

Message from the Vice-Chancellor

'The University of Reading is committed to excellence in everything we do. Ensuring the health and safety of all staff, students and visitors must be one of our highest priorities. The University Health and Safety Policy sets out the management framework we use to achieve that. As Vice-Chancellor, I am accountable to Council for all aspects of health and safety. In doing so, I rely on the full cooperation of staff and students in doing all they can to maintain the highest standards. It is the particular responsibility of managers who exercise control over their school, department or directorate activities, to ensure that those activities are carried out safely.

'Consistent with our mission statement to develop a culture that stimulates and support

Introduction



Fire safety

Additional requirements for specific job functions

- Staff who regularly use computer workstations must complete a display screen training and assessment online package (DSEasy). You should receive an email from your local DSE Assessor advising you how to complete this; if not, please speak to your manager/supervisor.
- Staff who drive University vehicles, including

Hazards to watch out for

If you spot any of these hazards, please report them so that action can be taken to remove or reduce the risk.

- Obstructed fire exits and fire escape routes
- Fire hazards such as poor storage of flammable substances or smoking in 'no smoking' areas
- Unsafe storage: unstable loads or shelving, or heavy items stored above shoulder height
- Trailing cables and other trip hazards
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Safety Matters newsletter

Safety Matters is the Health & Safety Services newsletter. This is published about once a term. The newsletter provides an update on current health and safety topics, forthcoming training, and new guidance and legislation.

Other related University services

(not managed by Health and Safety Services)

- **University Occupational Health Service (Health Management Ltd)**

For advice on work-related health issues, health surveillance, first aid training, and rehabilitation after illness. Contact through Human Resources.

- **Health Management Limited**

Brightwell House, 40 Queens Road, Reading, Berks. RG1 4AU

- **Security Services**

Emergencies: extension 6300

Emergency / Spill / Fire / Theft / Other: 57C 22T 18 (eE)pan

What to do now

In your normal place of work, you must do the following.

- 1** Make yourself aware of:
 - the location of the nearest fire alarm call point;
 - your possible evacuation routes;
 - the sound of the fire alarm;
 - the location of your fire assembly point;
 - the location and type of your nearest fire extinguisher(s);
 - how to summon the Fire and Rescue Service.
- 2** If you need assistance to evacuate, make this known to your manager, supervisor or Area Health and Safety Co-ordinator.
- 3** Evacuate if the fire alarm sounds – except when you know for certain it is a routine weekly/monthly test of the alarm system. You must evacuate for fire drills.

If you find a fire:

- 1** Sound the fire alarm (press the red call point button).
- 2** Evacuate to a safe place.
- 3** Telephone 999 for the Fire and Rescue Service (en9k-5(r)-8(e a)-6(n)-10)

First aid

For an ambulance, telephone **999** (for an outside line on a University phone, use the prefix 0 or 9).

or call the University Emergency Control Centre on extension 6300 (or 0118 378 6300 on an outside line). At Greenlands, contact Reception/Duty Manager on extension 2000.

There is a local First Aider in your building – see your local notice board or Area Health and Safety Code for details of how to contact them.

At Whiteknights or London Road campuses, if you cannot quickly contact a First Aider, phone the University Emergency Control (extension 6300) and ask for first aid assistance.

Other emergencies

If you suspect anything suspicious on campus (e.g. a possible bomb threat or suspicious package):

- alert the University Emergency Control Centre and report what you have found or know;
- alert a member of senior management

Health and Safety Services
Health and Safety Services Office
Estates Building 50
Shinfield Road
hiteknights Reading
RG6 6DQ
United Kingdom
Tel (0118) 378 8888
[https://www.reading.ac.uk/health-](https://www.reading.ac.uk/health-safety-services/)
[safety-services/](https://www.reading.ac.uk/health-safety-services/)