

# Health and Safety for the Architectural Studios

## Notice to all staff and students

The school is committed to ensuring a high standard of health and safety in the working environment of all members, academic, administrative, technicians, and students. As members of the school you are obliged to follow Health and Safety Regulations of the university. These exist for your own safety, and oblige you not only to take reasonable care for your health but for the health and safety of others. You must follow all relevant safety instructions at all times and be aware of any safety signs, information and posters around you.

## School safety regulations

All staff and students must act with due regard for the health and safety of themselves and all other members of the school. All timetabled classes must be supervised at all times, whether by a technician or academic.

No student may enter an area of high risk without being accompanied by a member of staff. No timetabled class may commence without the presence of a member of staff.

No member of staff or student may undertake any activity which requires safety training, without that training having been undertaken and without a record that appropriate training has been successfully completed.

Students must abide by any health and safety instructions issued by technical and academic staff whether verbal, written or displayed as notices.


All staff and students must follow the Universities procedures for investigating and reporting accidents. In the event of an accident, students must immediately report to a member of staff and when required contact a first aid officer.


## FIRST AID OFFICERS


Mick Ward	HB129	x 3217
James Hewell	HB129	x 3213

## Health and Safety instructions to students

You are reminded that it is your responsibility, under the Health and Safety at Work Act 1974, while working in this laboratory.

 To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions.

 As regards any duty or requirements imposed on the Department by or under any of the relevant statutory provisions, to co-operate, as far as is necessary, to enable that duty or requirement to be performed or complied with.

 Not to interfere with, or misuse anything provided, in the interests of health, safety or welfare.

Students shall use any protective equipment provided, and ensure so far as is practicable, that they understand and abide by the safe systems of work and any safety procedures and regulations established by the University with any of its activities.

It is also your responsibility, under the control of substances hazardous to health (COSHH) act, 1994, to be aware in advance of the hazards associated with particular materials and equipment used in each experiment that you undertake. These are available for reference in the technician office. The information provided also includes advice as to remedial and protective action to be undertaken in the event of an accident involving a chemical being swallowed, inhaled, splashed on the skin, or splashed in the eye. Except where otherwise indicated in the experimental instructions, these eventualities are covered by the standard treatments.

## General Studio good practice

Keep your area of work as tidy as possible

Always replace lids and stoppers on all containers immediately after use.

Make sure that the passageways between the benches and the exits from the studio are clear of all obstructions.

Should you have to apply any force to glassware (e.g. when inserting corks or bungs) then wrap a piece of towelling round your hand. *Cuts from shattering glass are a very common source of accidents*

Never taste any chemical sample. Many organic liquids and some inorganic materials are toxic by absorption through the skin, ingestion or inhalation.

Skin contact with such liquids should be avoided by the use of gloves.

There are many pieces of equipment housed in the studio and under no circumstances should you attempt to use any such equipment without first being shown by a competent member of staff and familiarising yourself with the instructions.

Read through the instruction for each experiment carefully before starting.

## Manual Handling

Manual Handling injuries can be built up over time rather than being caused by a single accident. Think, before you lift or move an item!

Check whether you need to move the object at all. If yes remember the principles of good handling:-

- Stop and Think - do you need help? Remove all obstructions in your path; if in doubt ask for help.
- Position the Feet - place feet apart to give a balanced stable base.
- Adopt posture - bend the knees (if lifting from a low level) keep back straight and shoulders level, facing in the same direction as the hips.
- Keep close to the load and check the area is clear where you want to unload.
- Check if slippery first, then get a firm grip.
- Don't jerk or twist the trunk when turning to the side.
- Put down then adjust - if more positioning of the load is necessary.
- The maximum to be lifted on a close to body straight lift is 25 Kg. However, if a box or similar object is lifted with arms part outstretched the weight limit will reduce dramatically, depending on height and frame of the person.

## **Fire Precautions**

Please note when entering the studio where the fire exits are.

In the model making studio HB126, there is just one fire exit, which is the one used to enter the studio. The main fire exit for the building is directly opposite this.

There are no fire alarm call points in the studio. One is located outside the studio in the corridor opposite the studio entrance.

There is one fire extinguisher in the laboratory. This is a CO2 type located between the laser cutter and the studio entrance. There is also a foam type located outside the studio next to the fire alarm call point.

## **Studio Fire Procedures**

### **On hearing the fire alarm**

Leave the building by the nearest available exit closing doors and windows behind you.

Do not stop to collect personal belongings.

Do not use lifts

Assemble at EDWARD STREET – near Uclan print shop.

### **If you discover or suspect a fire:**

Inform a technician in Hb127 if one is available and follow their instructions

If a technician is not immediately visible, then operate the nearest fire alarm call point.

From a place of safety call 333 or use an emergency telephone (green/red) to inform switchboard of the location of the fire.

**IMPORTANT:** only stop to tackle a fire with an extinguisher if it is safe to do so and you have been trained in their use.