

## *Health and safety: what you need to know*

You must be aware of the hazards (anything that could cause harm) in the area you study in. These might seem obvious but students are harmed by them every year, so it's important you know the risks of:

- using electrical equipment;
- incorrect posture when using computers;
- lifting and moving heavy objects;
- slips, trips and falls;
- study abroad, fieldwork and work placements;
- carrying out scientific experiments;
- using paints and chemicals for design work.

## **You should also make sure you know what to do for:**

- **Fires and emergencies**

What procedures do you need to follow?

- **First aid**

When do you need to seek help, and where should you go for it?

- **Reporting accidents**

If you see an accident or have a close call, you should report it to your tutor.

**If you see an accident, unsafe activity or damage to buildings and equipment, or if you have a close call, tell your academic tutor or your school health and safety coordinator. Even a small problem could put you or other people at risk.**

“By working together we can sustain a safe and supportive environment in which students can flourish.”

## *What is the University responsible for?*

We are responsible for the health and safety of our staff, students and visitors.

### **This includes:**

- providing a safe and healthy working environment;
- making sure nothing we do negatively affects the health and safety of others;
- providing information, training and supervision;
- giving advice and resources to assess risks;
- making sure we abide by the law;
- ensuring all staff and students know their health and safety responsibilities;
- reviewing health and safety policy and keeping it up-to-date.



As a student you are responsible for your own safety as well as that of the people around you. **To take responsibility:**

## Do

- ✓ read and follow the health and safety information for your school, faculty and the University. You can find this at [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety) or amongst your school's resources
- ✓ watch the student induction video at [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety)
- ✓ report any faults with equipment or unsafe working conditions to your tutor or your school health and safety coordinator
- ✓ complete any health and safety training or induction we give you
- ✓ follow any health and safety instructions (risk assessments) we give you
- ✓ tell your tutor if you have a health condition which may be caused by or made worse by your study, or if you will need help to evacuate a building in an emergency.

## Do not

- ✗ interfere with or misuse anything that the University has provided for health and safety. It is against the law to do so
- ✗ risk your or others' health and safety by behaving in an irresponsible and unsafe manner.

## In an emergency

Follow the instructions you were given during your induction, or any other instructions you are given at the time. Wherever you are, if a fire alarm sounds, evacuate the building quickly and calmly.

If you need to call emergency services, do it through Security so they can help direct the emergency services through campus. Call:

**0113 343 2222**

### Health and Safety Services

**E:** [safety@leeds.ac.uk](mailto:safety@leeds.ac.uk)  
**T:** 0113 343 4201 (x34201)  
**W:** [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety)



# Study in safety

*Taught students*

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**you+me**  
Managing risk together

  
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