

Health & Safety Policy

Summary – Supervision of Students in Workshops, Laboratories etc.

Academic staff and, in some circumstances specified by the Dean of School, nominated non-academic staff, are responsible for ensuring that students are provided with detailed safety instructions on the hazards and risks associated with the work undertaken in practical classes including work out with the University premises, e.g. fieldwork. These instructions should preferably be presented in writing as well as verbally.

During normal classes, the health and safety of students is the responsibility of the member of academic staff time-tabled to be in charge. The amount and nature of the supervision required to discharge this responsibility will depend upon the degree of potential hazard involved in the work and on the competence of the student to avoid danger. The supervisor must make the assessment of the risks and decide upon the level of supervision required (see link below for Risk Assessment Form).

Where a student is undertaking project or similar work it is the responsibility of the member of staff who has assigned the project to inform the student at the start of the project of any potential hazards that might arise during the work (other than those which the student should reasonably be expected to anticipate) and of the protective equipment/clothing (PPE), safe systems of work, etc. required and to ensure that any member of staff supervising a group of project students is competent to do so. If the member of staff is not sure, then they must consult with the Dean and Safety Co-ordinator in the School.

Where students are present in situations other than those under the control of a supervisor, e.g. Library, Refectory, Students Union, outdoor activity, etc. the responsibility for their health and safety lies with the “manager” of that area of activity. Students must be made aware of this.

Technician staff are responsible to their Line Manager for the safe condition of any equipment set out for use in practical classes. Technical staff must be given the relevant risk assessments and method statements by the academic staff and students prior to work taking place in the laboratory or workshop.

Hazardous substances should only be introduced into practical work for students where there is no suitable less hazardous substance. If hazardous substances must be used, a risk assessment in accordance with the requirements of the Control Of Substances Hazardous to Health (COSHH) Regulations must be undertaken prior to its use (see link below for COSHH Assessment Form). All chemicals require to be registered on the University Hazardous Database (note:- contact the Health and Safety Office for access to this database).

Hazardous equipment should not be used by students unless they have been trained and are competent or are adequately supervised in its use. Wearing suitable PPE and following good hygiene and lab practices is essential.

Schools, in addition to establishing safe systems of work and the provision of safety training and supervision, must take all necessary steps to enforce the systems provided including, where necessary, the normal University disciplinary procedures.



Further information and related links

Health & Safety website: <http://staff.napier.ac.uk/has>

Student Safety Guide [click here](#)

Inspection checklists for workshops and laboratories [click here](#)

COSHH assessment form [click here](#)

Risk assessment form [click here](#)