



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



Safety Procedures and Employee Instructions

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NB December 2023 – This Policy is currently under review and will be replaced in early 2024

This document has been designed to be accessible for readers. However, should you require the document in an alternative format please contact the University Secretariat.

Summary of duties

University Health and Safety Policy

- 1** The University has published a comprehensive *Health and Safety Policy* which can be found on the policies section of the website ([Policies and Strategies | Buckinghamshire New University \(bucks.ac.uk\)](#)).
- 2** The University will, at all times, ensure that employees and other persons who are not employees, are not put at risk by any work activities (ss.2 (2), 2(3) and 3 of the Health and Safety at Work etc., Act 1974).
- 3** In addition to this, the Management of Health and Safety at Work Regulations 1992 (MHSWR), require (under regulation 3) that assessments are made of all risks to which employees are exposed to when at work. While Regulation 4 requires employers to have arrangements in place to cover health and safety, not only for employees but also for others who may be affected by the work activities, these should be integrated with the management systems for all other activities.
- 4** Regulation 7 of MHSWR is concerned with procedures for serious and imminent danger and for danger areas. The University must:
 - a** Establish procedures to follow in the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.
 - b** Nominate competent persons to implement the above with regard to the evacuation of the premises.
 - c** Ensure that no employee has access to a restricted area unless that employee has been appropriately trained.
- 5** The risk assessment should identify the foreseeable events that need to be covered by these procedures. The main risk with regard to emergency situations is that of fire, which applies to virtually all workplaces, but some workplaces will face additional risks, depending on the nature of the activity carried out.

Employees' responsibilities

- 6** Employees have a statutory duty to take reasonable care for the health and safety of themselves and/or other people who may be affected by their acts or omissions at work.

Major emergencies

- 7 All employees must familiarise themselves with the procedures to be followed in any emergency. If the procedure is not listed in this document, it will be given in a separate departmental note. These procedures relate to any emergency, including fire and bomb warnings.
- 8 What to do if there is an emergency (bomb, fire etc.):
 - The prime responsibility is the safety of employees, students and others that may be affected. Anyone who first discovers an emergency situation must raise the alarm and contact Main Reception (ext. 5000). Do not attempt any other action unless it is safe to do so.

Evacuation

- 9 On leaving the building, evacuees must assemble and remain in the designated assembly area. Portable air horns will be sounded three times to signal that it is safe for employees, students and others to re-enter the building.

Fire

- 10 If you discover a fire:
 - Immediately operate the nearest fire alarm call point. Having done so, report the circumstances to the main University Reception (ext. 5000), who will call the Fire Brigade. If the fire, or other emergency, occurs outside normal staffing hours you should call the Fire Brigade by dialling (9)999.
 - If you know how, and it is safe to do so, attack the fire with a suitable fire extinguisher, but do not take personal risks.
- 11 On hearing the fire alarm sound continuously:
 - Close all windows and doors and make all equipment safe, if you are sure there is time to do so before evacuating the building.
 - Leave the building by the nearest exit.
 - Report to the nearest assembly point (in car park).
 - Do not use the lift.
 - Do not take any risks.
 - Do not re-enter the building until the portable air horns have been sounded three times.

- **Academic employees conducting classes or other academic activities are responsible for ensuring that their students know the fire evacuation procedures.**
- **Evacuees must stay in their designated assembly point until the portable air horns are sounded three times, which will be a signal that the Fire Brigade has given authorisation that it is safe for employees, students and others to re-enter the building.**
- **All employees will, so far as is practicable, check their areas of responsibility, ensuring that no one is left in the area.**

12 Assembly points

- **Plans showing Assembly Point locations may be found in the Appendices.**

13 When dealing with a fire:

- **If electrical appliances are involved, switch off the power before dealing with fire, if safe to do so.**
- **Do not allow the fire to come between you and your escape route.**

14 It is in your own interest to:

- **Know what to do in the event of a fire, how to use the fire extinguishers, and to know which fire extinguishers are safe to use for the fire being tackled.**
- **Make yourself familiar with all means of escape in case of fire and to avoid any obstructions of staircases, landings and other routes at all times.**
- **Advise students or other persons under your control, of the procedures to be followed in the event of emergency. This will mean reminding classes from time to time of those procedures. Do not assume that they will remember having been told at the beginning of the session.**

Special arrangements apply for the evacuation of disabled persons. It is important that you are aware of these (see paragraph 15 below). Any student with a hearing, visual or physical impairment which affects their ability to leave the premises independently, will have a Personal Emergency Evacuation Plan (PEEP) completed.

15 Evacuation procedures – disabled persons:

- When the fire alarm sounds, the switchboard will, so far as it is safe and practicable, remain open. Security personnel will notify Reception immediately of the location of the fire alarm sounding and the source of the fire emergency.**
- If you have a disabled person (student or visitor) in your seminar group / lecture etc. and it is not possible for them to leave the building safely via the**

stairs, you should telephone Reception (ext. 5000) to determine the source of the emergency. You can then both move to a safe part of the building on the same floor or, if appropriate, remain where you are, having informed Reception of your location. Do not leave disabled persons on their own.

- c If necessary, a member of Security / Porter or the Fire Brigade will remove disabled persons from the building in an appropriate and safe manner. Evacuation chairs should be used only when it is essential for disabled persons to be removed from the building prior to the arrival of the Fire Brigade.
- d Calls to the switchboard must only be made to arrange safe movement of disabled persons or to advise them of other emergency situations. Do not phone the Switchboard for any other purpose, e.g. to inquire if the alarm is a hoax.

16 Remember – when the fire alarm sounds continually:

- Leave the building quickly and calmly by the nearest available escape route.
- Do not run.
- Do not use lifts.
- Do not stop to collect personal belongings, take only those immediately to hand.
- Report to the nearest assembly point.
- Do not re-enter the building until the portable air horns have been sounded three times.
- Stay well clear of roadways and exit doors, leave plenty of room for the Fire Brigade.

Reporting of injuries, diseases and dangerous occurrences

- 17 All accidents, however minor or a near miss must be reported on the electronic Accident and Dangerous Occurrences form located on the Employee Portal.
- 18 In certain circumstances, injuries sustained at work, dangerous occurrences and industrial diseases are reportable to the Health & Safety Executive – details of which can be found on the Health and Safety Executive web site www.hse.gov.uk/.
- 19 In the case of injury, reports must be made if the injured person is absent from work for more than seven days incapacitation (not counting the day on which the accident happened), or admitted to hospital for more than 24 hours as a result of the injury.

Incapacitation means that the employee is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

- 20 All reportable incidents must, therefore, be brought to the attention of the University's Health & Safety Manager, Human Resource Directorate and the Dean / Head of Service.
- 21 Apart from the legal obligations above, it is important that all accidents are recorded to protect the position of individuals should complications arise from the accident at a later date.

First Aiders

- 22 First Aiders are persons who volunteer to assist in the provision of a first aid service to the University. If you hold a first Aid Certificate and would like to assist in this way, or if you are not qualified and would like to assist, please contact the Health & Safety Manager who has details of courses and vacancies for First Aiders.
- 23 First Aiders are trained to comfort and stabilise an injured or ill person, as far as is reasonably practicable, to give suitable treatment for minor conditions and to obtain qualified assistance for major injuries, etc.
- 24 First Aid Kits are located in main workshops and the Main Reception.
- 25 Remember that it does not take the services of a First Aider to apply a plaster to a minor cut. First Aiders may not, for a variety of reasons, be available. In this instance, should expert help be needed, you should call upon the emergency services, either via Main Reception (ext. 5000) or by dialling (9)999 and asking for an ambulance. Either way, you must give precise details of the location of the injured person. Unless unavoidable, do not leave the injured person alone whilst summoning help. You should, inform Main Reception so that they can arrange for someone to direct the ambulance personnel.

General safety rules

- 26 Car parks:
 - Vehicles must not be parked around the University buildings in such a way to obstruct access for emergency vehicles.
 - Always park in designated parking areas.
 - Note that speed limits apply on all University sites.
 - Observe the 'Parking' Terms & Conditions in all areas so indicated.
- 27 Bicycles must not be brought into University buildings.

- 28 Smoking is permitted only in designated outside areas.**
- 29 Alcohol is not permitted within the University except in licensed bar areas or other University approved events.**

Further advice

- 30 There are a number of e learning modules available for you to complete within your first few weeks of employment. You will need to contact Human Resource for access passwords.**
- 31 Titles are as follows:**
- **Display Screen Equipment**
 - **Electricity**
 - **Fire**
 - **First Aid**
 - **Health and Safety**
 - **Manual Handling**
 - **Slips, Trips and Falls**
- 32 If you require further advice on any of the above matters, please contact your Line Manager in the first instance.**



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