



Health and Safety Policy

Policy title	Health and Safety Policy
Policy type	Estates and Facilities management
Policy owner	HSE manager
Policy number	Estates and facilities management / 1
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1. Purpose:

The purpose of this policy is to ensure that, as far as reasonably practicable, the safety of all employees, students in our care, visitors and any other individuals who may be affected by our activities is safeguarded through compliance with relevant health and safety legislation.

It is the personal responsibility of every individual referring to this policy view the latest version; this will always be published on the website/intranet and dated.

2. Scope:

This policy applies to all university locations.

This policy applies to university staff.

It is the agreed Policy and any unauthorised deviation by staff from following this policy and supporting procedures and documents may be subject to disciplinary procedures.

It is often said that health and safety is a matter of common sense, but in an organisation as large and complex as our University, responsibilities, structures and processes designed to prevent injury and ill health need to be in place and be well understood.

The University fully acknowledges its responsibilities as an employer and has mature policies and systems in place to ensure the effective management and control of the wide range of risks that are inevitably present in such an organization.



The University is committed to continuous improvement in all areas of health and safety performance, emphasising prevention of accidents and ill health, rather than reactive measures.

Every member of our community, staff, student, or visitor, has the right to be in a safe and healthy environment within the University, and each individual has an important contribution to make towards that goal.

To complement the formal systems the University has put in place, each member of our community must also take personal responsibility for their own and others' safety and health – we need to help look after ourselves and our colleagues.

The University Health and Safety Policy, and its supporting documents, are the gateway to all the essential guidance and advice you will need to help you achieve that.

Signed:

Date:

Professor Mohamed Loutfi.

Vice Chancellor and President.

Signed:

Date:

ENG. Youssef Youssef.

Chief Operation Officer.

Signed:

Date:

Eng. Mohamed Kassem.

HSE Manager.

3. Introduction:

The British University in Egypt believes that there is a strong moral and legal imperative to ensure the implementation of a robust and effective Health and Safety Policy. The University enhances the life experience of its staff, students, work partners, and the general public, and it is extremely important that all staff, particularly those with managerial or supervisory responsibility, appreciate the business case for strong health and safety management. Every accident, incident, and case of occupational ill health is potentially an unnecessary drain on the University's finite resources and may diminish its reputation in the general community.

The University's Health and Safety Policy provides a transparent and proportionate framework for the organization of health and safety management within the University. It is expected that those who have responsibilities and duties to implement the Policy will discharge them diligently and enable the University to continue to be a safe and healthy place in which to work and study.

The Framework documents detail the organization and arrangements for implementing the University's Health and Safety Policy in Faculties, Departments, and support units. The University's Health and Safety Policy and Framework documents should be read in parallel.

4. Standards and Procedures:

2. Corporate organization

The Management of Health and Safety at Work Regulations require the University to appoint "competent advice". This is provided by the professional staff of the Health and Safety Department, who are also a source of independent and objective advice and guidance to the University on the full range of occupational health, safety, and welfare matters. They are supported by professionally qualified health and safety practitioners embedded within specific Faculties.

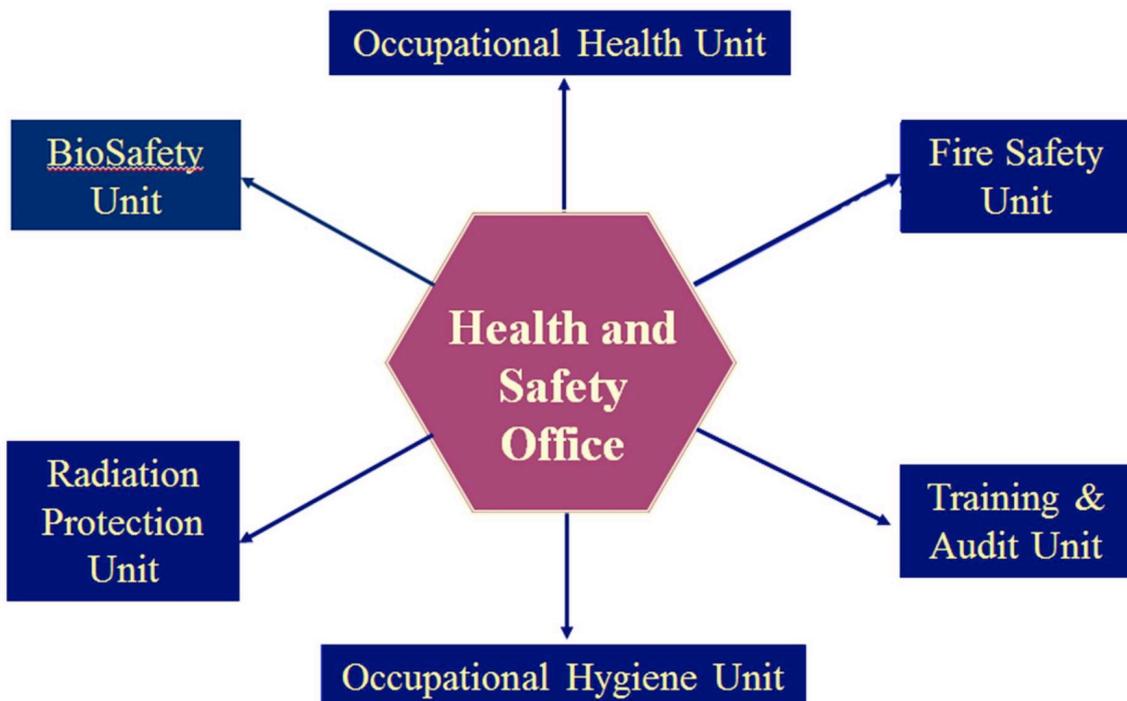
The Health and Safety Department also provides a central coordinating role in securing the effective implementation of the University's Health and Safety Policy. The Manager of Health and Safety is responsible to the University Court via the Director of Estates and Facilities.

As well as compliance with occupational health and safety legislation, the Department's remit extends into the promotion of health, wellbeing, and relevant public health matters to the University community. Liaison with various authorities that enforce the statutory requirements for occupational safety and health takes place through the Health and Safety Department.

2.1 Corporate Health and Safety Department structure

The Health and Safety Office is the core of the Health and Safety Department, where the manager ensures compliance with the University's Health and Safety Policy and the operation of the University Health and Safety Committee, provides information to senior management, inputs on strategic issues, and manages staff in the Units within the Department. The attention of the Manager of Health and Safety should be drawn to any information received, e.g., by Faculty personnel, on health and safety matters which could usefully be brought to the attention of other Faculties or management units within the University.

The Manager of Health and Safety produces an Annual Health and Safety Plan (aligned with the University's overall Strategic Plan), which contains details of progress against the previous year's Plan, together with objectives for the coming year. This is presented annually to the University Health and Safety Committee, for information and approval, and then passed up to the Audit and Risk Committee and the University Court. The professional staff are supported by appropriate administrative staff overseen by the Departmental Administrator.



2.1.1 Biosafety Unit (BSU)

Staff in the Unit

The University has appointed a University Biological Safety Adviser (UBSA) to provide specialist professional guidance, advice, and training on all aspects of biological safety. The Biosafety Training and Development Assistant assists the UBSA with the development of guidance and training, and presents training to the University community.

Main responsibilities of the Unit

The professional staff members of the BSU oversee the policy on work with biological materials, producing guidance on such work. Responsibilities include:



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- All contact and liaison with the enforcing authorities (primarily the Health and Safety Executive's Biological Agents Unit) on matters relating to biological safety and biosecurity take place via, or in consultation with, the UBSA.
- All statutory notifications for work with dangerous pathogens and for genetic modification work is undertaken by the University Biological Safety Adviser.
- The UBSA is a member of all local Genetic Modification Safety Committees.
- The UBSA provides professional support and advice to managers and researchers concerning biological safety management and compliance with relevant legislation.

Training offered:

The Biosafety Unit runs training courses to provide the necessary basic knowledge in biosafety, genetic modification, and the transport of biological materials.

1.2 Fire Safety Unit (FSU)

Staff in the Unit

The Fire Safety Unit is staffed by professional fire safety personnel and includes:

- University Fire Safety Adviser.
- Deputy University Fire Safety Adviser.
- Fire Safety Coordinators.

Main responsibilities of the Unit:

- To support and advise the Central Management Group (through the University Health and Safety Committee), Faculty Deans and the Director of Estates, to meet, deliver and maintain statutory fire safety obligations.
- To support the Fire Coordinators in their role and provide adequate training to maintain competence.
- To ensure Fire Risk Assessments are carried out for all new premises on an appropriate timescale.
- To ensure a training program for Fire Coordinators and Fire Stewards is maintained and delivered.
- To provide a program for general staff fire safety training.

- To review all fire safety risk assessments as necessary.
- To provide liaison and support on all matters relating to fire safety provision within the University estate portfolio.
- To ensure all fire incidents are investigated and monitor all calls to the SFRS.

Training offered:

The Fire Safety Unit offers training in all aspects of fire safety including fire awareness, the roles of fire stewards and coordinators, and fire extinguishers.

2.1.3 Occupational Health Unit (OHU)

Staff in the Unit

The Occupational Health Unit is staffed by professional practitioners

- Occupational Health Manager.
- Senior Occupational Health Adviser.
- Occupational Health Adviser.
- Occupational Health Technician.

Main responsibilities of the Unit:

The Occupational Health Unit contributes to protecting the health of the working population, having a specific specialist public health agenda, including reducing health inequalities, social exclusion, and sickness absence.

The OHU provides a service that focuses on the promotion of both physical and mental health at work, contributing to the prevention of ill health and supporting staff attendance, performance, well-being, and employee engagement. The OHU team provides an impartial and confidential advisory service and, through collaborative work with external and internal agencies and services, helps to provide an integrated service to all University staff.

Effective use of the OHU service enables compliance with health and safety and employment legislation, including control of substances hazardous to health (COSHH) and requirements relating to health surveillance, and – through early involvement – with attendance management. The OHU has a critical role to play where absence is a concern in helping employees achieve sustained attendance and contribution at work, thus reducing absence levels, and increasing staff productivity and retention. The OHU advises employees,

their managers, and Human Resources colleagues on the impact of work on employees' health and welfare, and the effects of employees' health on their ability to attend and perform their work satisfactorily. By provision of a referral system accessible to employees, their managers, and Human Resources, the OHU can assist and advise on individual case management. Specific professional advice is provided to employees, managers, and Human Resources teams, on a wide range of health issues, such as:

- Ensuring compliance with statutory requirements concerning health Surveillance.
- Providing vaccination and immunization required due to work activities including travel medicine specialties.
- Advising on return to work, including phased return and rehabilitation.
- Guiding implementation of appropriate workplace adjustments specific to the health needs of the employee.
- Advising on health issues affecting attendance or performance at work.
- Determining if ill health retirement criteria are met, as set by pensions providers.

Training offered:

The staff cohort of the OHU contribute to health-related training courses, in collaboration with managers, other Units of the Health and Safety Department, and Human Resources colleagues.

2.1.4 Occupational Hygiene Unit (OccHygU):

Staff in the Unit

The Occupational Hygiene Unit is staffed by the Health and Safety Adviser who has specific qualifications and experience in occupational hygiene as well as general safety.

Main responsibilities of the Unit:

Occupational Hygiene is the application of scientific, technological, and managerial principles to the protection of the health of persons at work, and those outside the workplace, through the elimination or reduction of health risks presented by chemical, physical or biological hazards.

The Occupational Hygiene Unit oversees and updates policy and guidance relating to the workplace, specifically to hazardous substances, engineering controls and personal protective equipment. Specific guidance on most aspects of control of substances hazardous to health (COSHH), including guidance on COSHH risk assessments, can also be provided by the Occupational Hygiene Unit (advice on health surveillance and biological safety is available from the Occupational Health Unit and Biosafety Unit respectively).

Specific services include:

- Noise monitoring and advice.
- Temperature and humidity monitoring and advice.
- Dust monitoring and advice.
- Respirator face-fit testing and guidance on wearing of respiratory protective equipment (RPE).
- Other personal protective equipment (PPE) advice.
- Accident and incident investigations.

Training offered:

General training on occupational hygiene subjects is offered as required.

2.1.5 Radiation Protection Unit (RPU)

Staff in the Unit

The Radiation Protection Unit comprises the University Radiation Protection Adviser (URPA) and the Assistant Radiation Protection Adviser.

Main responsibilities of the Unit:

- Professional advice on ionizing, non-ionizing and laser radiation safety is available from the RPU and general information on safe work with ionizing and non-ionizing radiation is available, in the form of several Radiation Protection Codes of Practice and Guidance Notes on specific matters.
- There is a rigorous system in place for the identification of radiation hazards, assessment of the risk, and identification of appropriate control measures. To provide the appropriate specialism, the University Radiation Protection Adviser prepares generic radiation risk assessments.
- All persons wishing to work with ionizing radiation sources or hazardous lasers without immediate supervision must formally request authorization, which involves the written acknowledgement of the local Radiation Protection Supervisor or local Laser Supervisor, for their area, and the URPA. The application for authorization requires the applicant to justify the need for the work.

Training offered:

The Radiation Protection Unit runs training courses to provide the necessary basic knowledge in radiation and laser safety. Attendance at the RPU's basic training course for research and teaching, or equivalent, is required before individuals can commence unsupervised work. Similar attendance criteria apply to radiation use in veterinary studies and work involving lasers.

2.1.6 Training and Audit Unit (T&AU)

Staff in the Unit:

- The Training and Audit Unit comprises the Training and Audit Coordinator, the Health and Safety (First Aid) Trainer, and the Commercial and e-Training Administrator.
- The Training and Audit Coordinator is a fully qualified and professional health and safety practitioner.
- The Health and Safety (First Aid) Trainer has specific qualifications and expertise in first aid training, as well as other health and safety disciplines.
- The Commercial and e-Training Administrator focuses on the development and improvement of eLearning packages, and maximization of commercial training opportunities.

Main responsibilities of the Unit:

- The Training and Audit Unit offers a comprehensive range of general and specific health and safety training courses.
- The T&AU implements a program of general and topic-based audits around the University. This includes a well-established program of health and safety management and compliance audits.
- The Unit also offers help and guidance to University staff who are required to carry out audits and inspections of their own work areas.

Training offered:

Specific courses offered by the T&AU include, but are not restricted to:



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- health and safety awareness.
- accident and incident reporting.
- IOSH Managing Safely and Working Safely.
- first aid.
- manual handling.
- Principle investigators/supervisors' health and safety responsibilities.

Specific training requests should be addressed to the Training and Audit Coordinator.

3. The University Court.

The University Court has primary responsibility in terms of Health and Safety at Work, and for the health and safety of staff and students of the University and any members of the general public having access to University premises. In particular, the University Court assumes responsibility for:

- Keeping under review the University Health and Safety Policy.
- Allocating resources for health and safety measures.
- Maintaining the organization for the successful implementation and monitoring of compliance with the University Health and Safety Policy.
- Identifying and allocating the health and safety roles and responsibilities of individual members of the University community.
- Encouraging a culture of health and safety awareness and continuous improvement.

The University Court is advised in these matters by the University Health and Safety Committee.

4. Responsibilities of Senior Management:

Following the requirements of the Health and Safety Executive, the University has appointed a member of its senior management team, who attends the University Court, as the institution's "Health and Safety Champion".

This member of the senior management team has a particular interest in, and responsibility for, overseeing the University's health and safety management arrangements, and as such convenes the University Health and Safety Committee.

This role is currently fulfilled by the Manager of HSE.

5. University Health and Safety Committee:

The University Health and Safety Committee is responsible for advising on all matters concerning health and safety in the University and will draw attention to the University's legal obligations relating to health and safety. The Committee forwards to the University Court recommendations for necessary action to ensure that reasonable steps are taken to promote the health and safety of employees, students and, others entering the precincts of the University. The Health and Safety Committee is the main conduit for consultation on health and safety issues with staff in general.

The University Health and Safety Committee considers any matter referred to it by a Faculty (or equivalent) Health and Safety Committee. The University Health and Safety Committee will also, where necessary, consider reports from Inspectors of Enforcing Authorities, the University's insurers, and brokers on employee safety. The Committee is the forum in which such reports can be shared with employee and student representatives.

The Health and Safety Committee promotes continuous improvement in the University's health and safety management system and encourages the sharing of best practice within the University community concerning all aspects of health and safety including well-being.

6. Inspections, Monitoring and Auditing:

6.1 Inspections:

Inspections mainly involve observation of facilities and working practices to assess whether standards are adequate.

Faculty personnel should carry out regular and systematic local health and safety inspections to scrutinize health and safety standards and the effectiveness of the health and safety management systems in place. The purpose of inspections is to identify any unsafe or unhealthy conditions or work practices that may already be occurring and to prevent any arising in the future. Inspections are recorded and include identification of any remedial action required, who is to undertake it, and on what timescale. Procedures should be in place to follow up and ensure any recommendations made are implemented.

Interested parties, such as Health and Safety Executive Inspectors, the University's insurers or members of the Health and Safety Department, may wish to see these documents and they should be made available on request.

The Health and Safety Department assists Faculties to carry out this inspection function effectively via the provision of paper and computer-based tools, such as model checklists, which may be adapted to meet particular requirements.

Regular reviews should be undertaken of the health and safety arrangements (local policies, procedures etc.) to confirm that these arrangements are appropriate and are working effectively. Where it is identified that any improvements to arrangements should be made, then these must be implemented and suitable records kept. Serious consideration should also be given to any other changes that could result in improved or better standards of health and safety management and practice.

6.2 Monitoring:

Monitoring involves checking management systems utilized within the University to ensure health and safety compliance, fitness for purpose, and adherence by staff, students and visitors. Monitoring of the local Faculty health and safety policy, risk assessments, safe schemes of work, local rules etc. should be undertaken regularly by Faculties to ensure all information is current and accurate, and appropriate corrective action is taken as required.

If staff are aware of any safety-related problem in an area for which they are not responsible, then they must bring this to the attention of the person whose responsibility it is, or to a more senior member of staff and to their Faculty Safety Adviser or Manager.

All members of the University community are directed to take notice of what is going on around them and report to their supervisor, or to a more senior member of staff, any instances where University Health and Safety Policy is not being followed or any other safety-related concern they may have.

6.2.1 Accidents:

Monitoring and analysis of any accidents, incidents and instances of occupational ill-health occurring at Faculty level is essential to detect trends and ensure remedial action can be taken to prevent a recurrence. The University Health and Safety Department reviews all reported accidents, incidents, and instances of occupational ill health to determine those events that are legally reportable to the relevant enforcing authority, and those that require further investigation and possible notification to others within the University, to ensure that appropriate remedial action is implemented.

Faculty personnel are expected to review all accidents and incidents within their Faculty, and, where appropriate, investigate these to ensure appropriate measures are taken to reduce the likelihood of the incident re-occurring. These reports should be shared with the Health and Safety Department when appropriate.

6.3 Auditing:

6.3.1 Auditing Program:

The University has developed and evolved a comprehensive program of management, compliance, and topic auditing and reviewing, in pursuit of continuous improvement in health and safety performance. This program involves audit visits to Faculties and support units to discuss and evaluate management arrangements, to examine how effectively these arrangements are translated into best practice at Faculty (or equivalent) level and below, and to make recommendations for immediate and/or long-term improvements.

7. Deans of Faculties and Directors of Departments:

Deans, and their equivalents in the University administration, are responsible to the University Court, for the management of health and safety matters within the area of the University under their control. Whilst retaining this management responsibility to Court, Deans and Directors are required to delegate duties to, and place management responsibilities upon their teams, to ensure that local policies and practices for the effective management of health and safety are in place, published, and adhered to.

Deans (or equivalent), together with senior members of staff and Faculty Safety Advisers are expected to take the initiative in promoting and monitoring the health and safety of all persons liable to be affected by Faculty activities under their control, and must:

- Ensure the existence of a local Faculty Health and Safety Policy.
- Monitor the local Health and Safety Policy regularly including through systematic audits.
- Ensure adequate provision of information, instruction, and training is available and that appropriate staff attend, so that work can be carried out competently and safely.
- Ensure all instances of fires, occupational ill health, accidents, and dangerous occurrences within the Faculty are reported promptly to the Director of Health and Safety, with records regularly reviewed for prompt corrective action.
- Appoint a Faculty (or equivalent) Safety Adviser, or Health and Safety Manager as appropriate.
- Appoint a Faculty Health and Safety Committee.
- Ensure all fire safety protocols/rules are implemented in their Faculty.
- Ensure that all Faculty equipment is maintained in a safe condition and that proper steps are taken to repair faults in equipment and to remedy any defects that occur in the services and fabric of the Faculty.
- Ensure that there are suitable arrangements in place if bringing contractors into the University. All contractors carrying out construction work as defined in the Construction (Design and Management) Regulations must be under the control of the Estates Department.

9. Individual responsibility:

As already mentioned in the University Health and Safety Policy, it is a duty for everyone engaged in University activities to exercise personal responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work, or during the course of study.

All those who supervise work, particularly those who supervise work in laboratories, workshops, practical classrooms and fieldwork, at whatever level, have a responsibility to ensure that they do not endanger the health and safety of students, technical, academic, cleaning/maintenance staff, and others, including visitors. No person shall intentionally interfere with, or misuse anything provided by the University in the interests of health, safety or welfare. Individuals are required to comply with any procedures or arrangements formulated under the authority of the Policy. Breaching health and safety law or the University Health and Safety Policy may lead to disciplinary action under University procedures.

10. Estates Department responsibilities including outside contractors:

The Estates Department takes the lead on and publishes guidance on a number of key health and safety issues, including, but not restricted to;

- construction safety, including the Construction (Design and Management) Regulations (CDM Regs).
- management of contractors.
- asbestos management.
- control of Legionella risk.
- gas safety.
- electrical safety.
- lift and lifting equipment installation and maintenance.
- some aspects of pressure vessel safety.
- transport issues.
- environmental matters with close liaison with the Radiation Protection, Occupational Hygiene and Biosafety Units on hazardous waste issues.
- fire safety infrastructure in liaison with the Fire Safety Unit.

The Health and Safety Department works in close partnership with the Estates Department on all of the above areas.

Health and Safety Policy – Framework: Arrangements:

This document details the Arrangements for health and safety management within the British University in Egypt. It should be read in conjunction with the Health and Safety Policy – Framework: Organisation, and the University Health and Safety Policy document itself.

This section of the Framework is divided into general arrangements applicable to most staff and students at the University, and more specific arrangements on discreet topics.

General arrangements:

1. Accidents, incidents, dangerous occurrences and occupational ill health

All accidents, instances of occupational ill health, fires and dangerous occurrences including near misses must be reported to the Health and Safety Department as soon as possible after the incident has occurred, and in any case within seven days. No accident should be considered too trivial to report.

All Faculties must ensure that they have in place robust internal reporting procedures, to ensure that all incidents/accidents are reported via the University Accident and Incident system. All accidents etc. reported using the University Accident and Incident reporting systems will be reviewed and investigated as necessary by the Health and Safety Department. All accidents and incidents must also be investigated and reviewed at Faculty level by the Faculty Safety Adviser or other nominated member of staff.

2. Buildings:

2.1 General access:

Deans of Faculties or conveners of Multi-Occupancy Building Users Groups will specify who shall be allowed access to the areas of the University under their control and the appropriate closing arrangements applicable to the occupation of their Faculty or building.

2.2 Building hours and occupancy:

Deans of Faculties or conveners of Multi-Occupancy Building Users Groups must specify the evening and weekend hours of opening of buildings under their control and communicate this to all building users.

Deans of Faculties and/or conveners of Multi-Occupancy Buildings Users Groups must consider and specify the permitted occupancy of individual University premises under their control, in consultation (where required) with the health, safety and environmental department.

Undergraduates and inexperienced technical staff should only be allowed to carry out practical laboratory or machine shop work in the evening or at weekends if explicit permission is given in writing on each occasion by a senior member of the academic staff, and adequate supervision is employed.

Deans of Faculties must prohibit any work entailing a risk of serious personal injury or fire by persons working alone in the early morning or evenings or at weekends, irrespective of the status of the worker.

Deans of Faculties should ensure that well-publicised information is available on the procedures to be adopted if an accident or emergency occurs outside normal building hours.

2.3 Cars:

Cars should be kept outside in the many secure areas provided by the University. In exceptional circumstances, cars may be kept inside a University building only after the Dean of Faculty has given specific permission and appropriate storage has been identified. Cars must never be parked in an emergency exit route. During a fire evacuation, cars must not be taken into the emergency exit routes.

2.4 Confined spaces:

Entry to any confined spaces within a University building must be risk assessed before access by any member of staff. A confined space is a place that is substantially enclosed (though not always entirely), and where serious injury can occur due to hazardous substances or conditions within the space or nearby.

2.5 Access for maintenance and /or cleaning:

Access for maintenance and/or cleaning must be arranged in conjunction with the relevant Faculty. Certain areas will require a Permit to Work before access is granted.

3. Fire safety

3.1 Organisation

The Fire Safety Unit (FSU) within the Health and Safety Department carries out the majority of the assessment of fire safety risks on premises across the University in liaison with the Health, Safety and Environmental Department, who are responsible for implementing fire control measures within buildings. The occupiers of buildings have responsibility to ensure the standards of fire safety in their buildings are maintained and each Dean should appoint staff to undertake specific duties with regard to fire safety. Occupiers are also responsible in assessing and managing any fire risks associated with their own work activities.

3.2 Fire Co-ordinators

A Fire Co-ordinator must be appointed for each building to gather relevant information and liaise with Fire Stewards, University Security, and the Fire and Rescue Service, as appropriate.

3.3 Fire Stewards

Deans of Faculty must appoint an appropriate number of staff to undertake the extra duties of Fire Stewards. Fire Stewards must carry out weekly fire safety inspections of their areas as part of their in-house risk assessments. This will normally include the weekly test sounding of the fire alarm. Advice is also available from the FSU on any special duties which might attach to Fire Stewards in respect of the presence of specific fire hazards or disabled persons.

3.4 Multi Occupancy Building User Groups

Buildings that are occupied by different colleges and/or other management units should have an established Multi Occupancy Building User Group (MOBUG) to oversee fire safety, security, and any other communal building issues.

The convenor of this group is appointed by the relevant Dean of Faculty (or other management unit) whose Faculty occupies the largest area of floor space within the building. Other Deans of Faculty must appoint a representative for their Faculty.

Deans and their representatives must fully support and enforce fire safety measures. Deans should inform the MOBUG Convenor of the named representative for their Faculty.

3.5 Fire risk assessments

3.5.1 Building fire risk assessments

The FSU carry out a programme of building fire risk assessments as required. For each building, a fire risk assessment report is produced, noting any fire safety issues that have been identified and any remedial actions required. Copies of these reports are sent to relevant responsible persons, such as Deans of Faculty and the Health, Safety, and Environmental Department, for information and action where appropriate.

3.5.2 Building occupiers' fire risk assessment

The assessment of fire risks associated with activities within a building is the responsibility of the building occupiers. It is the responsibility of the occupying Dean(s) of Faculty(ies) to assess the risks associated with their Faculty's work activities and review these risks regularly.

3.6 Dangerous Substances and Explosive Atmospheres (DSEAR)

DSEAR sets minimum requirements for the protection of people from fire and explosion risks arising from dangerous substances and potentially explosive atmospheres.

3.7 Means of Escape

The means of escape from a building must function efficiently. Fire exit doors should be fastened so that they can be easily and immediately opened from the inside without the use of keys. Designated fire exit routes must not be obstructed or used as storage areas.

Portable heating equipment or other sources of ignition must not be used in any part of an exit route. Building occupiers have a responsibility to ensure that means of escape are kept free from obstructions and should report poor housekeeping issues to their Dean of Faculty and/or Fire Steward as soon as possible.

Issues relating to the function or integrity of means of escape should be reported to the Health, Safety and Environmental Department, via the normal reporting route, as a priority. Fire doors must not be propped or wedged open and must remain closed when buildings are unoccupied unless held on magnetic catches.

All personnel should become familiar with as many as possible of the exit and escape routes from the building in which they normally work, as well as the buildings they are visiting. Lifts must not be used in the event of a fire unless clearly designated as a fire evacuation lift.

3.8 Information, instruction and training / fire routine procedures

Each Dean of Faculty must ensure that all members of Faculty staff are instructed in the action to be taken should a fire break out. This information should be provided as soon as possible after an individual is appointed, for example during induction.

A general fire routine procedure applicable to all Faculties and all University buildings during normal working hours is available from the Fire Safety Unit. The general fire routine procedure will require supplementary instructions if the work of the Faculty, or particular areas of the Faculty, poses special or unusual fire hazards, or when staff and/or students

work outside normal working hours. These notices must be displayed in prominent locations throughout the building(s) and particularly within fire escape routes.

The Fire Safety Unit provides a range of fire safety training.

3.9 Undergraduates, visitors and contractors

Each Dean of Faculty must ensure that all those who occupy a building(s), such as undergraduate students, visitors, and contractors, are instructed in the action to be taken should a fire break out. This information should be provided to individuals as soon as possible after they arrive in the building.

3.10 Fire Evacuation Plan

The University is legally required to produce a fire evacuation plan, to cover a basic fire evacuation scenario, for each of its premises. This is currently under review by the Health, Safety and Environmental Department.

3.11 Fire drills

The fire alarm system and a pre-arranged plan specific for the evacuation of each building must be tested regularly. Deans of Faculty or conveners of Multi-Occupancy Building Users Groups must ensure that fire drills are held, at least annually, within each University building. This is arranged proactively by the Health, Safety and Environmental Department.

3.12 Fire Evacuation Procedures for Centrally Bookable Rooms and Lecture Theatres

In the event of the activation of the fire alarm system, it is the responsibility of the room user to ensure that people under their control are evacuated safely from the building.

3.13 New Facilities and Equipment

Every new building or major refurbishment project for the University must have Fire Safety Unit consultation with representatives from the Health, Safety and Environmental Department to review fire risk assessments and/or agree fire safety provisions.

Plan drawings covering the layout of the building, compartmentation and intended fire warning system schematics should be submitted to the Fire Safety Unit for comment at the earliest opportunity.

3.14 Disabled people

All disabled people using University buildings, who disclose a relevant disability, must be provided with a Personal Emergency Evacuation Plan (PEEP) to ensure they are aware of the evacuation procedures in event of a fire alarm.

For this document, disabled people will include anyone with a mobility or sensory impairment who requires assistance to evacuate the building. All disabled staff or students are strongly encouraged to liaise with their Faculty in advance of their employment commencing, or their academic course starting, to ensure that a PEEP is formulated for emergency evacuation, including the planning/implementation of any remedial building arrangements which may be addressed before commencing work or study in that building.

Guidance and advice on the formulation of a PEEP can be obtained from Fire Safety Unit. The Fire Safety Unit will provide training on the use of any equipment to be used in the event of an emergency evacuation of a disabled person e.g., evacuation chairs, evacuation lifts etc.

3.15 Liaison with Enforcement Authorities

The Fire Safety Unit represents the University in discussions with relevant enforcing authorities, such as the Fire Service. Strategic communications relating to fire safety must be made in consultation with the Health, Safety and Environmental Department.

3.16 Commercial use of university buildings

The University permits buildings, or parts thereof, to be hired by University and non-University personnel as venues for events such as conferences, lectures, exhibitions, and other purposes. Those responsible for organising these events must be made aware of and adhere to relevant University requirements for fire safety.

4. First Aid

The Health and Safety (First Aid) Regulations place a general duty on the University to make adequate first aid provisions for all employees should they be injured or become ill at work. In each building under their control, the Faculty or other management unit is required to provide:

- several properly stocked first aid boxes appropriate to the risks of accidents or injuries that could arise from activities in the building, placed in the care of a qualified First Aider.



- access to the services of one or more qualified First Aiders as appropriate to the work of the college or area.
- notices giving the names and locations of the qualified First Aiders and the locations of the first aid boxes.

Certain high-risk Faculties may be required to provide a first aid room, while other Faculties or buildings may do so if desired.

Where a building is occupied outside normal working hours, the Dean of Faculty or convener of the Multi-Occupancy Building Users Committee must make arrangements to provide adequate and suitable first aid cover for potential accidents or injuries taking into account the type of activities being carried out during these times.

4.1 First aid training

Schools must identify individuals willing to be trained as First Aiders and ensure there are enough First Aiders for the risk profile of the area in question. All First Aiders must undergo an initial statutory three-day training course and then complete (successfully) a short practical and oral assessment.

First Aiders must be retrained every three years to ensure their certificate is still up to date, this entails undertaking a two-day course with assessment. All First Aiders will be contacted directly with dates for this refresher training up to 3 months in advance of their certificate expiration.

4.2 First aid notices

Notices giving the names, telephone numbers, and locations of persons qualified in first aid and the location of the nearest first aid equipment must be prominently displayed in each Faculty, area, or building.

5. Hazardous substances

Any person who introduces or manufactures a source of hazard in the University has a duty towards the control of the hazard and the eventual safe disposal of the material. Accurate records must be maintained.

In particular, persons who obtain hazardous substances for research or other purposes, must obtain from the supplier a statement detailing the known or potential hazards associated with the substance, the recommended precautions, and control measures. Such information, in the form of Safety Data Sheets, must be made available by law by the supplier. A risk assessment for all work activities involving hazardous substances must be prepared before work commences.

6. Housekeeping

A major cause of accidents is poor housekeeping and a safe working area is a tidy area. Apparatus and other materials that are not immediately required should always be returned to a safe storage place, and unwanted materials, particularly combustible and flammable items, should be disposed of safely and promptly. Any spillages must be cleaned up immediately by a person who fully appreciates the special hazards that the spilled material may possess.

Flammable and combustible materials must never be stored or left on emergency exit routes or blocking immediate access to fire alarms, fire equipment, or electrical switchgear. Gas, water, electricity, and any piped gas or liquid supplies should always be turned off when not required, especially at the end of the working day.

7. Health Surveillance

The Occupational Health Service provides statutorily required health surveillance for individual staff members who have been identified by local risk assessment as being exposed to various hazards (e.g., allergens, respiratory or skin sensitizers, noise, etc.).

8. Lifts and lifting equipment

Lifting equipment, including lifts, must be registered on the University's Engineering Insurance register and be subject to regular inspections undertaken by the University's appointed Engineering Insurers.

8.1 Lifts

Passenger lifts and goods lifts must only be used for passengers and goods respectively. Maintenance of lifts is organized by the Maintenance Department and any issues should be reported to them. In buildings where lifts are not fitted with an emergency telephone giving direct access to the University Security Services, the lifts must not be used outside that specific building's operating hours.

Supervised cleaning staff are, however, allowed to use the lifts during their normal working hours. These lifts must be identified by Faculties, in liaison with the Estates Department, and building users made aware of these restrictions

8.2 Lifting equipment

All lifting equipment and tasks must comply with the Lifting Operations and Lifting Equipment Regulations including the formulation of a risk assessment (where required), regular maintenance, and thorough examination of the equipment.

9. Manual Handling of Loads

All significant manual handling tasks must be risk-assessed before undertaking a task. Manual handling should be avoided wherever possible by use of mechanisation or manual handling equipment.

Any staff regularly involved in manual handling must be suitably trained in safe lifting and handling techniques.

10. Physical hazards – including noise/vibration/temperature/lighting

There are many physical hazards in the workplace which could put staff and students' health and safety at risk. These include noise, vibration, excessive temperatures, and lighting issues.

Most problems encountered can be remedied by changes in work practices, appropriate purchasing and maintenance of equipment, or prompt reporting of faults.

11. Personal Protective Equipment (PPE)

Personal protective equipment includes, but is not restricted to, the following:

- Laboratory coats.
- Safety eye wear, including safety spectacles, goggles and visors.
- Gloves or other hand protection.
- Protective coveralls.
- Respiratory protective equipment.

Most laboratories will require basic PPE for entry and this should be made clear at the entrance to the area.

The provision of personal protective equipment should be considered appropriate only for short-term situations or emergencies, and every effort should be made to eliminate the process giving rise to the hazard or to reorganise the operation so that the hazard is controlled at source. Where this is not possible, personal protective equipment should be

issued only after it has been positively assessed as being suitable for protecting against that hazard.

Every person provided with personal protective equipment must take reasonable care of such equipment and must make proper use of it when there is a foreseeable risk of injury or ill health. Individuals must also be instructed on how to use and maintain the equipment with which they are issued. Suitable storage outside the hazardous environment must also be supplied by the Faculty or work area for any PPE provided.

12. Reporting of faults

Common sense and basic good housekeeping are the predominant factors influencing the maintenance of high standards of health and safety during University activities and staff should always be conscious of dangers to themselves and their colleagues, presented by their working environment and activities.

Any unsafe conditions, e.g., faulty lifts, faulty fire doors, missing fire extinguishers, missing fire notices, defective equipment, poor lighting, damaged floor coverings, unsafe furniture, should be reported at once to an immediate supervisor or via the usual channel in the Faculty or work area so that remedial action can be taken.

13. Risk assessments

Although the Dean of Faculty (or equivalent) is ultimately responsible for ensuring that risk assessments are being competently completed, on a day-to-day basis, risk assessment is the responsibility of the immediate supervisor of the work in question. While the details of the particular risk assessment will often be compiled by other employees or students concerned with the work, the supervisor must always approve the risk assessment and system of work before the work commences and should review the work at regular intervals.

As well as engineering controls and administrative procedures, the competence of staff and students carrying out the work must be assessed to ensure their knowledge, experience and training is commensurate with the risks involved.

A written risk assessment records the significant hazards, the risks arising therefrom, the system of work and control measures to be followed, and the persons at risk. Particular attention should be paid to any risks potentially encountered by vulnerable workers such as pregnant women, young and/or inexperienced workers, particularly students, or those who may work alone.

The level of detail in a written risk assessment should be in proportion to the risks and the complexities of each case. There are no specific rules on how risk assessments are to be made or recorded. However, the Health and Safety Department will assist Faculties and other management units to appropriately carry out and record risk assessments. It is

expected that individual members of staff carrying out risk assessments will have the knowledge and understanding required as part of their skill set in their particular discipline. Training in the risk assessment process can be provided by the Training and Audit Unit of the Health and Safety Department.

14. Safety Signs

Signs providing safety information must conform to the Safety Signs and Signals Regulations, and must be displayed appropriately. Packaging for substances must also conform to the Classification, Labelling and Packaging Regulations.

15. Training and Supervision

All staff must be adequately trained in the processes and use of equipment relevant to their work activities to ensure they are working as safely as possible. Staff and students must be appropriately supervised at all times.

Each Dean of Faculty must ensure there is an appropriate system in place to monitor the training needs of all staff and students and that this training is received, recorded and refreshed as appropriate.

As mentioned previously, the Health and Safety Department can provide general as well as specific health and safety training.

16. Visitors to the University

16.1 Visitors

All visitors to the University do so only with the permission of the Dean of Faculty (or equivalent) and must follow all University and Faculty health and safety procedures. Visitors should be supervised at all times and must be instructed in any emergency evacuation procedures for every building visited if not being constantly supervised.

16.2 Children

Children must be closely supervised at all times. Children are not allowed into buildings outside normal working hours as defined by the Dean of Faculty, except for specific work-related activities, which must be suitably risk-assessed. Children are not allowed into laboratories and workshops, other than in connection with Open Days, and work experience courses, etc.

Specific arrangements

17. Biological safety

It is the policy of the British University in Egypt to ensure that all work involving the use of biological materials is subject to standards that eliminate the hazards or ensure adequate control of the resultant risks, thus preventing or minimising the risks to human health and the environment.

This policy applies to all work involving biological agents, pathogens, genetically modified organisms, and other biological materials (e.g., microorganisms, cell cultures, parasites, human or animal tissue, including blood and other bodily fluids, or plant material), that have the potential to give rise to a risk of infection, allergy or toxicity or other harm to people or damage to the environment.

17.1 Organization

17.1.1 Genetic Modification Biological Safety Officer (GMBSO) / Biological Safety Adviser (BSA)

Each Dean of Faculty is required to appoint a local GM Biological Safety Officer (and deputy) to cover those areas where genetic modification work is undertaken. In some Faculties, activities are split between different sites or buildings in which case it may be necessary to appoint more than one GMBSO.

17.1.2 Genetic Modification Safety Committee (GMSC)

Each relevant Dean of Faculty is required to appoint a local college GM Safety Committee to cover those areas where genetic modification work is undertaken. The UBSA is a member of all local Genetic Modification Safety Committees, whose membership should contain a wide range of experience and expertise, to ensure competence in consideration of the range of projects that come before the GMSC.

The University Biological Safety Adviser maintains relevant information on GMBSOs, and also on certain biological materials held and used within the University, which is in addition to more detailed and complete college records that must be maintained locally. Faculties are required to update this information when requested.

17.2 Risk assessments

Specific legal regulations impose duties on the University to protect its staff and any other persons, whether at work or not, who may be affected by the University's work involving



biological substances or materials that are potentially hazardous to health. To ensure compliance with the Regulations, Deans must ensure that work is not undertaken that is liable to expose any employees, or others, to any substance hazardous to health or that the exposure is kept to a minimum after a suitable and sufficient risk assessment is undertaken by a competent person.

There are additional duties to carry out risk assessments and protect the environment from damage that may be caused by work activities involving biological materials. The results of these risk assessments, in the form of standard operating procedures (SOPs) or safe systems of work (SSWs), must be communicated to all relevant staff and students before work is undertaken. It is the responsibility of the person in charge of the area or procedure to ensure that risk assessments are undertaken – this may be the Principal Investigator, Supervisor, Tutor or Laboratory Manager.

Work with biological materials must not commence without a suitable and sufficient risk assessment being formulated and recorded, and suitable control measures put in place. All such work must be conducted according to accepted safe systems of work, in appropriate facilities, and by suitably trained and experienced personnel. In addition, work with certain pathogens or GM must not commence until the appropriate statutory notifications are completed, and where appropriate, permissions granted.

17.3 Supervision

Suitable and sufficient day-to-day supervision of work with biological agents is arranged by research group line managers; GMBSOs/BSAs do not provide supervision of biological workers. It is for the line manager to determine what is an appropriate degree of supervision, although immediate supervision to a high degree is always required for undergraduates and other inexperienced individuals working with potentially biohazardous materials.

17.4 Control measures

Appropriate control measures to protect people and the environment will have been identified during the risk assessment process. It is the responsibility of the Faculty to ensure these control measures are fit for purpose, implemented, and any equipment maintained appropriately. Some equipment will be maintained by the Estates Department; however, Faculties must ensure this equipment is available for testing, any defects are reported as soon as possible, and the equipment removed from use if appropriate.

Personal protective equipment (PPE), including respiratory protective equipment (RPE), must be worn at all times where stipulated by the relevant risk assessment. It is the

responsibility of the supervisor/manager to ensure it is worn and used properly by all staff, students and visitors.

Any PPE (including RPE) required by the risk assessment, must be provided by the Faculty to staff at no extra cost. The Faculty may choose to provide PPE (including RPE) to undergraduates and postgraduates at no cost but is not obliged to do so, and can charge for this equipment. Provisions must also be made locally for visitors and contractors – either provided for them by the Faculty or provided by the contractor as agreed, prior to access.

17.5 New facilities and equipment

Health and safety must always be given prominent consideration when planning a new facility or upgrading or refurbishing an existing one. It is essential that the designers/architects consult at an early stage with the users as to specific requirements and it is recommended that a member of the University's corporate Health and Safety Department is invited to attend early project and design meetings along with users' representatives to ensure that health and safety matters are raised or considered and that appropriate expertise is available.

Equipment should be chosen after careful consideration of all requirements including the level of control or containment needed as well as space, utilities, and cost considerations.

17.6 Transport of biological material outside of the University

Certain biological samples, cultures, and other materials fall within the description of dangerous goods for carriage, and both national and international legislation demands that stringent requirements must be met if the goods are transported by any means. All workers in the University must ensure Regulations applicable to the transport of biological materials are complied with for each particular consignment and not carry, consign, package, or play any other role in the transport chain if they are not competent to do so. Advice on the transport of biological materials is available from trained staff within colleges and/or the University Biological Safety Adviser.

17.7 Monitoring, review and audit

All laboratories should be included in a regular inspection programme that includes weekly walk-throughs and more formal monthly and annual inspections. Each Faculty must formulate its inspection regime as appropriate.

Accidents must be reported using the standard University accident reporting system.

18. Electrical equipment

The Electricity at Work Regulations require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. Each Dean of Faculty must take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons should be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

18.1 Portable appliance testing (PAT)

Portable appliance testing is the term used to describe the examination of electrical appliances and equipment to ensure they are safe to use. Most electrical safety defects can be found by visual examination but some types of defects can only be found by testing. Visual examination is an essential part of the process because some types of electrical safety defects cannot be detected by testing alone. Deans of Faculty must ensure that suitable arrangements are in place for the examination of electrical appliances and equipment.

19. Mechanical equipment

Each Dean of Faculty must take appropriate measures to ensure that all mechanical equipment is safe and suitable for the purpose intended. All relevant persons should be made aware of the associated hazards, and of the requirements to adopt working procedures designed to keep the risks to their health and safety, and to the health and safety of other persons, as low as is reasonably practicable.

The University's guidance on the safe use of mechanical equipment must be supplemented by local School rules for safe workshop practice, this will form an effective means of securing the safe use of mechanical equipment.

20. Radiation

20.1 Liaison with Enforcement Authorities

The University Radiation Protection Adviser (URPA) is the normal point of liaison with enforcing authorities concerning radiation safety, for example, the Health and Safety Executive, and all contact and correspondence with these authorities should to be reported to the URPA.

20.2 Organisation

Within the Faculties that use ionising radiation, one or more Radiation Protection Supervisors (RPS) are appointed to be responsible for monitoring the extent of radiation work, and compliance with safe working practices and the appropriate legislative requirements. The duties of the RPS and arrangements for appointment are outlined in Radiation Protection Code of Practice.

The area covered by an RPS varies according to local arrangements, and is usually based around a building or part thereof, rather than on Faculty/Departmental lines.

The names of the RPSs are included in the relevant Local Rules and are also published.

20.3 Instruction, information and training

All University personnel intending to work with ionising radiation or hazardous lasers have to be adequately trained, by completing a suitable and sufficient training course at either the British University in Egypt or elsewhere.

20.4 Supervision

Suitable and sufficient day-to-day supervision of ionising, non-ionising radiation, and laser work is arranged by the research group's line manager; RPSs do not provide supervision of radiation workers. It is for the line manager to determine what is an appropriate degree of supervision, although immediate supervision to a high degree is always required for undergraduates or other inexperienced individuals working with radioactive material or hazardous lasers.

20.5 Control measures

Appropriate control measures are identified and recorded either in the ionising radiation or hazardous laser generic risk assessments, or in the additional specific risk assessments attached to the returned Proposed Scheme of Work forms. Control measures for other sources of non-ionising radiation are identified and recorded in the risk assessments prepared at Faculty level.

The implementation of these measures is undertaken by the relevant Faculty. The maintenance of control measures is arranged by the Faculties, except for the periodic testing of radiation monitors and the integrity of sealed sources, which is undertaken by the RPU. Some sealed sources leakage testing is also carried out by service contractors.

20.6 New facilities and equipment

Where new facilities are proposed that will involve new or modified radiation sources, consultation with the URPA is arranged by the Estates Department. In the case of the acquisition of new equipment containing radiation sources, either the relevant Faculty or the Procurement Department arranges consultation with the URPA.

20.7 Undergraduates, visitors and contractors

Undergraduates are permitted to work with certain ionising and non-ionising radiation sources, with the appropriate degree of supervision. Their supervisor is responsible for completing an appropriate Proposed Scheme of Work form, and the URPA then advises on what are considered to be acceptable source and exposure conditions.

Since undergraduates are not normally exposed to ionizing radiation in the course of their work, their annual dose is limited to 1 mSv. Entry into a radiation Controlled Area is therefore only permitted when the following conditions are met:

- the entry is for teaching or demonstration purposes.
- their potential annual radiation dose is restricted to the dose limits for members of the public.
- their attendance is closely supervised.
- the entry conditions are in writing, normally incorporated into the Local rules.

Visiting workers, who use radiation sources in the University, are required to work to the same arrangements as university staff, postgraduates and undergraduates.

Visitors to the University who are not, or cannot be, regarded in law as workers, are limited to an annual dose of 1 mSv. It follows therefore that they are not allowed into a radiation Controlled Area except with written arrangement. Such arrangement must be specific, and prepared after consultation with the URPA.

When contractors are carrying out work in University-controlled radiation laboratories, the contractor follows the general safety guidance note "Guidance for Maintenance Staff and Contractors working in laboratories."

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