Morgan	85389	

Appendix 2 Terms of Reference for Unit Health and Safety Committee

Constitution and Terms of Reference

Membership

The committee shall be composed of management representatives, trade union members and school safety representatives. The Occupational Health and Safety Service (OHSS) will be invited to attend the committee when specialist expertise is required. The representatives are as follows:-

- Appointed Members
- Chair.
- Representatives of different units.
- School Safety Officers
- Union Members
- Committee Secretary

A quorum shall not be less than one third of its members

Terms of Reference, Objectives and Functions

The objective of the combined health and safety committee will be to:-

Provide a forum for discussion and communication between management, key safety representatives and Trade Unions to facilitate resolution of health safety issues, improved consistency of standards and the development and sharing of best practice.

The functions of the committee will be to:-

- Provide a forum to discuss health and safety matters
- Consider the implications of new OHSS guidance in the relevant areas
- To consider matters raised through Safety representatives
- Contribute to the development and sharing of best practices
- Review accident and incident statistics and make recommendations for action
- Have the power to institute working parties, as required, to address particular issues of safety and to make recommendations for action
- Make where required reports to the Faculty Safety Committee on any matters of serious concern

Procedures

Frequency of meetings

Committee meetings will normally be three times per year. However, the frequency of meetings may be altered by agreement if the need arises.

Chair

The chair is the If absent, then the will chair the safety committee.

Agenda

The agenda shall be issued to each member of the committee one week prior to the meeting.

The agenda and minutes shall be the responsibility of the management representatives and items for the agenda should be forwarded no later than two weeks prior to the meeting date. Minutes shall be circulated as soon as possible and no later than 2 weeks after the meeting.

Urgent business other than that on the agenda may be introduced and discussed by agreement of the Chair, although every endeavour shall be made to give prior notice of the matter involved. Health and safety issues must be raised with line management and school safety officers when they arise and shall not be left until such a time a safety committee convenes.

Administration

Meetings of the committee shall be convened and minuted by who is identified as the Committee Secretary.

Membership of the committee will be reviewed on an annual basis.

The Chair is to hold office for 2 years.

Appointed members shall be eligible for re-appointment.

Reports to: Faculty Health and Safety Committee

Although schools are not legally required to have a school safety committee OHSS recommends that they do. School health and safety committee's must be in place when schools:

- Occupy more than one building or site,
- Are large or complex,
- Are engaged in high risk activities, or
- Are engaged in joint research with other Units or third parties.

Appendix 3 HaSS Safety Training Matrix

Course Title M = Mandatory D = Discretionary if relevant to job role/ work activity Training should be renewed every 3 years. Refresher courses are available in some instances.	Faculty/ School Roles								Safety Specific Roles				
	PVC/ Deans/ Heads of School	School Managers	Academic staff with supervisory or project lead responsibility	Academic staff*(all grades)	Support staff excluding technicians	Technical staff	Fieldwork Leaders	Postgraduate Students	School/Deputy Safety Officer	DSE Assessors	PAT Assessors	Appointed First Aider**	Fire Wardens/ Marshalls
Incident Investigation	D	D	D	D	D	D	D		M				
Basic chemical safety		D	D	D	D	D	D	D	D				
Basic Fire Safety (e-learning)	M	M	M	M	M	M	M	M					
Basic Health and Safety	M	M	M	M	M	M	M	M					
Display Screen Equipment										M			
Display Screen Equipment Refresher										M			
Emergency First Aid			D	D	D	D	M						
EVAC (evacuation) Chair		D	D	D	D	D	D						D
Fire Warden and Marshal													M
First Aid at Work											M		
Gas Safety			D	D	D	D	D	D	D				

IOSH Leading Safely	M												
Course Title M = Mandatory D = Discretionary if relevant to job role/ work activity Training should be renewed every 3 years. Refresher courses are available in some instances.	Faculty/ School Roles								Safety Specific Roles				
	PVC/ Deans/ Heads of School	School Managers	Academic staff with supervisory or project lead responsibility	Academic staff* (all grades)	Support staff excluding technicians	Technical staff	Fieldwork Leaders	Postgraduate Students	School/Deputy Safety Officer	DSE Assessors	PAT Assessors	Appointed First Aider**	Fire Wardens/ Marshalls
IOSH Managing Safely			D	D	D	D	D		M				
Laser			D	D	D	D	D	D	D				
Manual Handling		D	D	D	D	D	D	D	D				
Manual Handling (refresher)		D	D	D	D	D	D	D	D				
PIMS (PIs, managers & supervisors)		M	M	D	D		D		D				
Portable Electrical Appliance Testing (PAT)		D		D	D	D	D		D		M		
Risk Assessment		D	D	D	D	D	M	D	M				
STEP (e-learning -slips, trips and falls)		D	D	D	D	D	D	D	D				
Travel abroad	D	D	D	D	D	D	D	D	M				
Work at Height			D	D	D	D	D	D	D				

*Academic staff all grades includes all teaching and research staff including the following grades - professor, reader, research associate, senior lecturer and lecturer, degree programme director.

** First aiders are appointed by the Unit/ OHSS to ensure appropriate cover for each building