

Health and Safety Unit

Health and Safety Awareness for Visiting Teaching Staff

This is a sub-policy of UEL's main Health and Safety Policy Statement

UEL has a responsibility to ensure that the safety of all staff and students is not compromised whilst working at or on behalf of our University. In the case of visiting teaching staff the duty to discharge this responsibility **falls primarily on the College, School or Department that engages them**. In particular, the College, School or Department responsible for the appointment of visiting staff must deliver an induction which includes health and safety arrangements and bring this sub-policy to their attention. This awareness information is designed to inform visiting teaching staff of **their** health and safety responsibilities.

Fire evacuation

All visiting teaching staff will need to make themselves aware of the fire evacuation procedures applying to the area where they will be working.

This will include the:

- fire alarm system and how to raise the alarm;
- nearest escape route and fire exit;
- alternative escape route and fire exit;
- procedure for clearing the room and who to report to;
- location of the relevant fire assembly point.

If you are teaching when the alarm sounds, it is your responsibility to guide your students to a place of safety outside the building.

Health and Safety information

All visiting teaching staff will need to make themselves aware of the following:

- where to obtain college, school, department or service specific health and safety information and advice;
- to whom health and safety issues are to be reported.

Risk assessment

All visiting teaching staff will need to make themselves aware of the college, school, department or service generic and activity specific risk assessments and control measures relating to the locations where they will be working, and activities they will be conducting.

Health and Safety Policies and procedures

All visiting teaching staff will need to make themselves aware of the following policies and procedures which can be viewed and downloaded from:

<https://uelac.sharepoint.com/HealthandSafetyUnit/Pages/H%26S-Handbook.aspx>

Mandatory

- Health and safety policy

- Fire policy (includes Evacuation procedures for wheelchair users and other people with restricted mobility)
- Accident, dangerous occurrence, ill health & violent incident management and reporting procedure
- First aid policy
- Smoking policy

Specific health and safety policies which will relate to their activities may include:

- Fieldwork
- Working alone
- Unattended experiments
- Personal security
- COSHH
- Electrical safety
- Workshop safety
- Contractors
- Display screen equipment
- Asbestos
- Office safety
- Extracurricular and weekend activities on University premises

For further information on any health and safety issue, in the first instance, please contact your college, school or departmental Office.

Reviewed January 2020: Next review date January 2022