

In an emergency

Follow any local instructions given during your induction or at the time of the emergency.

If you need an emergency service (e.g. fire, ambulance) contact Security on **0113 343 2222** (**internal 32222**) so they can help direct them through the campus.

Key contacts and further information

Further support is available through:
Health and Safety Coordinators in most faculties – ask your academic supervisor for details

The Health and Safety Manager for your faculty – details at www.leeds.ac.uk/safety or call 0113 343 4201

For further information and advice visit www.leeds.ac.uk/safety



Safety in research

Research students



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Health and Safety Services
University of Leeds, Leeds,
LS2 9JT, UK

T: 0113 343 4201
E: safety@leeds.ac.uk
W: www.leeds.ac.uk/safety

you+me
Managing risk together



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Push boundaries, *not your luck*

When you're pursuing research you want to push boundaries, not be constrained by them. By understanding how to apply key health and safety principles you can still be innovative in your research without exposing yourself or others to unnecessary risks - you will also gain an important skill which is valued by employers for your future career.

Your academic supervisor

Your academic supervisor is your first point of contact for health and safety questions relating to your research, and they can also refer you to others for advice and information.

You can expect them to:

- provide or arrange supervision, training and induction
- work with you to produce risk assessments for your projects - e.g. fieldwork – and agree and write down control measures before the work begins
- ensure that risk assessments in their area are carried out, recorded, reviewed, updated as research proceeds
- ensure that significant information (and changes) in these risk assessments is shared with you and that effective control measures are implemented.

Your responsibilities

You are responsible for ensuring your own safety and that of others who may be affected by your actions (including staff, students and visitors).

- ✓ **Do** read, understand and comply with the University's Health and Safety Policy and protocols
- ✓ **Do** watch the student induction video at www.leeds.ac.uk/safety
- ✓ **Do** undertake any necessary health and safety training and induction
- ✓ **Do** follow the requirements of risk assessments and any local arrangements
- ✓ **Do** tell your academic supervisor if you have a health condition which may be caused by or made worse by your research, or if you will need help to evacuate a building in an emergency, so measures can be taken to protect you.



- ✓ **Do** raise the alarm if you discover a fire, and if emergency alarms sound, leave by the nearest emergency exit
- ✓ **Do** report any accident, injury, near miss, faults, unsafe activities and damage to buildings or equipment as soon as possible to your academic supervisor or health and safety staff
- ✓ **Do** dispose of hazardous waste correctly

- ✗ **Don't** improvise – use the right equipment for its intended purpose. If this is not available or you are unsure ask for help
- ✗ **Don't** misuse any clothing or equipment provided for health and safety, or damage the fabric of the building or connect directly to the services (other than through a standard electrical socket) without prior agreement from the Director of Facilities.

It's ok to ask questions about the risks attached to any work and how you should control these. If you feel that an activity poses a danger to your health and safety or that of others, you should raise your concerns with your academic supervisor and you have the right not to proceed.

Different research - different risks? *What to look out for*

- Lab-based research may involve issues such as biological safety, hazardous substances, manual handling and guarding of machinery amongst others. Training and induction will be necessary to ensure your safety. If you do not receive training ask for it.
- Social science research projects may involve risks including lone working, fieldwork, high risk locations. You should

seek guidance from your academic supervisor to ensure you have considered the risks relevant to your research.

- Some research projects need specific permits, approvals or authorisation before they can proceed. Specialist advisors (e.g. Biological Safety Manager) can help with this.
- In many disciplines you will need to be aware of issues such as using computers safely, correct posture when working at desks, fire safety, manual handling and lone working.