



COLLEGE OF ARTS, HUMANITIES & SOCIAL SCIENCES

Staff & Student Health & Safety Handbook

**General health and safety guide
for staff and students**



This handbook provides general Health and Safety Information. For Information Relating to Covid19, please see the links on page 4.

INDEX

INTRODUCTION	3
The College	3
Useful Health, Safety and Environment Resources	3
Useful Health and Safety Contacts	3
Useful Contacts and Links	3
Health and Safety Responsibilities	3
KEY CONTACTS AND LINKS	4
EMERGENCY ARRANGEMENTS	5
First Aid	5
Fire Prevention	5
Smoking	5
Fire – General Arrangements	5
Fire alarm tests and fire evacuation drills	5
Emergency Fire Action Procedures for Disabled Persons	6
Refuge Points	6
Fire Evacuation Procedure	7
DAY TO DAY	8
Induction	8
Training, Information and Instruction	8
Risk Assessments	8
Accident / Incident Reporting Procedure	8
Buildings	9
Electricity / Portable Electrical Appliances	9
Events	9
Food Safety	9
Computers / Display Screen Equipment (DSE) - Staff	10
Travelling Abroad on University Related Business	10
Use of Vehicles, Minibuses and Driving Safely	11
Out of Hours / Lone Working	11
Disabled Persons	11
New and Expectant Mothers	11

General Health and Well-being	12
Visitors	12
Young Workers / Work Experience	12
Personal Protective Equipment (PPE)	12
HIGHER RISK ACTIVITIES	13
Manual Handling	13
Noise	13
Fieldwork	13
Student Placements	13
Drones / Small Unmanned Aircraft	14
Media Equipment	14
Filming / Photography	14
Restricted Areas	14
Working at Height	15
Hazardous Substances / Use of Chemicals	15
Further information	16

THE COLLEGE

The College of Arts, Humanities & Social Sciences (CAHSS) consists of the following Schools and Institutes/Centres.

- [School of Arts & Humanities](#) (includes [The Confucius Institute](#) and [Languages for All](#))
- [School of Welsh](#) (includes [Learn Welsh North West](#))
- [Albert Gubay Business School](#)
- [North Wales School of Education](#)
- [North Wales School of Law](#)

The College brings together a number of related disciplines, offering a range of courses and research opportunities. Undergraduate courses often integrate to bring an interesting mix to the breadth of studies. Our [Research Centres](#) provide collaborative opportunities for staff and research students. Such a diverse mix of work and study opportunities means staff and students will undertake a wide range of activities e.g. fieldwork, travel (UK and overseas), social research, filming and photography, placements etc. with the potential for exposure to a range of hazards as a result.

This handbook contains general health and safety information and some guidance if performing higher risk activities whilst working / studying with CAHSS. Perhaps the most important advice is that if you have any doubts about your health and safety, stop and seek help.

USEFUL HEALTH, SAFETY & ENVIRONMENT RESOURCES

As this handbook only provides a general overview of the College's health, safety and environmental management arrangements, it is important that you also familiarize yourself with the following key documents and resources:

- CAHSS Health, Safety and Environment Policy.
- CAHSS 'Teams' Resources (staff only)
- Bangor University [Staff / Student Health and Safety Handbook](#) offers day-to-day health and safety information whilst at the University.
- The University's [Health, Safety and Environment Website](#) provides a wealth of information and guidance. The Website also includes Forms, Policies and procedures, and a number of template documents to help you.
- [The Environmental Management pages](#) detail the University's work to protect the environment.

HEALTH AND SAFETY RESPONSIBILITIES

The Deputy College Manager is the College's H&S Coordinator and is accountable to the Head of College for general health, safety and environmental (HS&E) arrangements across the College.

On a day-to-day basis, the H&S Coordinator is supported by a number of staff located within Schools. The University's central Health, Safety and Environment Office also offers advice and support. Key contact numbers are available on page 3.

KEY CONTACTS AND LINKS

All telephones have a direct dialling facility for the Emergency Services. Inform the University's main Security Hub in Pontio if you require the Emergency Services or have called them directly.

Fire, Ambulance or Police (internal phone/Teams) **333 (or 9999)**

NOTE: If no internal phone add '01248 38' before the following 4 digit numbers:

Security Lodge (Pontio), 01248 382795 or ext 2795 from an internal phone/Teams

College H&S Coordinator (Deputy College Manager)

Rachel Parry rachel.parry@bangor.ac.uk, ext 8197

H&S Support within Schools and Institutes / Centres

Huw Powell (**School of Arts & Humanities**), h.powell@bangor.ac.uk, ext 2977

Dr Gary Robinson (**School of Arts & Humanities**), g.robinson@bangor.ac.uk, ext 2156

Dr Graham French (**North Wales School of Education**), g.k.french@bangor.ac.uk, ext 2693

Bethan Hughes (**Albert Gubay Business School**), b.hughes@bangor.ac.uk, ext 2733

Dr Lina Davitt (**The Confucius Institute**), l.i.davitt@bangor.ac.uk, ext 2347 / 8555

University Health and Safety Office healthandsafety@bangor.ac.uk, ext 3847 / 3854 / 2779

Campus Services, campusservices@bangor.ac.uk, ext 2783 / 2775

Insurance Queries (Finance), ext 2199

Useful Links

- [College of Arts, Humanities and Social Sciences Website](#)
- [University Health, Safety and Environment Office \(HSEO\) Website](#)
- [Covid19 Information for Staff and Students](#)
- [Health and Safety documents related to Covid19](#)
- [Finance Office Website](#)
- [Campus Services Website](#)
- [International Education Centre Website](#)
- [Student Services Website](#)

GENERAL EMERGENCY INFORMATION

FIRST AID

First Aid provisions are available in most University buildings with details displayed on First Aid Posters. These include a First Aid Box and, in most cases, a trained First Aider on-site. Others may receive First Aid Training dependent on their activities, for example, an Academic member of staff supervising student fieldwork.



Call Security on **2795 / 333** if local First Aid is not available or the Emergency Services are required whilst on University premises.

FIRE PREVENTION

A few simple measures can significantly reduce fire risk. Good housekeeping, storing materials appropriately, keeping fire doors closed and switching off electrical equipment (e.g. heaters) when not in use, all help. Never leave or store combustible materials on emergency exit routes or block access to fire alarm call points, refuge points or fire-fighting equipment.

Risk Assessments must consider fire risks associated with an activity to ensure suitable arrangements are in place with those affected informed, so they know what to do if something does go wrong.

Please report any concerns to your local safety contact or the H&S Coordinator immediately.

SMOKING

Smoking and the use of e-cigarettes is not permitted in any University building, within 5 metres of any University building or in any vehicle owned, hired or leased by the University. **NOTE:** The only exceptions are two designated smoking areas: outside the Lloyd Building and under the covered arch which leads to the Main University building Quad.

FIRE - GENERAL ARRANGEMENTS

It is essential that you understand the emergency procedures and any special hazards for each building you occupy or routinely visit. Information should be covered during your H&S Induction and includes fire exits, fire escape routes and what to do if the fire alarm sounds. Information, including a building's Assembly Point can also be found on Fire Action Notices displayed in each building.

Please inform your Line Manager, Personal Tutor or local safety contact if you are unsure.

FIRE ALARM TESTS AND FIRE EVACUATION DRILLS

Fire alarm tests are undertaken in all buildings occupied by CAHSS. You will be informed when this will occur. In addition, the College arranges at least one Fire Evacuation Drill per Semester for each building under its control. With the exception of the fire alarm test **always evacuate if the fire alarm sounds.**

EMERGENCY FIRE ACTION PROCEDURES FOR DISABLED PERSONS

During an emergency, some people may require specific arrangements so they can evacuate safely.

Never use a lift if the fire alarm is sounding

Please tell your Line Manager or Personal Tutor if you have an impairment that could affect you in an evacuation so arrangements can be made.

General advice is available on the [Health, Safety and Environment \(HS&E\) website](#). This includes the '[Getting Around Bangor](#)' document which contains information on Refuge Points for use if you cannot evacuate via the stairs.

Sometimes a Personal Emergency Egress Plan (PEEP) is needed. The H&S Coordinator arranges this for staff with the Health & Safety Office. Disability Services oversee this process for students.

Staff are expected to inform their visitors of arrangements as necessary. An [Information Sheet](#) is available on the HS&E Website to give to visitors who cannot evacuate via the stairs.

REFUGE POINTS

Refuge Points (see below for types and signage) are designated areas that offer protection from smoke and fire. They are for use by those who cannot evacuate a building via the stairs.

Most systems are fitted with an intercom or phone that links to the University's Security Team so you can talk with them. Clear user instructions are displayed at each Refuge Point. Their locations in each



building are also available in the '[Getting Around Bangor](#)' document as detailed above.

FIRE EVACUATION PROCEDURE

If you discover a fire:

- **Immediately** raise the alarm by activating a manual Call Point
- **Contact** University Security (**ext 333 / 2795** on internal phone/Teams or **01248 38 2795**)
- **If safe**, turn off equipment and close doors
- **Leave** by the nearest, safest exit and go to the Assembly Point

On hearing the fire alarm:



DO

- Stop work immediately
- If safe to do so, turn off equipment, close open doors
- Go directly to the designated Assembly Point
- Report missing colleagues or those who have chosen to go to a Refuge Point to Security staff or Emergency Services
- Only return to the building when instructed by Security staff or Emergency Services



DO NOT

- Use lifts
- Take personal belongings, carry hot drinks etc
- Stand too close to the building or obstruct emergency routes
- Leave the Assembly Point
- Re-enter the building (even if the fire alarm has stopped sounding) without Security staff or Emergency Services permission

If you smell gas or suspect a gas leak:

- Turn off all gas appliances. Extinguish naked flames, high heat sources and cigarettes
- **DO NOT** turn electric switches ON or OFF
- **If safe**, open external windows and doors but close doors leading onto stairs
- If gas smell is very strong or in the whole building evacuate the entire building
- Inform Security on **333** (internal phone) or 01248 382795. If unavailable, call **WALES & WEST UTILITIES** on **0800 111 999**
- If gas smell is outside a building call Property and Campus Services (PACS) on **2775** or **01248 38 2775** or University Security on **01248 38 2795**

INDUCTION

- **Staff:** New staff must complete the University Induction Programme that includes basic health and safety information. The College then provides a local H&S Induction that covers pertinent health and safety information, including emergency arrangements. Please speak with the H&S Coordinator if you do not receive an Induction.
- **Students:** All registered students will receive a College H&S Induction with H&S Modules provided in Courses as necessary. In addition, Placement Providers are required to treat students as employees whilst on Placement, this includes providing an H&S Induction, relevant to the working environment and work activity to be undertaken.

TRAINING, INFORMATION AND INSTRUCTION

Health and safety training is essential to achieve competence and pass on key information regarding health and safety risks and associated controls and safe working practices.

You may need to attend additional training due to the nature of your role or studies. If staff identify training needs, they should contact their Line Manager or the H&S Coordinator; students should speak with their Personal Tutor or Placement Provider. In addition, Line Managers should give staff the opportunity to discuss training needs during their annual Performance Development Review.

Note: Records should be kept of all formal Inductions and Training.

RISK ASSESSMENTS

A Risk Assessment is simply a careful examination of what, in your work / study, could cause harm (to persons, the environment or other assets), so you can decide if you are doing enough to control associated risks or if you can do more to prevent harm from occurring.

The College HS&E Policy details who is responsible for Risk Assessments. Never undertake any activity involving significant hazards until **an assessment of the risks and a written** [Risk Assessment](#) is in place. The Risk Assessment should be reviewed regularly (i.e. periodically and in the event of change, complaint, incident etc.) to ensure suitability.

Communicate Risk Assessments to all those affected by the hazards, ensuring the risks and necessary controls to manage these are understood with any amended Risk Assessment **re-communicated**. As part of a document review, it is essential old versions are removed from use but kept on record. Advice on Risk Assessments, including Templates for a range of activities are available on the [Health, Safety and Environment Website](#).

ACCIDENT / INCIDENT REPORTING PROCEDURE

Report all accidents and incidents, including near misses so they can be investigated to ensure lessons are learned and to prevent a recurrence. If you are involved in, or witness an incident:

- Obtain an Accident & Incident Report Form from the [Health, Safety and Environment Website](#). Complete the Form whilst details are clear and witnesses are available.
- Return the completed Form (within 7 days of the event) to the H&S Coordinator who will forward a copy to the Health & Safety Office.

Report death, major injury, disease, dangerous occurrences immediately to Health & Safety on 3847.

BUILDINGS

Never disturb any building structure (even banging a nail in the wall for a picture), any building service or interfere with anything which has this red and black label which indicates the presence of asbestos.

Report building concerns or work requiring disturbance of the infrastructure to your local safety contact, the H&S Coordinator or direct to [Property and Campus Services ext 2783](#). Contact Security **2795** if urgent issues arise outside of normal working hours.



ELECTRICITY / PORTABLE ELECTRICAL APPLIANCES

Property and Campus Services (PACS) maintain the fixed electrical system (i.e. up to the socket). The College has established the following to ensure the safe use of electrical items beyond the socket.

- **Equipment and Supplies:**
 - Portable electrical appliances are inspected and tested (PAT Tested) to a suitable Schedule and a label fixed to the item to show it is tested.
- **General Electrical Safety: All Staff, Students and Visitors:**
 - 'Brought in' electrical items must be PAT Tested before use on University premises.
 - **Visual checks are essential.** [Check](#) portable electrical equipment regularly.
 - Never overload sockets. Fully unwind coiled extension leads but then be mindful of electrical leads creating trip hazards.
 - Keep combustibles clear of electric heaters and switch heaters off if left unattended.
 - Do not use an item if you are concerned about its safety - report it immediately.

Report concerns with the 'fixed' electrical system to PACS **2783** or out of hours Security **2795 / 333**.

EVENTS

The HS&E Policy details requirements if planning an event. In summary, a suitable person must be nominated as the 'Event Lead' to ensure all necessary health, safety and environmental measures are in place, for example ensuring a suitable [Events Risk Assessment](#) is in place.

If children are attending the event it must be clear who is responsible for their welfare whilst on University premises, supervision arrangements etc.

Please also remember that if sponsoring an external, non-University, organization with their event at the University you will still retain responsibility for health, safety and environmental arrangements.

FOOD SAFETY

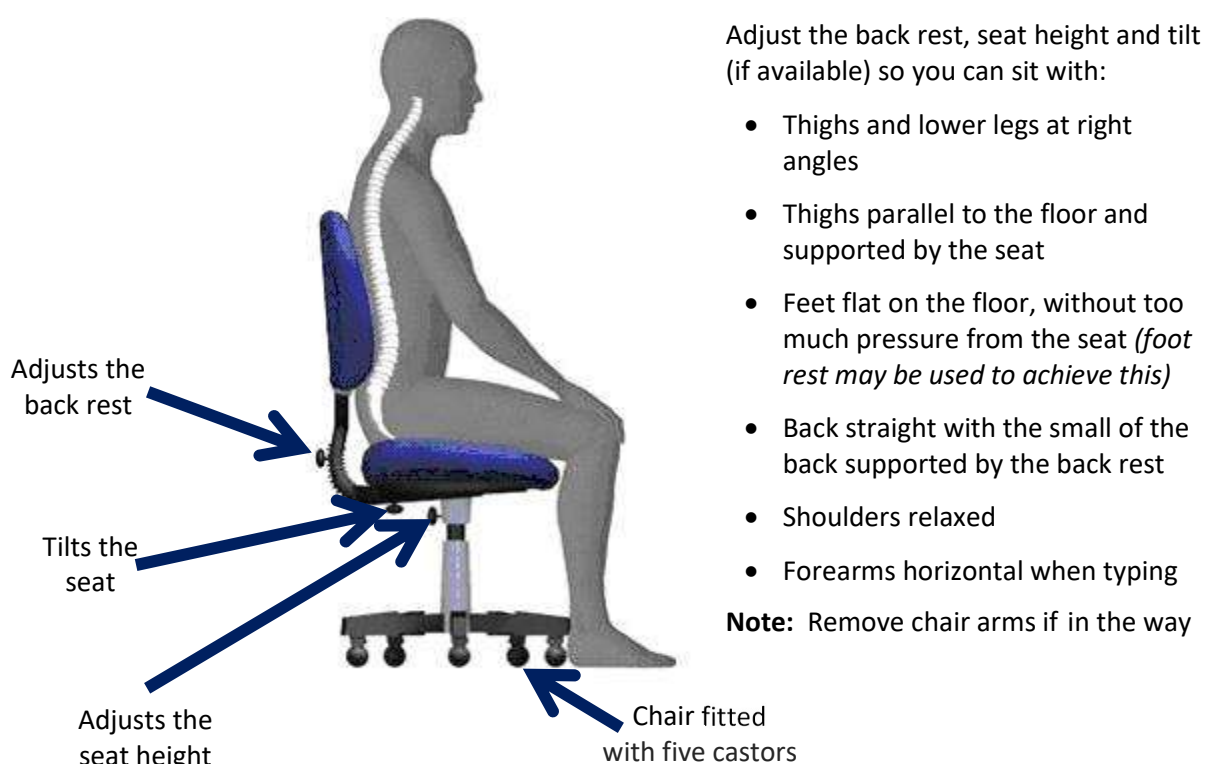
Catering for events and meetings should be arranged through the [University's Conferencing & Catering Service](#). Staff and students wishing to arrange 'cakes sales' or similar type events must inform the H&S Coordinator. General Food Safety guidance can then be provided and which must be followed.

COMPUTERS / DISPLAY SCREEN EQUIPMENT (DSE) - STAFF

The College considers all staff to be 'DSE Users' (as defined by the University's Safe Use of Computers (DSE) Policy). All staff must complete the on-line DSE Training and DSE Self-Assessment on starting and then every 5 years unless changes occur e.g. new office, health concerns. Once completed the on-line DSE Self-Assessment automatically forwards to the relevant School DSE Assessor for review and if needed further action.

The University reimburses the cost of [eye tests](#) for staff working with DSE and a set amount towards the cost of glasses if needed to work safely with DSE.

A range of information on DSE use (staff and students) is available on the [Health, Safety and Environment Office Website](#).



TRAVELLING ABROAD ON UNIVERSITY RELATED BUSINESS

The University provides free Travel Insurance (available on-line via the [Finance Website](#)) which staff and students must submit if travelling overseas on University business.

As per the University's [Overseas Travel Policy](#) a Risk Assessment is required if travelling overseas. If travel is to a low-risk country for a low-risk activity (e.g. a conference in Europe), completing the University's on-line Travel Insurance is usually sufficient.

For higher risk travel, a specific Risk Assessment is required. Senior University staff must also specifically authorise travel to areas that the Foreign and Commonwealth Office (FCO) advises against all travel to unless on essential business **OR** advises against all travel to.

If wishing to travel to these areas, please email the H&S Coordinator with all required documentation at **least 4 weeks before date of travel**. A wealth of travel information is available on the [Health, Safety and Environment Office Website](#).

USE OF VEHICLES, MINIBUSES AND DRIVING SAFELY

The University must ensure the safety of drivers and passengers driving on University business. The College generally advises the use of public transport or use of an established transport supplier to arrange, for example, hire cars, coaches, minibus and driver.

The following summarises key points from the [Driver & Vehicle Safety Policy](#) and [Minibus Safety Policy](#):

- **Vehicles:** University owned, hired or leased vehicles must be road worthy, road legal and fit for purpose. Vehicles must also be subject to a weekly, recorded safety check.
- **The Driver:** Anyone driving a University owned, leased or hire vehicle must present, each year, a current summary of their driving licence to the H&S Coordinator (available from DVLA Website - www.gov.uk/view-driving-licence). The Licence Summary is checked to make sure the Driving Licence Categories cover the driver for the vehicles driven. Drivers will be asked to sign a Driver Authorisation Form that approves them to drive.
- **Claiming Business Mileage:** Any person using their own vehicle and claiming business mileage must have 'business use' on their vehicle insurance.
- **Minibuses:** Specific requirements apply to those driving minibuses on College business, for example, age restrictions (differ to Students' Union age limits), MIDAS Training, displaying Section 19 Bus Permits in each minibus driven.

OUT OF HOURS / LONE WORKING

Working outside of normal hours (i.e. 8am – 6pm, Monday to Friday) is discouraged. Anyone wishing to work in a building outside of normal hours must request permission through [Campus Services' online form](#).

Occasionally lone activities, such as research fieldwork are undertaken away from the University. This will require a specific Risk Assessment to be produced to ensure suitable controls are in place to manage any risk. For example, identifying contacts who can provide support in an emergency, call back and escalation procedures, completing the activity in daylight hours. Refer to the [Health, Safety and Environment Office Website](#) for guidance.

DISABLED PERSONS (see Emergency Arrangements above regarding PEEPs)

Staff should inform their Line Manager or the H&S Coordinator if they require adjustments to assist them whilst at work.

Students should contact [Disability Services](#), who will then liaise with the relevant School and others to support the student - most Schools have a dedicated Student Disability Tutor.

NEW AND EXPECTANT MOTHERS

New and expectant mothers (staff and students) are encouraged to inform their Line Manager, Personal Tutor or the H&S Coordinator as soon as possible. This is to ensure a Risk Assessment is

prepared with appropriate provisions made to support the mother and unborn child. Human Resources will advise [staff](#) regarding maternity pay / leave, paternity etc. Student Services will advise [students](#) in relation to their studies.

GENERAL HEALTH AND WELL-BEING

Staff should inform their Line Manager if they are concerned that work is affecting their health or due to individual circumstances, for example illness, which requires adjustments to support them. If staff cannot talk to their Line Manager, they should contact the [Occupational Health Practitioner](#) or [Human Resources](#).

Students with similar concerns related to their studies should, in the first instance inform their Personal Tutor. [Student Services](#) can also offer advice and support.

VISITORS

Visitors must be protected against risks to their health and safety the same as staff and students.

Visiting Academics and study/work placements hosted by the College must be authorised by the Head of School and must follow University and College HS&E procedures. The person inviting the Visiting Academic / person is considered responsible for the visitor and must ensure suitable arrangements are in place. For example, H&S Induction, supervision, instruction and training.

YOUNG WORKERS / WORK EXPERIENCE

Specific University policies exist to ensure the safety of any child (below 16 years) or young persons (between 16 and 18 years) undertaking placements at the University.

Before staff agree any work placement, they must seek approval of the Head of School. On approval, staff must inform Human Resources (HR) and the H&S Coordinator, with the relevant HR [Forms](#) completed and returned to HR **at least 8 weeks before** the placement starts.

A specific Risk Assessment, authorised by the H&S Coordinator must be prepared before the placement starts to ensure suitable arrangements are in place e.g. H&S Induction, Supervision. A copy of the Risk Assessment must also be given to the person concerned.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In rare cases, you may need to wear PPE for an activity. The College will provide this free to its staff and in most cases also free to students. If PPE is required you must follow all training, instruction and signage regarding its use.

However, be mindful that PPE is personal. One size does not fit all so make sure the PPE is a correct fit and inform someone (e.g. Academic Supervisor, Line Manager) immediately if the PPE is unsuitable or you are unsure in its use.

MANUAL HANDLING

Sometimes you may need to carry out handling tasks, for example carrying materials and equipment as part of an archaeology fieldtrip. Some simple tips to avoid manual handling risks are:

- Ask for guidance on how to safely carry out a task.
- Avoid handling large / heavy objects – if possible split loads into a manageable size, swap for lighter alternatives if possible.
- Plan the task with the help of others, making sure you all understand the plan!
- If available, use aids such as trolleys.
- Inform someone of concerns which could affect you when carrying out handling tasks.

NOISE

The College makes every effort to purchase equipment with the lowest noise and vibration levels. In addition, exposure to noise and vibration can often be controlled through task management such as limiting the time spent carrying out the task or rotating tasks on a daily and weekly basis.

If this approach is not sufficient, suitable personal protective equipment (e.g. ear defenders) must be provided. In some instances, Mandatory Hearing Protection Zones, which require the wearing of PPE will be established and warning notices displayed. Do not enter such areas unless you are authorised to do so and have the suitable PPE.

FIELDWORK

Fieldwork must be undertaken in accordance with the University's [Fieldwork Policy](#) which includes health and safety and other considerations such as costing required training in Research Proposals.

Anyone undertaking fieldwork must ensure a Risk Assessment has been prepared and suitable arrangements put in place. Participants must be provided with, and understand the content of the Risk Assessment and any arrangements, especially those they are responsible for themselves (e.g. wearing walking boots on a fieldtrip, costs) in a timely manner.

A Trip Registration Form should be completed for group fieldwork away from the University with a copy provided to a central School contact (e.g. Head of School office) , the Health and Safety Coordinator and Security for the duration of the session.

STUDENT PLACEMENTS

The College adheres to the [Code of Practice on Placement Learning \(Quality\)](#) and the health and safety procedures listed therein. Specific arrangements will then apply for overseas placements including, in many cases, the additional support and guidance of the International Education Centre.

A member of University staff (e.g. Module Organiser) and a Placement Contact must be identified for all Placements. In addition, please remember that Placement Providers should treat students as one of their employees whilst on placement with them. This includes being provided with a H&S Induction, Risk Assessment, PPE etc.

HIGHER RISK ACTIVITIES / FURTHER INFORMATION

DRONES / SMALL UNMANNED AIRCRAFT

Please be aware **no staff or student can operate drones** on University business or overfly their own personal drone on University premises without written permission from the Health and Safety Office. If planning to use a drone please contact Health and Safety to discuss specific requirements that apply.

MEDIA EQUIPMENT

Media equipment (e.g. cameras, audio recorders) may only be used for Course Work. Items must be booked out from the equipment store in JP Hall between the hours of 9am – 9.30am and 4.00pm – 4.30pm Monday to Friday. You must have your library card available when signing out equipment.

FILMING / PHOTOGRAPHY

Surprisingly filming and photography can be quite risky. We can be so focussed on the 'view finder' that we forget what else is going on in our surroundings and our determination to get 'that shot' can mean we push the boundaries with regards to what is safe, for example climbing a tree to get a bit of height. In addition, we can lose sight some people do not want to be filmed or photographed!

All students undertaking filming or photography are required to complete a Risk Assessment. Consent Forms are also required when conducting interviews or performances involving actors. Parental Consent is a requirement if children under 16 are taking part in the project.

RESTRICTED AREAS

The following table details restricted areas that, due to the nature of the work and / or equipment and materials used within them, require specific authorisation to enter:

Areas	Location	Specific Authorisation Required	Specific Induction Required
JP Hall – use of theatrical equipment e.g. stage lights & electrics	JP Hall	Yes	Yes
Radio Studio	JP Hall	Yes	Yes
Media Rooms	JP Hall	Yes	No
Music Practice Rooms	Music Building / Main Arts / Gartherwen	Yes	No
Music Studios	Main Arts	Yes	Yes
Science labs – use of the chemicals and equipment in the store rooms.	Nantlle, Normal Site	Yes	Yes
Outdoor education equipment	Padarn, Normal Site	Yes	Yes

HIGHER RISK ACTIVITIES / FURTHER INFORMATION

WORKING AT HEIGHT

Within JP Hall there is an item of equipment called a tallescope. Due to the risks associated with the tallescope its use is **prohibited until specific training and instruction is given** by the Technical Manager & Media Practice Tutor and Students' Union. It is also secured with a chain and padlock to prevent unauthorised use.

As the tallescope is predominantly used by Student Societies (e.g. ROSTRA, SODA) the Students' Union facilitates its use by operating a 'signing in and out' procedure to make sure keys are only issued to those students who have received the training.



Use of the ladder in the music studios must be in accordance with [this guidance](#).

HAZARDOUS SUBSTANCES / USE OF CHEMICALS

As part of your work / study you may have to work with chemicals (eg laboratories, Workshop).



To control risks:

- Read the instructions / hazard labels on containers. Follow the directions for use.
- Personal protective equipment (PPE) will be discussed during the local H&S Induction / Pre-activity Briefing. Use suitable PPE for the material and you (ie glove, lab coat, size).
- A Risk / COSHH Assessment must be in place, appropriate for the substances used (including concentration, mixtures, form) and how they are to be used.
- Use fumehoods when directed by the COSHH Assessment.
- Store chemicals and waste chemicals correctly eg segregated, banded.
- Dispose of waste chemicals as per the COSHH Assessment.
- If unable to dispose of waste chemicals safely in-house arrange via the Chemical Waste Collections set up by the Health & Safety Office.

FURTHER INFORMATION

Further information on Health and Safety at the University can be obtained here:

<https://www.bangor.ac.uk/hss/>

Alternatively, any queries relating to Health and Safety matters can be directed to the Deputy College manager: rachel.parry@bangor.ac.uk / 01248 388197.