



Newport Startup Stiwdio Sefydlu Health and Safety Policy and procedure

USW Stiwdio/ Engagement Hub Newport is located on the C floor of the USW Newport campus. Access is controlled through use of codable Salto ID card, and the entrance door is located over the left-hand walkway.

ACCESS PROCEDURE:

The Startup Stiwdio/ Engagement Hub Newport is open Monday to Friday 8am-9pm, 8am- 5pm weekends. To access the space at weekends, or outside usual campus opening hours, 8am-5pm week days, members are asked to notify the security team. The same applies if Stiwdio members wish to stay in the space beyond 5pm. If they are the last to leave, they must notify Newport Security.

Meeting rooms C34 and C35 can be booked for meetings by Stiwdio members (via prior arrangement with Stiwdio) and external organisations (via prior arrangement with Exchange). Meeting room doors are unlocked between 8am and 6pm weekdays. External organisations are unable to book outside of these hours. Stiwdio members (all of whom are briefed in the lone-working procedure) must liaise with Newport security to get their ID cards coded for meeting room access, should they want to use these rooms beyond 6pm (or at the weekend).

Email: newportsecurity@southwales.ac.uk

Phone: (01633) 435020

Access is through the usual USW Salto-coded photo ID card.

LONE WORKING

Lone worker is required to notify Newport security staff when they are entering or leaving the building outside of 9:00am-5.30pm weekday staffed hours. All Stiwdio Members have the telephone number and email address for the Newport security staff and these contact details are also displayed on the Stiwdio door when they enter.

All Stiwdio Members are required to confirm awareness and compliance with Lone Working Policy for Newport Startup Stiwdio including confirming knowledge of the emergency evacuation procedures and agreeing that it is their responsibility to plan how to get home safely when working 'out of normal campus hours'. Stiwdio members recognize that it is their responsibility to ensure the safety of their own guests while on the premises

Slip / Trip / Fall

Slips, trips or falls as a result of trailing leads, carpet or other obstructions.

Housekeeping exercises to be undertaken on a regular basis to ensure that slip, trip or falls hazards are removed or the likelihood reduced as low as is reasonably practicable.

Staff undertake Slips, Trips and Falls training as part of training requirements. Stiwdio/ Exchange staff and Stiwdio Members are required to ensure that all work areas and shared spaces are kept clean, tidy and to report any potential Slip/Trip/Fall hazards immediately to the Stiwdio/Exchange staff or Newport Security.

If a hazard is identified, e.g. a spillage of liquids in the kitchen area, then Yellow Hazard Display signs are placed in the area until the hazard is removed.

All walkways throughout the building must be kept clear and any obstruction reported to Stiwdio/Exchange staff immediately.

Any slips, trips or falls or near misses must be recorded in the Stiwdio/Exchange Accident book, reported to Newport Security and logged on Assessnet. In addition, Stiwdio/Exchange staff will then propose remedial actions (where possible) to try and ensure a similar incident is not repeated.

COSHH

Access to cleaning materials which could cause harm if ingested.

Access to disinfectant spray etc. Materials are kept in a cleaning cupboard with clear signage.

Electricity

Items of personal equipment may be used on university premises so long as they are in a good state of repair and used in the manner for which they're intended. Any item that develops a fault must be withdrawn from use and regular user checks should be carried out:

Staff/ Stiwdio members are responsible for ensuring their electrical equipment is safe and good working order:

User checks

1. These are informal checks by persons prior to using items of portable electrical equipment. There is no requirement to record user checks.

2. The person using items of electrical equipment should look at it before use and check for signs that it may not be in sound condition, for example:

- damage to the cable, including fraying or cuts
- damage to the plug or connector, e.g. cracks in the casing or bent pins
- inadequate joints, including taped joints in the cable
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cables were showing
- the equipment has been subjected to conditions for which it is not suitable, e.g. it is wet or otherwise contaminated
- damage to the external casing of the equipment

Violence to staff

Violence to staff Potential aggression to staff from external visitors

CCTV in place at entrance to the Stiwdio/ Exchange. The main door has Salto lock which only authorized staff and Stiwdio members have staff cards for, creating a physical barrier. Staff and Stiwdio members must have Safezone App downloaded and operational.

ERGONOMICS

1. All USW staff must undertake a workstation assessment and training.
2. Stiwdio Members are required to confirm in their induction programme that USW cannot be held responsible for any ergonomic injuries or eye strain that is determined to be the result of poor workstation patterns of working or poor working procedures as a self-employed person.

Fire Safety

Risk of fire on site.

Sources of ignition identified in the building include: heating system, lighting, electrical equipment, kitchen equipment (specifically toaster, coffee machine and microwave).

Sources of fuel identified in the building: wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish, furniture and carpets.

Sources of ignition and flammable substances are to be kept apart. No naked flames are allowed in the building, e.g. candles.

All rubbish is collected and removed daily, e.g. avoid the build-up of rubbish that could burn, particularly in the kitchen area and in all fire evacuation routes.

Staff and Stiwdio members are given appropriate training on fire procedures they need to follow, including fire drills, and Stiwdio Members must confirm their awareness and compliance with these procedures as part of their induction programme.

Staff and Members are required to be particularly vigilant when using kitchen equipment such as the toaster and microwave and must not use these pieces of equipment if they are left unattended.

Doors to the C floor Engagement Hub should be closed at all times (unless short-term access is required) to reduce the likelihood of a fire spreading throughout the building. If there is a fire the following measures and procedures are in place:

1. Smoke alarms and fire alarms are installed and regularly tested. All staff and Stiwdio Members are aware of the alarm sound, through tests, and currently there are no D/deaf members of staff or Stiwdio members.

2. All staff and Members are aware that they should check all rooms e.g. meeting rooms, storage cupboards etc to ensure that no persons are unaware of the fire alarms, before exiting the building themselves.
3. Staff and Members are aware that they are responsible for explaining the fire evacuation procedures to their visitors if a fire alarm sounds.
4. As all staff and Members use the Salto KS card to enter the Stiwdio/Exchange space, and they are responsible for their own visitors, it is possible through web applications to hopefully know exactly which members are in the building at any time. Access to this Salto data is available to USW Stiwdio Staff and USW Estates and Facilities Manager only. If a fire breaks out this information/data can be provided to emergency services, if requested.
5. Fire-fighting equipment for putting a fire out quickly are in place adjacent to emergency evacuation exit. Fire exit and escape route are clearly marked and kept unobstructed at all times. Location of safe assembly area is also clearly signed next to Emergency Evacuation exit.

Manual Handling

Risk of manual handling injury from carrying or lifting of supplies or equipment.

Mechanical handling equipment provided where necessary e.g. trolleys for movement of furniture and marketing materials.

Individuals aware of their abilities and limitations and encouraged to ask for assistance when needed. Bulky items logged for movement by Estates.

Fall of Object from Height

Risk of falling supplies and marketing materials from shelving in store cupboards.

Tidy and controlled storage to prevent falling when disturbed (especially office file storage) Above head height storage avoided wherever possible Regular departmental H&S checks undertaken. Staff regularly sort through and thin out supplies to keep tidy

Other (See: Hazard Details)

Risk of terror attack at University campus

Members are reminded to be vigilant and keep watch for suspicious behaviour, vehicles and packages and encouraged to notify Security in first instance of any concerns, who will then decide if this needs referring to Emergency Bluelight Services.

Be vigilant. Terrorist attacks usually happen in public places. Keep a watch for suspicious behaviour, vehicles or packages.



If you have any fears or suspicions, tell the Police by calling 999 and if possible contact Newport Security.

Terrorist attacks happen without warning. To stay informed, keep an eye on the government's terrorism threat levels via

<https://www.gov.uk/terrorism-national-emergency>

If a Terror attack does happen follow the RUN. HIDE. TELL. principles:

RUN

Escape if you can

Consider the safest options

Is there a safe route? Run, if not Hide

Can you get there without exposing yourself to greater danger?

Insist others leave with you, but don't let their indecision slow you down.

Leave belongings behind.

Do not attempt to film the incident. Run.

HIDE

If you cannot Run, Hide

Find cover from gunfire

If you can see the attacker, they may be able to see you. Cover from view does not mean you are safe. Bullets go through glass, brick, wood and metal. You must still hide, even if you are behind a locked door.

Find cover from gunfire e.g. substantial brickwork/heavy reinforced walls

Be aware of your exits

Try not to get trapped

Be quiet, silence your phone and turn off vibrate

Lock/barricade yourself in

Move away from the door

TELL

Call 999 – What do the police need to know? If you cannot speak or make a noise, listen to the instructions given to you by the call taker:

Nature of the Incident - What is happening?

Location - where is the incident taking place? Give an address or general location

Suspects – Where are the suspects?

Direction – Where did you last see the suspects?



Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.

Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.

Stop other people entering the building if it is safe to do so

Armed police response:

Follow the police officer's instructions

Remain calm

Avoid sudden movements that may be considered a threat

Keep your hands in view

Officers may:

Point guns at you

Treat you firmly

Question you

Be unable to distinguish you from the attacker

Officers will evacuate you when it is safe to do so

Plan and prepare now

You must stay safe:

What are your plans if there was an incident?

What are the local plans? (personal emergency evacuation plan, first aid training etc.)

Consider first aid when it is safe to do so.

Other (See: Hazard Details)

First aid

All Stiwdio/ Exchange Staff and Startup Stiwdio Members in Newport, and those Stiwdio Members based in the two other campus incubator buildings who regularly visit or also work from the Newport Stiwdio space, are required to confirm they have read, understood and will fully comply with this updated Risk Assessment and all associated health and safety procedures as published in the Startup Stiwdio Newport Health and Safety Policy and Procedures

This includes being fully aware of the evacuation procedures for the building if an emergency occurs or the fire alarm sounds and to confirm they have installed the USW Safe Zone App and will keep this operational whilst on all USW campuses.

2. All Members are asked to recognise their joint role in creating and maintaining a safe working environment for all USW Staff, visitors and other Stiwdio Members, and to report to the Stiwdio Officer or Incubator Manager all accidents, incidents and near misses or potential hazards

3. Stiwdio Officer is trained to Level 3 First Aid



4. As well as having Safezone installed, Stiwdio members are aware of the University emergency number 01443 4 83333.

Read | Confirm Understanding | Confirm Compliance

Stiwdio Members and staff must confirm that you have read, understood and will fully comply with the Stiwdio Member Health & Safety Policy and Procedure and all associated health and safety procedures as published in the Startup Stiwdio Newport Health and Safety Policy and Procedures

This includes being fully aware of the evacuation procedures for the building if an emergency occurs or the fire alarm sounds and confirming that you have installed the USW Safe Zone App and will keep this operational whilst on all USW campuses.

All Members are asked to recognize their joint role in creating and maintaining a safe working environment for all USW Staff, visitors and other Stiwdio Members, and to report to the Stiwdio Officer or Incubator Manager all accidents, incidents and near misses or potential hazards