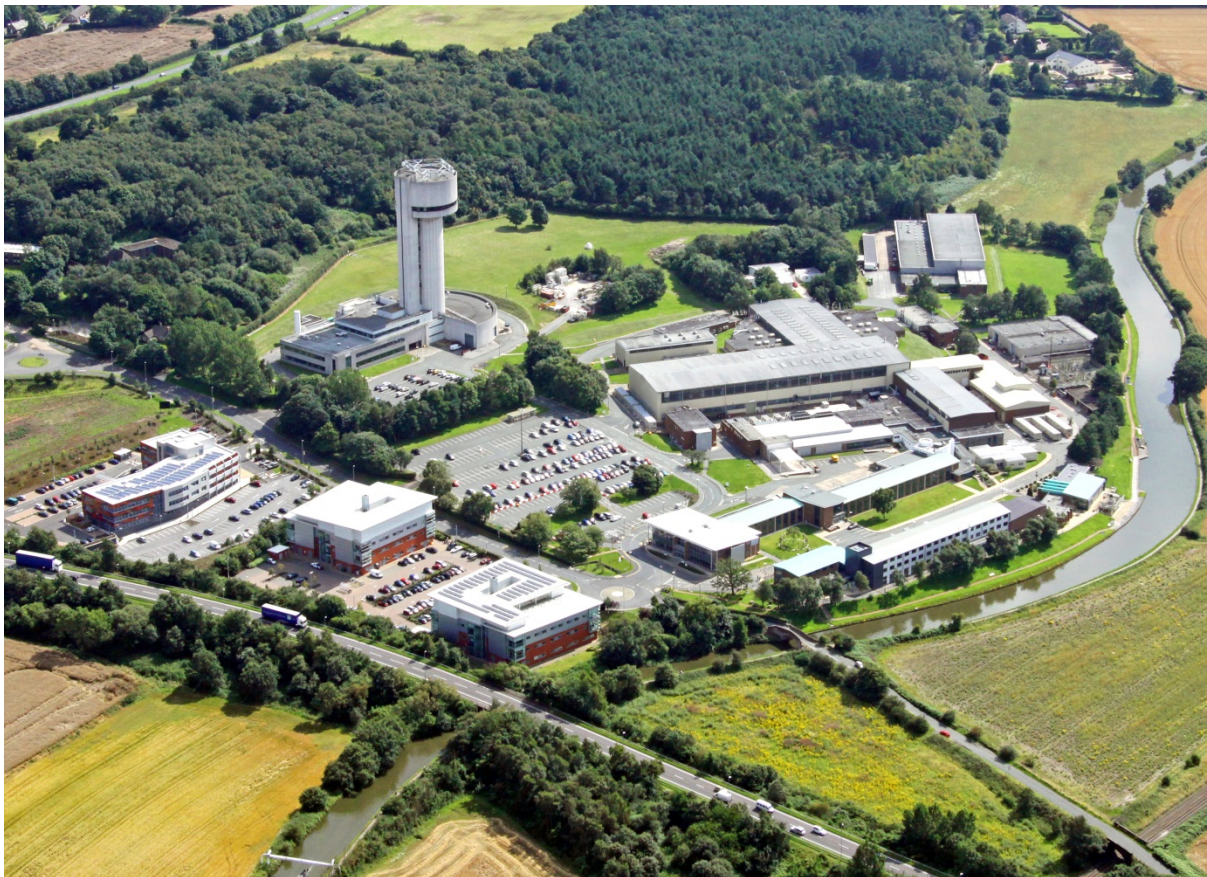




Science & Technology
Facilities Council

Doing Great Science Safely

Your Introduction to Safety, Health & Environment At DL



Our Commitments and Policies

Health and Safety

Our aim is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work.

Our health and safety policy sets out how we will do this as well as people's general responsibilities.

Environment

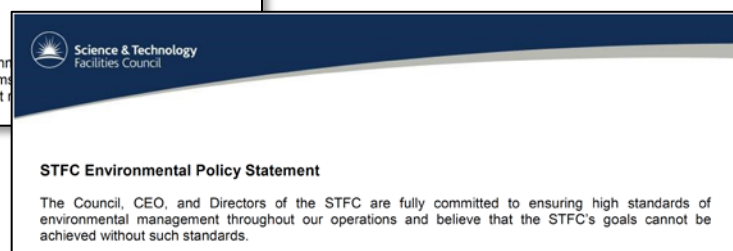
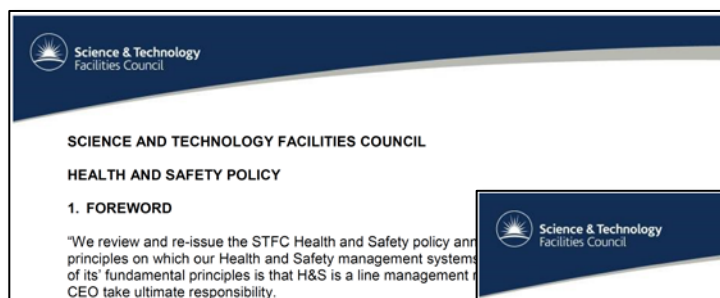
We are fully committed to ensuring high standards of environmental management throughout our operations and believe that the STFC's goals cannot be achieved without such standards.

Our environment policy statement sets out the seven general principles we follow to achieve this.

As part of your induction **please read both policies**, which are on the SHE website (<http://www.stfc.ac.uk/SHE>).



STFC Home > SHE Home > Policies > STFC SHE Policies



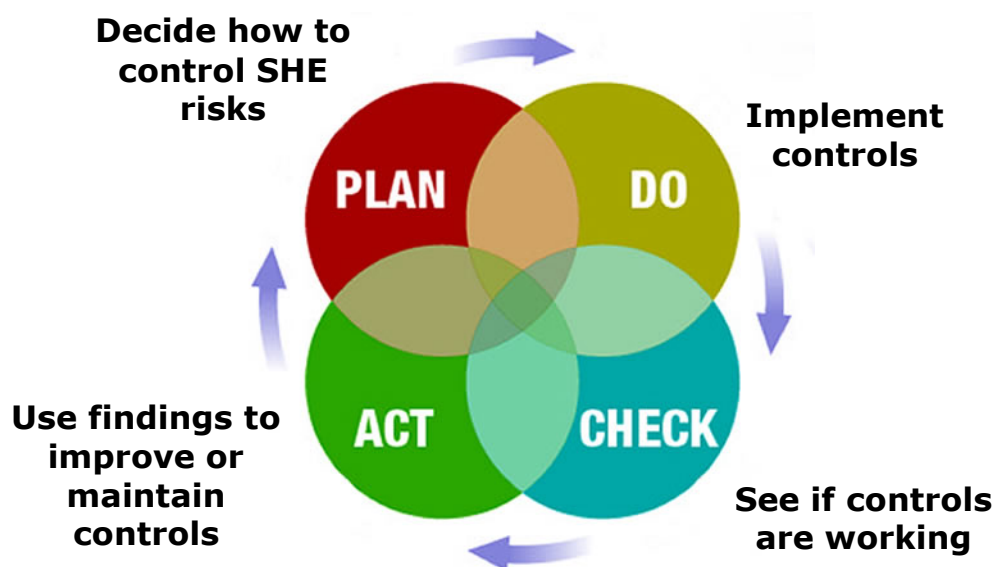
Our SHE Management System

To achieve its policies, STFC operates an integrated Safety, Health and Environment (SHE) Management System across Rutherford Appleton Laboratory.

The SHE Management System follows the plan-do-check-act approach and is based on two vital key principles:

1. that **safety management is an explicit line management responsibility** – not forgetting everyone has a legal responsibility to work safely and not endanger others; and
2. that **Risk Assessment** (RA) is the primary means by which we assess SHE hazards **before undertaking work activities or tasks**.

STFC's SHE management system is contained in a series of SHE Codes and supported by a number of SHE Notices and other resources, which are all available on the SHE website.



Your Responsibilities

We can only do great science safely if everyone works together to implement and improve our SHE management arrangements.

Our policies and codes set out people's various SHE responsibilities.

All of our staff, regardless of position, have the following responsibilities:

- a) To cooperate with STFC on all SHE matters and support the implementation and on-going improvement of our SHE policies.
- b) To take reasonable care of their own health and safety and that of other people who may be affected by their actions and decisions.
- c) To follow the SHE systems, codes, processes, procedures and precautions relevant to their work.
- d) To undertake relevant SHE training and apply their acquired knowledge and skills to their work.
- e) To report all work-related SHE incidents and concerns so appropriate action can be taken.
- f) To assist management with incident investigations and contribute towards the prevention of future incidents.



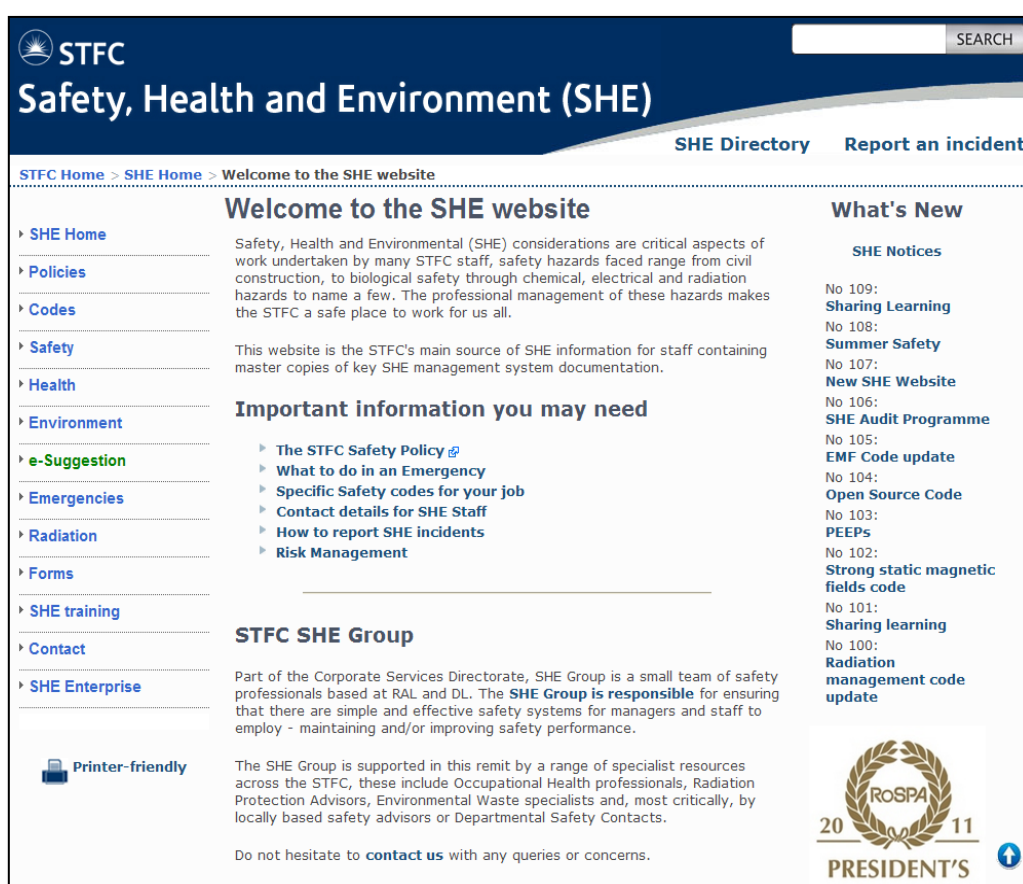
**Acting
together**

STFC SHE Website

The SHE website provides a “one stop shop” for all SHE information. The website address is <http://www.stfc.ac.uk/SHE>

To access the full SHE website you must be within STFC’s firewall (e.g. via STFC’s staff intranet).

If you access the website from outside STFC’s firewall (e.g. from home or a public computer) you’ll only get some of the content.



The screenshot shows the STFC SHE website homepage. The header features the STFC logo and the text 'Safety, Health and Environment (SHE)' in a dark blue banner. A search bar is located in the top right corner. Below the header, there are navigation links for 'SHE Directory' and 'Report an incident'. The main content area is divided into three columns. The left column contains a sidebar with links to 'SHE Home', 'Policies', 'Codes', 'Safety', 'Health', 'Environment', 'e-Suggestion', 'Emergencies', 'Radiation', 'Forms', 'SHE training', 'Contact', and 'SHE Enterprise'. The middle column has a 'Welcome to the SHE website' section with a paragraph about SHE considerations, followed by 'Important information you may need' with a list of links: 'The STFC Safety Policy', 'What to do in an Emergency', 'Specific Safety codes for your job', 'Contact details for SHE Staff', 'How to report SHE incidents', and 'Risk Management'. Below this is the 'STFC SHE Group' section, which describes the group's role and lists specialist resources. The right column features a 'What's New' section with a list of 'SHE Notices' including 'No 109: Sharing Learning', 'No 108: Summer Safety', 'No 107: New SHE Website', 'No 106: SHE Audit Programme', 'No 105: EMF Code update', 'No 104: Open Source Code', 'No 103: PEEPs', 'No 102: Strong static magnetic fields code', 'No 101: Sharing learning', and 'No 100: Radiation management code update'. At the bottom right, there is a logo for 'RoSPA 2011' and the text 'PRESIDENT'S'.

Specific pages of the SHE website are referenced in this booklet using this format:

 **[STFC Home](#) > [SHE Home](#) > [etc.]**

SHE Training

Training is vital for ensuring staff and others who work with us are competent to undertake activities where SHE hazards exist.

The mandatory SHE training programme for everyone at DL is:

- ❖ Health & Safety Induction/Refresher (1 hour classroom);
- ❖ Fire Safety Awareness (1 hour classroom);
- ❖ Safe Manual Handling (1 hour classroom);and
- ❖ On-line Display Screen Equipment (DSE) and the on-line workstation self-assessment.

Note: Contractors, short term placements and tenants do not require manual handling, DSE training and assessment.



[STFC Home](#) > [SHE Home](#) > [SHE training](#) > [On-line training](#) > [On-line training](#)

New starters should also complete the following 'BiteSize' on-line SHE Code training modules:



- ❖ Accident Reporting and Investigation (SHE Code 5).
- ❖ Risk Management (SHE Code 6).



[STFC Home](#) > [SHE Home](#) > [Codes](#) > [SHE codes](#)

Other, more specialist training may be required depending on your role. This will be identified by your line manager, taking account of any relevant training requirements specified in the SHE Codes.

Managers of staff are also required to attend one of two general STFC SHE management courses, either:

- ❖ STFC SHE Training for Technical Managers (3 days); or
- ❖ STFC Health and Safety for non-technical Managers (0.5 day)

Further information available online in SHE Training Catalogue.



[STFC Home](#) > [SHE Home](#) > [SHE training](#) > [SHE training](#)

SHE Contacts

Your line manager is your first contact point for all SHE issues related to your job.

In addition there are a number of people on site who provide a range of specialist SHE related functions and services. Their details are available in the SHE Directory.



STFC's **SHE Group** is a small group of professionals who can provide general help, advice and guidance on a range of SHE issues, including **radiation safety and fire safety**.



STFC Home > SHE Home > Contact > SHE contacts

Each Department has a **Departmental SHE Contact (DSC)**, whose role is to liaise between the central SHE Group and their respective Department.

Trade Union Safety Representatives work with management pro-actively supporting safety management in the STFC for example, by being involved with departmental safety tours and providing attendees at local and site safety committees.

The on-site **Occupational Health (OH) service** manage DL first aiders, undertake return to work medicals and provide OH surveillance medicals for those engaging in specific activities such as working with ionising radiation or driving fork lift trucks. Please note that OH **is not** a general medical practice and does not provide a drop-in service or treatments.

Incident Reporting

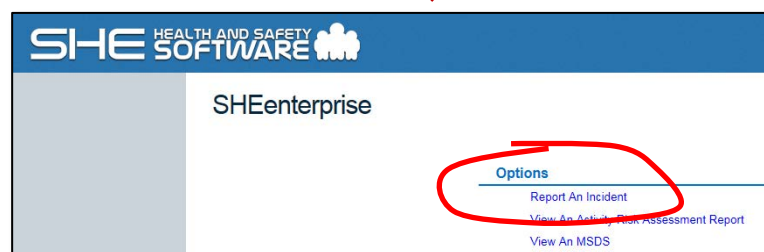
All work-related incidents must be reported, regardless of how minor. This is so that action can be taken to prevent something similar from happening and we can learn and improve.

Examples of incidents that must be reported at DL or when working offsite on Council business are:

- ❖ Injuries
- ❖ Near misses or hazardous conditions
- ❖ Failures of safe systems of work
- ❖ Environmental incidents (e.g. spills)
- ❖ Vehicle incidents
- ❖ Fires and fire false alarms

Incidents must be reported via STFC's online system, **SHE Enterprise**. This is accessed through the **SHE website**.

 **STFC Home** > **SHE Home** > **Welcome to the SHE website**



Provide as much detail as possible in your report including:

- **who** was involved;
- **where and when** it happened; and
- **what** happened.

Safety Signs

Safety signs provide vital warnings and instructions to help protect you from potential harm.

The main types of safety signs are:



Prohibition
(e.g. no access for pedestrians)



Warning
(e.g. laser beam)



Mandatory
(e.g. eye protection must be worn)



First Aid
(e.g. safety shower)



Emergency exit/escape route



Firefighting
(e.g. fire extinguisher)

Driving Safely On and Off Site

ALL DL road users must adhere to the Highway Code.

Drivers

The maximum site speed limit is 15mph.

All drivers must hold a full valid driving license for the vehicle being driven. Drivers of STFC owned or hired vehicles must also hold a valid permit.



The use of mobile phones or mobile communication devices, including hands free kits, is not permitted whilst driving on site.

Vehicles must only be parked in designated areas.

All vehicle-related collisions on site must be reported immediately to Security on x3333 and an incident report must be submitted via SHE Enterprise.

Driving without due care and attention, speeding and/or unauthorised parking may result in vehicles and drivers being banned from site.

No tail gaiting when entering or leaving site through barriers. The barriers are activated by vehicle number plate recognition or by Security.

STFC Policy for driving whilst on council business:

- The maximum driving period is 2.5 hours to be followed by a 15 minute break out of the vehicle;
- The maximum continuous car journey including breaks must not exceed 9 hours or 400 miles in one day;
- Where driving takes place at the end of a working day the total working day, including breaks must not exceed 12 hours.

Restricted Access Areas

Due to the nature of the science undertaken at DL there are many areas on site which have strict access controls due to the safety hazards present. These are often invisible hazards, for example:

- ❖ ionising radiation;
- ❖ hazardous chemical substances;
- ❖ biological laboratories;
- ❖ high power lasers;
- ❖ electromagnetic fields;
- ❖ strong and varying magnetic fields; and
- ❖ oxygen depleted atmospheres.



Restricted access areas include certain laboratories, workshops, plant rooms, roofs and experimental facilities. They can normally be identified by safety warning signs at the entrance points to these areas.



This is the ionising radiation warning symbol. It is used to identify radioactive sources, X-ray generators and areas which have restricted access due to the ionising radiation risks.

You must not enter a restricted access area unless you've been authorised to do so or are being escorted by an authorised member of staff.

If you have been authorised to enter a restricted area then **you must** abide by all the local safety rules for the area at all times.

Security

Personnel Security

Personnel security is based on knowing who people are and controlling what they have access to.

Your role is to:

- Wear your pass visibly at all times;
- Challenge, or report, any person on site who is not visibly carrying their pass;
- Take care of your personal belongings;
- Report actual or suspected security incidents to Security.

Non-STFC Staff

If you are hosting non-staff on site **you are responsible** for their safety and implementation of simple security controls such as:

- knowing who they are and what they are doing;
- are aware of what action to take in the event of a fire alarm; and
- ensure they wear their site passes at all times.

Radiation Security

The security of STFC radioactive materials is subject to regular review by management and the Environment Agency with guidance from the police Counter Terrorism Security Advisors to prevent their theft or loss.

Vigilance is required by those working with, or in areas where, radioactive materials are present to ensure they are accounted for at all times and their security is not compromised.

Particular attention needs to be paid to visitors or contractors admitted to such areas.

Asbestos

The DL site was constructed when asbestos was routinely used in building construction. Many buildings and some plant and equipment still contain Asbestos Containing Materials (ACMs).

ACMs do not pose a significant health risk provided they are in good condition, left undisturbed and properly managed. The risk only arises if asbestos fibres are released and become airborne, e.g. through damage or disturbance of the ACM.

We therefore have comprehensive asbestos management arrangements in place including a register held with Estates.

Risk Prevention

Despite an extensive site asbestos register at DL it is not possible to know exactly where all asbestos is located.

Staff must not damage or disturb the fabric of any building, e.g. by drilling holes in walls, or moving floor or ceiling tiles.

Only staff and contractors authorised by STFC's Estates Department are permitted to manage or carry out work involving ACMs.

Emergency Action

In the event of any ACMs (or suspected ACMs) being damaged, disturbed or exposed you must:

- stop work and evacuate the area;
- contact Security immediately for emergency assistance by calling 3333 from any site landline;
- prevent other people from entering the area until a member of the Estates team arrives to evaluate the situation; and
- report the incident online via SHE Enterprise.

Environment

Waste Management

All waste is controlled at DL (see *SHE Codes 31 and 21*). Specific disposal and recycling procedures are in place for certain items such as metal, paper, batteries, oils, printer cartridges and sharps.

Do not throw hazardous waste in general waste bins and skips.

Check before disposing of hazardous liquids in sinks/drains.



The 'Environment' section of STFC's SHE website, provides more details on waste recycling and disposal contacts.



[STFC Home](#) > [SHE Home](#) > [Environment](#) > [Environment](#)

Spillages

It is important to prevent hazardous substances entering the site surface water drain systems at DL because these lead to Bridgewater Canal. Site spill kits are available to deal with external emergency spills on roads etc.

Site spill kits should not be used for smaller liquid spills within workshops or laboratories. Groups responsible for such areas should have purchased and placed spill kits locally to deal with such events.

Display Screen Equipment (DSE) Try Before You Buy Scheme

Commonly STFC roles include an amount of time spent sitting at a desk using computer equipment. Musculoskeletal injuries can occur due to poor posture or when we are seated for long periods.

Mice and Keyboards



We have a range of different options for mice including a mouse for left-handed people. In addition we have a range of keyboards which includes split, compact and ergonomically designed.



Office Furniture

Why not try a desk riser which allows you to sit or stand throughout the day.



Office Chairs

The trial version is from the Agitus range from Senator which comes in a number of different models



Miscellaneous



This includes a document holder, lumbar support, wrist support and trackbar, graphic tablet and foot rest.



First Aid



Minor injuries:

- Contact the local STFC first aider; or
- If a local first aider cannot be located, call Security on x3333 (01925 603333 from a mobile) for assistance with finding another first aider.

Details of local first aiders are posted by building entrances. There is also a full list of site first aiders on the intranet.



STFC Intranet > Safety, Health and Environment > First aid > DL > Pages > default

Serious injuries or medical emergencies:

- Call Security on x3333 (01925 603333 from a mobile) giving location and nature of the medical emergency. They will call an ambulance if one is required;
- Tell Security if an ambulance has already been called from the scene, so they can be ready for its arrival; and
- Do what you can to make the casualty safe without putting yourself at risk.



Fire Safety

Do not block fire escape routes or exits.

Do not wedge open fire doors.

Do not smoke or vape inside or within 5m of a building.

If you discover a fire:



Operate the nearest manual call point and alert colleagues - shout "Fire! Fire!"



Call Security on x3333 (01925 603333 from a mobile) giving location and type of fire



Fight the fire with the correct type of extinguisher **IF** trained and it is safe to do so



Leave the building by the nearest available exit



Go to the assembly point for the building

If you hear the fire alarm:



Leave the building by the nearest available exit



Go to the assembly point for the building

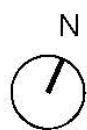
Building assembly points are shown on the following map.

Building fire alarms are tested weekly. The testing schedule is on the intranet:



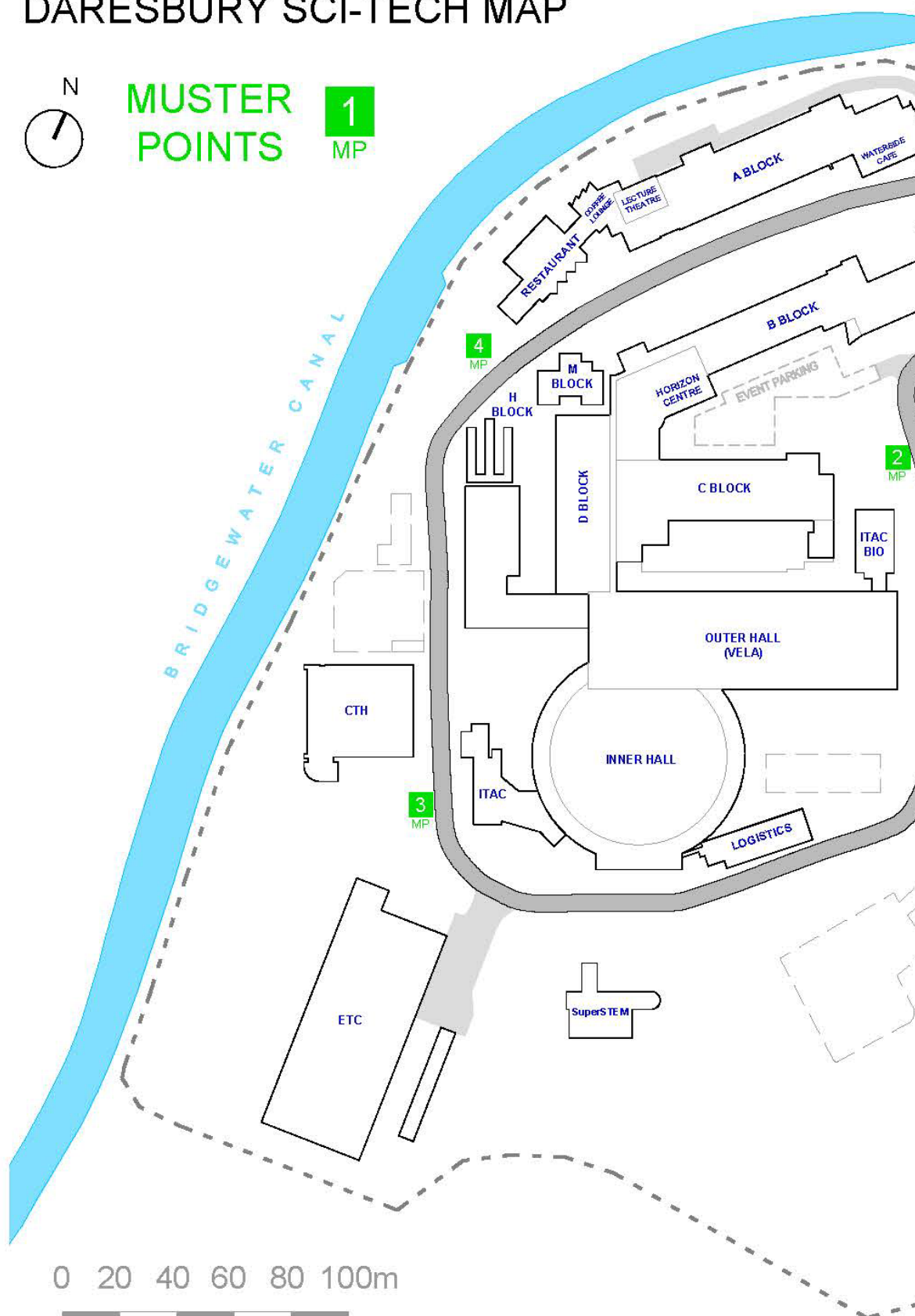
[STFC Intranet](#) > [Core Services](#) > [Estates and maintenance](#) > [Estates Services \(DL\)](#) > [Pages](#) > [FireAlarmTesting](#)

DARESBUURY SCI-TECH MAP

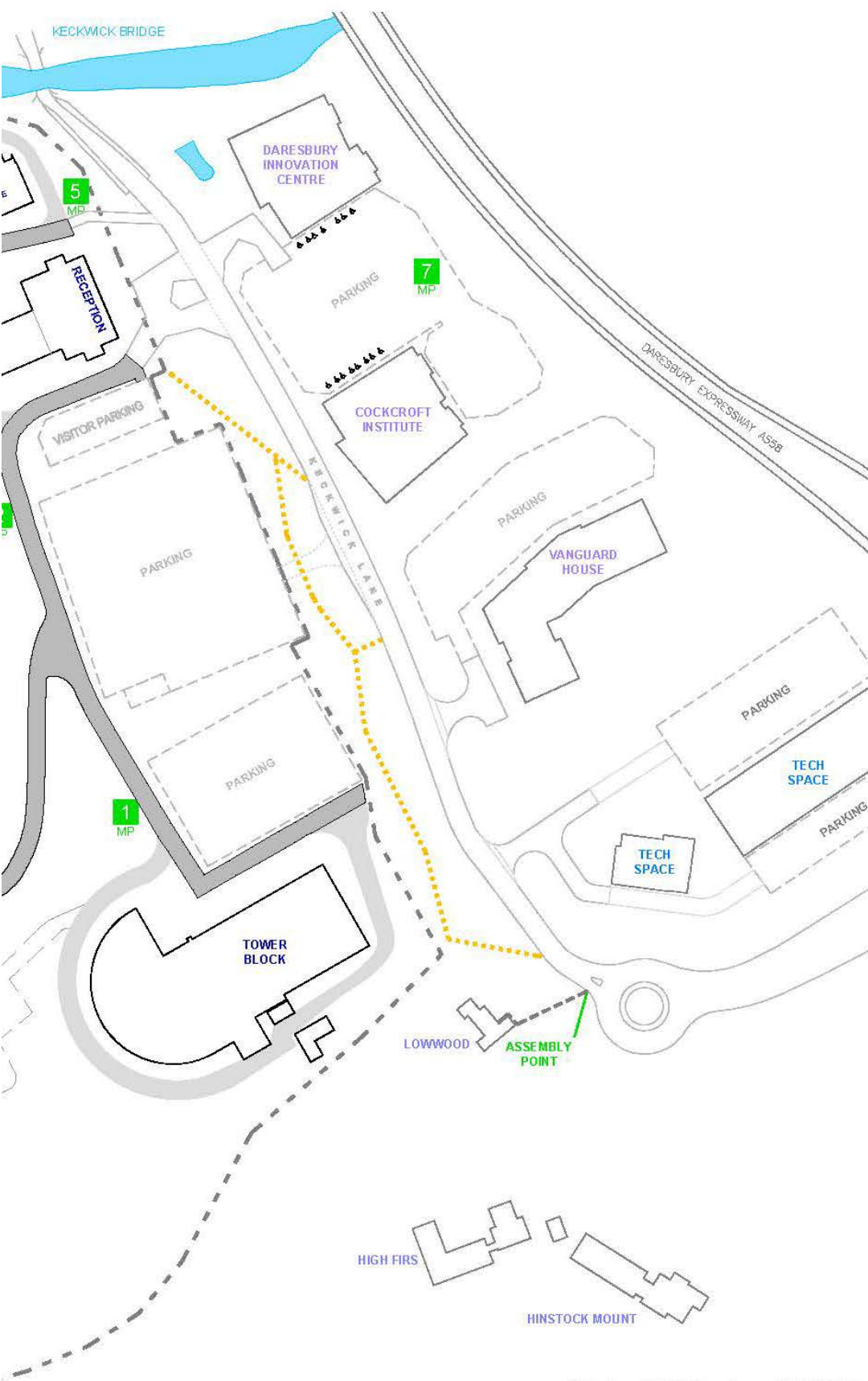


MUSTER
POINTS

1
MP



0 20 40 60 80 100m



Your SHE Induction Checklist

Name:	
--------------	--

	Action	Date Completed
1	Read STFC's Health and Safety Policy.	
2	Read STFC's Environment Policy Statement.	
3	Know how to get out of your building/area in an emergency, and where your nearest fire assembly point is.	
4	Know how to contact your local first aider.	
5	Find out where your nearest Muster Point is.	
6	Complete the on-line Risk Management 'BiteSize' training module.	
7	Complete the on-line Accident Reporting and Investigation 'BiteSize' training module.	
8	Know and understand the main risks associated with your job and the precautions to take.	
9	Complete the mandatory SHE Training programme.	
10	Discuss any specific SHE training needs with your manager and add them to your APR training plan.	

Please retain the completed checklist as evidence for future SHE Audits and checks.