



University of  
**Nottingham**  
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Health and Safety

# Returning to Campus

General Health & Safety  
Information

March 2022

# Returning to Campus

Many of us have been away from campus for some or all of the time since the start of the pandemic. If you are only just returning to campus for the first time now, please take a moment to remind yourself of the university's general health and safety information.

Your manager or [Health and Safety Coordinator/Assistant](#) can support you with this locally and give you details of local arrangements in place. Below are some of the more general areas of health and safety that you may want to review.

## 1. Induction

Staff should refresh their general knowledge of university health and safety arrangements by accessing the [online induction](#).

## 2. Covid

Please ensure that you continue to comply with [current university advice](#). In general, this mirrors the latest UK Government advice and the requirements are progressively reducing. You are encouraged to take up any vaccination offering and to carry out testing as available. If you have Covid symptoms, please follow the latest guidance regards testing/isolation.

## 3. DSE (Workstation safety)

On return to the office, check you have your workstation set up appropriately, particularly if you have taken some items home during the pandemic. It is recommended you undertake the [online training](#) and complete a [new DSE checklist](#) to help ensure everything is set up as optimum.

## 4. Electrical Safety

Check that portable electrical items have a current PAT pass sticker (IT equipment may not have one if less than 4 years old). Visually check from plug socket to each item that nothing looks untoward, e.g. signs of overheating, damaged cables or casing, etc. Report if anything appears defective.

## 5. General Workplace Layout

Check your work area is free from trip or slip hazards. Any issues, either put right yourself if you can or report to your manager or H&S Coordinator/Assistant to enable them to follow up.

## 6. Fire Safety

Remind yourself of the following arrangements in your place of work

- when the weekly fire alarm test takes place for the building(s) you normally work in
- the fire exit options
- the fire assembly point for the building(s) you normally work in
- where the refuges are for those who are mobility-impaired

If you manage / supervise others (including students in lecture theatres) remember you need to support them in knowing the emergency procedures and making sure they evacuate as appropriate.

Your area might operate a fire token system – if so, when the fire alarm sounds, take the token if still in place, check the rooms listed on the token requesting people to leave if they're not already doing so, and then proceed to the assembly point.

If you have not undertaken the Fire Safety Induction training in the last 3 years a refresher should be taken but accessing this [link](#) (online training).

## 7. First Aid

For injuries or ill-health - if you or others have an accident or feel unwell and need help, first of all, summon a first aider. Every building has first aider notices posted or there may be information at the building entrance.

A list of university first aiders for each Business Unit can also be found [here](#).

If it is clear that the injury or ill-health issue is severe and an ambulance is required, call 999 directly and then if possible, let university security (8888 or 0115 9518888) and a first aider know.

## 8. AEDs (Defibrillators)

In the case of a suspected cardiac arrest, the university has AEDs, both in some of our buildings (locations are on the first aid sign) and on our security vehicles. Check where [the nearest one is for the building\(s\) you work in](#). Otherwise, call security on 8888 / 0115 951888 for them to attend with theirs.

## 9. Accident and Incident Reporting

Please ensure you report any accident, near miss, dangerous occurrence or ill-health incident related to university activity, whether on or off-campus.

Report on our [Incident Reporting System](#).

## 10. Any other health and safety issues/concerns

See what you can reasonably deal with whilst keeping you and others safe. Otherwise, report to your manager and/or H&S Coordinator/Assistant.

General Health and Safety Information can be found on the [Health and Safety Department's Website](#)

# Document Control

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