

# Health & Safety Induction Information

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## General H&S Arrangements

The full text of the University of Greenwich H&S Policy, Codes of Practice, guidance, checklists and forms are available from the [H&S section](#) of the University website. There is also a link to the Health and Safety Executive document 'Health and Safety Law – What you need to know'.

This H&S Induction Information sheet supplements the H&S Policy document and gives brief details of general H&S organisation and arrangements, together with Campus-specific arrangements in the table at the end. The information provided should assist Faculty Operating Officers (FOOs)/Directors of Professional Services (DsPS) and line managers carrying out Faculty and Directorate H&S inductions for new staff and students. It may also be useful for contractors and visitors.

## General H&S Responsibilities

**University Employees:** All University employees are required by law, and in this Policy, to:

- take care that their actions while at work do not put themselves or other people at risk;
- co-operate with the University in respect to any duty imposed on the University or employee by any health and safety provision;
- use equipment, chemicals, etc., provided safely and in accordance with training and instruction given; and
- report any faults or shortcomings in arrangements for health and safety to their supervisor or Health and Safety Local Officer.

**University Students:** Students while on University premises or field trips have similar responsibilities to employees in this Policy. Students must:

- take care that their actions do not put themselves or other people at risk;
- follow health and safety instructions/rules; and
- report any faults or shortcomings in health and safety arrangements to their academic supervisor.

**Contractors:** Contractors are required to comply with the University's Code of Practice for Appointment and Control of Contractors working on University Premises, and any other health and safety arrangements applying to the work. The University requires that contractors ensure their activities will not endanger University staff, students or others. All contractors carrying out contracted work for the University, on or off its premises, must comply with any reasonable health and safety requirements made by the University. Observance of these requirements does not in any way relieve the contractor of his legal or contractual obligations. Failure to comply with the University's requirements could prejudice awarding of future contracts by the University.

**Visitors:** All visitors to the University are required to follow health and safety instructions given to them.

**Everyone** has a duty not to damage or deliberately misuse any equipment provided for their health and safety - this is a breach of University policy and a criminal offence.

## **Faculty and Directorate H&S Inductions**

Details of how to access the University's H&S information is included on the Human Resources Directorate's [New Starters webpage](#). The [NEWI Induction Checklist](#) should be used by FOOs/DsPS and line managers in their inductions for new staff. Inductions should introduce Faculty/Directorate H&S personnel and cover campus and local emergency arrangements, as well as Faculty/Directorate-specific H&S arrangements for working safely, identification of training needs, and issue of personal protective equipment. Inductions should cover arrangements in all relevant buildings, and other campuses if appropriate. FOOs/DsPS should ensure adequate induction arrangements are also made for new students and for transferred and temporary staff, such as part-time lecturers and JobShop casuals. These could be based on the NEWI Checklist.

## **Faculty and Directorate H&S Arrangements**

Pro Vice-Chancellors (PVCs), Faculty Operating Officers (FOOs) and Directors of Professional Services (DsPS), with support from locally appointed Health and Safety Managers and Local Health and Safety Officers, are responsible for managing H&S in their area.

They will ensure that risk assessments are carried out for all work activities and used to draw up local codes of practice setting out the correct work procedures and precautions to be followed by staff and students. These will be reviewed annually, or sooner if there are reports of problems or significant changes in materials, equipment, work methods, location or people involved. Information on work procedures and precautions must be disseminated to staff and students. These arrangements should be notified to other institutions who have staff and students attending University-controlled premises, for inclusion in their own inductions.

University, Campus, Faculty/Directorate arrangements are normally adequate for most staff and students but any need for special arrangements should be identified during recruitment and induction; these may include arrangements on other campuses or in other institutions. Examples relevant to H&S could be a mobility or hearing disability where an individual may have difficulty in responding to a fire alarm and would need a Personal Emergency Evacuation Plan (PEEP) (see [University Fire Policy & Procedures](#)), colour blindness or height affecting use of equipment, difficulties reading work instructions, or simply being pregnant. If circumstances change later, it is the responsibility of the individual to provide information so that arrangements can be reviewed and revised if necessary. Temporary impairments, for example when returning to work or study following injury or illness, may also need special arrangements.

Where any disabilities or medical conditions are identified as needing disability support, reasonable adjustments or a Personal Emergency Evacuation Plan (PEEP), the Faculty/Directorate arrangements should be reviewed and revised if necessary for the individual. This may need to be done in consultation with the University Health & Safety Unit (H&S Unit), Campus Estates & Facilities, the Human Resources Directorate for staff, and the Student Wellbeing team within the Student and Academic Services Directorate for students. University Faculties/Directorates also have 'Disability Named Contacts' appointed to help with general arrangements for staff and students who notify the University that they have disabilities. Other institutions should notify the University of any special requirements of their staff and students attending University-controlled premises.

## H&S Contacts

### Health & Safety Managers

[Health & Safety Managers \(HSMs\)](#) are senior managers appointed by the relevant FOO/DPS to implement effective health and safety arrangements (which include risk management) and provide information on health and safety performance. HSMs appoint key H&S roles and provide appropriate staff development for each individual concerned. They oversee their local H&S arrangements and ensure that issues are considered at senior management level where appropriate.

### Health & Safety Local Officers

Health & Safety Local Officers (HSLOs) are members of staff appointed by HSMs to assist them with local H&S arrangements. HSLOs should be involved in staff and student inductions, and their contact details provided for future reference. They should also be involved in reviews of Faculty/Directorate risk assessments and local H&S arrangements where special requirements are identified.

Line managers, supervisors and/or the local HSLOs are the first points of contact for all local H&S matters. For example, they should be informed of any H&S faults or problems in the Faculty/Directorate's area, such as defective equipment, structural damage, lack of safety instructions and inaudible fire alarms. They should also be informed of any injuries, near misses or sudden illnesses which occur whilst at work on or off campus.

### Display Screen Equipment Assessors (DSEAs)

Display Screen Equipment Assessors are appointed by FOOs/DsPS to assist with local H&S arrangements specific to the use of display screen equipment at work. DSEAs should be involved in staff inductions and their contact details provided for future reference. DSEAs give guidance on completion of the University's online DSE self-assessment programme, the layout and adjustment of workstations (desk; chair; computer; environment) and work arrangements. Written guidance is available on the [University H&S pages](#) and should be provided in staff inductions to help them make basic adjustments to their workstation and consult the DSEA if they have concerns or queries. A formal assessment will be carried out if necessary.

### University Health & Safety Unit

If H&S concerns cannot be resolved locally, the H&S Unit can advise. Their contact details are email: [safetyunit@gre.ac.uk](mailto:safetyunit@gre.ac.uk), Ext 9001. They are based at 54 Aragon Ct, Avery Hill - Southwood Site.

## Fire Action

General 'Fire Action' information is given in the [University Fire Policy & Procedures](#) document; fire escape route and fire exit signage and fire action notices are displayed at appropriate locations in all University buildings. Where staff and students have disabilities or medical conditions which could impede their safe evacuation in an emergency, for example they cannot hear the alarm or may have difficulty using stairs, specific arrangements may be needed. These could include a Personal Emergency Evacuation Plan (PEEP) for the individual (a separate PEEP may be required for each building they use). The Safety Unit will complete all PEEPs where one has been identified as necessary. However, it is the responsibility of HR/OH/line managers (staff) and Student Wellbeing/Programme leaders/personal tutors (students). Staff and students from other institutions should have a PEEP under their own institution's procedures. This should be made available to the University of Greenwich so that adequate arrangements can be made. PEEPs must be updated if circumstances change.

## **Fire Detection and Alarms**

All buildings have fire detection systems that are centrally monitored by the Security staff at the Campus Gatehouse or main Reception. There are also manually-operated fire alarm call points; these are small red wall-mounted boxes by stairs and exits and also in many corridors. If a fire is found, the alarm should be raised by breaking the nearest fire alarm call point. After raising the alarm leave the building and go to the Assembly Point.

Practice fire evacuations (fire drills) for each building are held once each term. They are arranged and monitored by the Campus Estates & Facilities. Prior warning is not given. All staff, students, contractors and visitors are required to comply with evacuations. The fire alarm sounders are tested for a few seconds in every building every week (see table at end); building evacuation is not required when fire alarm sounders are being tested.

## **Fire Exits and Assembly Points**

If the alarm sounds in the building for more than a few seconds, everyone should leave immediately by the nearest, quickest route available and proceed to the designated Assembly Point. Escape routes and Assembly Points are shown on fire action notices posted by stairs and exits throughout all buildings. The locations of all the escape routes should be included in staff and student inductions so that alternatives can be used to prevent congestion on the main routes and in case one is ever blocked by fire. Lifts must not be used in the event of a fire evacuation.

## **Fire Refuges**

Where staff and students have disabilities or temporary impairments that prevent them using the stairs to leave the building in the event of a fire alarm, arrangements can be made for them to go to a place of relative safety 'a refuge' where they can wait for assistance. These refuges are normally on the landings of protected stairwells or in protected rooms close to the stairs and have telephones linked to the Campus Gatehouse. The procedures for using fire refuges should be included in the Personal Emergency Evacuation Plan (PEEP) drawn up for the individual, either by the University or by their own institution.

## **Fire Wardens**

Fire Wardens are appointed to assist with fire evacuations from their designated areas, usually a small suite of rooms in their normal work area. Their duties, when the fire alarm sounds, are to check their designated area is clear of all personnel and to report this or any problems to the Fire Assembly Point Coordinator. Fire Wardens are specifically asked to check any refuge in their area and report at the Assembly Point if anyone is there and awaiting assistance. Fire Wardens may also be asked to assist with communications at the Assembly Point. Where there is no designated Fire Warden in an area, users present are expected to observe the area as they leave and report the whereabouts of any remaining persons to the Fire Assembly Point Coordinator.

## **Fire Extinguishers**

Fire extinguishers are provided in all common areas. Only trained personnel should use fire extinguishers; in general, only Security Officers are trained. However, there may be additional fire extinguishers and trained local personnel where Faculty/Directorate risk assessments have identified a need for additional provision, for example in laboratories, workshops and plant rooms.

## First Aid

The University's Security Officers are trained First Aiders and provide the general first aid cover on all campuses. They can attend casualties and can also call and direct the emergency services on arrival. First aid posters giving Security locations and extension numbers are displayed in all buildings (also see table at end). First aid or other emergency assistance can also be requested via the [SafeZone app](#), which is free for all staff and students to download. If the emergency services are called directly, Security should be informed so that they can direct them on arrival to the appropriate location.

Many Faculties/Directorates also have their own First Aiders and display first aid posters in local areas. Information on arranging training is given on the [University H&S pages](#).

## Accident/Incident Reporting and Investigation

The general arrangements for reporting an accident or incident can be found on the [University H&S pages](#), with access to the online reporting system available from the staff and student portals. During Faculty/Directorate inductions, staff and students should be informed of these arrangements.

All staff, students, contractors and visitors are required to submit an accident/incident report for any type of accident/incident on University premises or whilst on University business (work or study) off campus. These include any accidents/incidents such as **injury, illness, non-injury** (near miss, property damage, asbestos disturbance, maintenance failure, environmental, road traffic accident, lift failure, power cut, flood, legionella), **unacceptable behaviour** (Breaches of our COVID safe charter, abuse, bullying or harassment), **security** (theft, loss, trespass, intruder alarm, panic alarm, unauthorised access, drug dealing) **fire** or **safeguarding concern**. If the affected person cannot submit the report themselves, someone else should do this on their behalf. First aiders should also use the report to record any assistance they provide.

Once an accident/incident report has been submitted using the online system it will be allocated to the appropriate HSM/HSLO for investigation, to identify the route cause and any remedial actions. H&S Unit must report certain accidents to the Health and Safety Executive or other enforcement agencies within specified time limits, so it is essential that HSMs/HSLOs immediately inform the H&S Unit of any incidents causing serious damage, injury or absence.

Staff and students of other institutions who are attending University of Greenwich controlled premises should [self-register](#) on the online system in order to submit an accident/incident report. In addition, they should report under their Institution's own procedures.

## Smoking Policy

Smoking is not allowed in public access, teaching or working areas in any of the University's buildings, including Halls of Residence, private Directorates, catering outlets, corridors, staircases, store rooms, toilets, rest rooms, lifts, workshops, plant rooms, University vehicles or within 5 metres of University buildings. The policy also prohibits the use of any type of electronic cigarette in areas where smoking is banned in premises and designated external areas. Employees and students of the University, contractors, visitors and persons making deliveries to its premises are required to comply with this policy whilst they are on campus.

## Dealing with suspicious objects and vehicles

Suspicious objects or vehicles are anything that should not be there, that cannot be accounted for or that is out of place. If you see a suspicious package, bag or other object, or a suspicious vehicle:

- Don't panic.
- Don't touch it.
- Do not use two-way radio or mobile phone within 15 metres of object.
- Contact **Campus Security** via the [SafeZone app](#) or on the numbers listed below (**if using mobile phone move away and remain a minimum of 15 metres from the object or vehicle**)
  - Avery Hill Campus  
Internal phone extension **9101** or external phones including mobiles **0208 331 9101**
  - Greenwich Campus  
Internal phone extension **7616** or external phones including mobiles **020 8331 7616**
  - Medway Campus  
Internal phone extension **3333** or external phones including mobiles **01634 883333**
- Tell Security the location, appearance and why you think it is suspicious.
- Keep away from the object or vehicle and ask others to keep away.
- If it is decided by Security to clear the building, the fire alarm will be activated.  
In this case:
  - Please leave immediately.
  - Go to the fire assembly point, unless advised differently by security staff.

## Campus-specific Emergency Numbers and Fire Arrangements

Campus	Local Emergency number	Site	Building	Fire alarm sound	Fire alarm tested	Assembly Point location
Avery Hill	Southwood Gatehouse Open 24 hours 020 8294 0362	Mansion site	All buildings	Siren	Weekends	Grass area alongside Reinickendorf Avenue, directly opposite the main Reception
		Southwood site	All buildings	Bell	08:30 Fridays	See site plan on Fire action notices in building
		Student Village	Cleves, Howard, Parr & Tudor	Two-tone siren	14:00 Wednesdays	See site plan on Fire action notices in building
		Student Village	Aragon, Boleyn & Seymour	Two-tone siren	15:00 Wednesdays	See site plan on Fire action notices in building
		Sparrows Farm	Sparrows Farm	Siren	08:00 Wednesdays	See site plan on Fire action notices in building
Greenwich	East Gate Open 24 hours Main: 0208 331 7616 Emergency: 020 8331 7695	Main campus	East Gate	Two-tone siren	07:55 Wednesday	North east corner of Queen Mary (top of ramp to University Café)
			Queen Anne	Two-tone siren	08:00 Wednesdays	Watergate on Lower Grand Square (West Side of Building)
			Queen Mary	Two-tone siren	08:15 Wednesdays	King's Gate on Upper Grand Square (West Side of Building)
			King William , Dreadnought, Stephen Lawrence	Two-tone siren	08:30 -08:50 Wednesdays	Water Fountain between King William and Dreadnought
			Mews	Bell & siren	08:50 Wednesdays (Greenwich Foundation)	Corner of King Charles lawn and College Way
	Cooper Powerhouse Reception (SWS covers) 020 8331 8429	Cooper	Cooper	Two-tone siren	09:00 Wednesdays	Pavement by entrance to Greenwich Park in King William Walk
	Hamilton House Reception Open 09:00-17:00 Mon-Fri 020 8331 7574	Hamilton House	Hamilton House	Two-tone siren	09:15 Wednesdays	Pavement opposite Hamilton House in Park Vista
Stockwell Street Reception 020 8331 8429	Stockwell Street	Stockwell Street	Two-tone siren	08:00-09:00 Wednesdays	King William Statue	
Medway	Gatehouse Open 24 hours 01634 883333	Main campus	Pembroke, Blake, Nelson	Two-tone siren	08:00-09:30 Wednesdays	Assembly Point <b>A</b> in Central Avenue between Pembroke and Blake buildings
			Anson, Grenville, Hawke, Duncan, Wolfson	Two-tone siren	08:00-09:30 Wednesdays	Assembly Point <b>B</b> in Central Avenue beyond Grenville building
			Jellicoe	Two-tone siren	08:00-09:30 Wednesdays	Pilkington Assembly Point at the foot of the steps up to Central Avenue <b>F</b> (stairs by Pilkington)
			Gym	Two-tone siren	08:00-09:30 Wednesdays	Gym Assembly Point <b>E</b> at the foot of the steps up to Central Avenue (stairs by the Gym)

			Student Hub	Siren	08:00-09:30 Wednesdays	Student Hub Assembly Point E at the foot of the steps up to Central Avenue (stairs by the Gym)
			Pilkington	Siren	08:00-09:30 Wednesdays	Pilkington Assembly Point at the foot of the steps up to Central Avenue <b>F</b> (stairs by Pilkington)
			Drill Hall Library	Voice and Siren	08:00-09:30 Wednesdays	Drill Hall Assembly Point in the Library car park adjacent to the lift up to Central Avenue
Woolwich	Old Baths Reception Open 08:00-18:00 Mon-Fri 020 8331 7576	Old Baths	Old Baths	Siren	11:00 Fridays Ad hoc – displayed by security at reception	Pavement at corner of Polytechnic Street and Bathway