

## Road safety on campus

**We have a lovely parkland campus at Whiteknights, shared by pedestrians, cyclists and vehicles. However, over the years, campus has become even busier, with pressure on roads and footpaths. Awareness and consideration will help to prevent accidents.**

For environmental, health and wellbeing reasons, we encourage cycling and walking around campus. Pedestrians and cyclists currently share footpaths, however, consideration is being given to providing segregated cycle paths, but this may only be practical in a few 'pinch points' where the footpath is heavily used and there is sufficient space to provide a separate cycle lane.

To keep everyone safe, the University has issued some common-sense guidelines in the form of a [Campus Code of Behaviour](#). We ask for your co-operation in following them. Key points are:

- Pedestrians should use footpaths where provided, don't walk on the road-side of barriers, and use the pedestrian crossings.
- Cyclists should use roads in preference to footpaths where a road is readily available. For your own safety please don't ride the wrong way down one-way streets.
- Pedestrians have priority over cyclists on all paths. Where footpaths are busy or narrow e.g. near HUMSS café, cyclists are asked to dismount.
- Headphones can block out the sound of oncoming traffic. It is safer for pedestrians and cyclists not to use them when moving around.
- If walking or cycling, make yourself more visible to car drivers at night e.g. wear light coloured clothes or high-vis, have good lights on your bike. Don't assume car drivers can see you!
- Car drivers should be alert to other road users, expect the unexpected, and stick to the speed limit.

**We owe it to ourselves to behave safely – no-one wants to end up in Accident & Emergency!**

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## Going abroad for work?

**There is a new on-line form available to log your travel details if you are travelling abroad for work. This provides the University with essential contact information if you are unfortunate enough to get into difficulty while travelling (Icelandic ash clouds, Japanese earthquakes come to mind).**

The new form is on the Staff portal at [Overseas Staff Travel Form](#).

It's easy to log in with your university username and password, and then to enter brief travel details. You can upload electronic files if you already have an itinerary typed out or scanned. The form pre-populates some essential fields, such as Next of Kin. This is taken automatically from the personal data in Trent, so it pays to check that this is up-to-date.

Remember, the University insurers require that all overseas travel is notified to the Insurance Office, and the new form does just that. The University also requires that any travel to high risk destinations (where the UK Government advises against travel) is approved by the Vice-Chancellor, Deputy VC or a Pro-Vice-Chancellor. While the University supports high quality research and internationalisation, we do have a duty of care, and wish to check that everything practicable is done to keep travellers safe.

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## First Aid practice sessions

**In addition to requalification every 3 years, HSE recommends annual refreshers for all first aiders. So we are planning a series of short, practical lunch time sessions run by our first aid training partner ABC Medical.**

These sessions are not a replacement for more formal refresher training. But we recognise that it is not practicable for everyone to attend a full refresher course every year. So these short sessions are intended to restore skills and competence in the basics.

Dates will be published shortly on the H&SS web site, and the First Aiders group will be emailed with details. Each session will be on a drop-in basis.

Please note, these sessions are only available to qualified first aiders (First Aid at Work and Emergency First Aiders).

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## Exam success

Ten members of staff from Estates & Facilities, Health & Safety Services, and Henley Business School have been successful in gaining H&S qualifications.

Nine have obtained the NEBOSH Certificate in Occupational Safety & Health (the majority with Distinction or Merit), including our team administrator, Jude Brindley. All of our 'students' have put a lot of their own time and effort into their studies, so congratulations to them all, and we hope they will put their new knowledge to good use in the course of their work.



Our Nebosh Certificate Holders. Not pictured, Edith Rigby, HBS.

In addition, our Biological and Scientific Safety Adviser, Dr Gretta Roberts, has been successful in obtaining a NEBOSH National Diploma, which is a highly coveted award and represents a high standard of professional knowledge.

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## New Safety Codes of Practice

Since our last issue, we've been busy publishing new or revised Safety Codes of Practice and Safety Notes:

- NEW [Campus Code of Behaviour](#) (see lead article).
- Revised [Smokefree Policy](#) – e-cigarettes now fall within the scope of the University's smoke-free policy i.e. the same restrictions apply to them as to real tobacco cigarettes.
- NEW [CoP42 Controlling the risks from noise at work](#). This explains the limits that apply to exposure to noise at work and outlines what needs to be done to prevent staff's hearing being damaged by exposure to loud noise at work. If you manage a workshop with machine tools, or have staff working regularly with power tools, heavy machinery etc. this is essential reading for you. It also applies to entertainment events with loud music, such as discos, orchestral concerts etc.
- REVISED [CoP5 Fire drills](#). Editorial changes only, but Building Managers and Area H&S Co-ordinators may wish to refresh their memory of requirements with the autumn term coming up soon.

- REVISED [CoP8 First aid](#). The most significant change has been to clarify **how to phone for an ambulance**, where one is needed.

If possible, dial 999 and ask for an ambulance.

Be prepared to respond to questions about location, the incident, and the status of the casualty (if you can).

Then phone University Security on 0118 378 6300 to inform them that an ambulance has been called.

Security will help direct the ambulance to the correct location when it arrives on campus. At Greenlands, inform Reception (extn 2000).

- REVISED [CoP34 Part A Fire safety management](#). The most significant change is to confirm that academic and support buildings must not be used as sleeping accommodation. In exceptional circumstances, such as extreme weather, an exception may be made, but only with the agreement of Health & Safety Services and only where the building design meets standards for sleeping accommodation. It is envisaged that buildings will only be used in this way as part of the University's response to major incidents. At all other times Departmental management must take action to prevent non-residential buildings being used as sleeping accommodation.
- NEW [CoP49 Part 2 Fume cupboards selection, installation, use maintenance and decommissioning](#). This new Code is primarily for colleagues in Estates & Facilities and technical staff in the science Schools. But if you use a fume cupboard in a lab, please note that all University fume cupboards must operate at a **minimum face velocity of 0.5 m/s**. Any cupboard falling below this standard must not be used, and should be reported to your School's technical staff. You should also maintain a log book of hazardous materials used in the fume cupboard, so that engineering inspectors, maintenance engineers etc. have enough information to carry out their own work safely.
- NEW [SN65 Decommissioning and clearance of laboratories](#). This Safety Note provides guidance to Schools on the decommissioning and clearance of laboratories prior to handing back space to Estates and Facilities (E&F), refurbishment by E&F or external contractors, or where the space is to be occupied by another group.

### Health and Safety Services

Office of the University Secretary

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Contact: Moira Simpson, Head of Health & Safety Services