

HEALTH AND SAFETY MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G006
	<b>Working in Unfamiliar Locations Guidance</b>	Issue	1
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The following guidance outlines some key considerations in respect of health, safety and environment, when working in new or unfamiliar locations.

Health and Safety Co-ordinators or other staff, permanently located in such buildings, will be able to assist in providing additional information relating to local arrangements.

### Fire Safety

It is essential, when working in unfamiliar buildings, that all staff make themselves aware of the actions to be taken if they discover a fire or the fire alarm sounds. Critical fire safety information, will include, but will not be limited to:

- Identify the nearest fire exit route. Exits are indicated by signage, which may be mounted on walls or doors or suspended from ceilings.
- Location of nearest fire alarm call points (break glass) – these points should be known to all colleagues before undertaking any activities. They will be used by individuals to activate the fire alarm in the event of a fire, and will be located at exit points throughout all buildings, accompanied by fire action notices.
- Location of correct muster point – the muster point will be the congregation point where colleagues should gather following fire alarm activations. The location of the nearest muster point will be given on each fire action notice. This will be particularly important for large buildings (e.g. Hugh Owen Building), for which multiple muster points will exist.
- Location of nearby fire extinguishers – fire extinguishers are available in all University buildings. Colleagues are not expected to use fire extinguishers in the event of a fire, unless they are confident that they will be able to extinguish the fire effectively, and have been suitably trained in their use.
- Ensure that escape routes are kept clear and unobstructed – this will include ensuring that all walkways and doors are completely clear from debris such as bags, boxes and furniture. This will be particularly relevant when colleagues are rearranging or moving furniture within any location.
- Ensure all users of the area are able to self-evacuate – this is particularly relevant to colleagues who will be in unfamiliar locations with responsibility for other individuals e.g. students, visitors, public events, etc. In the event of a fire, the use of lift or other mechanical aids is prohibited, therefore all room users must be able to self-evacuate without the assistance of such aids.
- Fire alarm testing arrangements – Fire alarm testing occurs on a weekly basis, undertaken during a predetermined and recurring timeslot. Colleagues should check, prior to undertaking any activities, whether testing of the fire alarm system is scheduled to occur during that period. Colleagues should be aware that changes to these arrangements will be made during certain periods e.g. examination periods, to minimise disturbance. In any case, the fire alarm will only sound for a handful of seconds during a test. Any sounding for more than a few seconds during this period should be considered a genuine fire alarm activation, requiring immediate evacuation.



Colleagues should also complete the 'Meeting the threat from fire' Health and Safety Essentials E-Learning Module, which can be accessed via the Blackboard platform. Further information relating to this resource is available at: <https://www.aber.ac.uk/en/hse/training/hseessentials/>

Further information relating to fire safety arrangements is available at: <https://www.aber.ac.uk/en/hse/proc-prac/fire-safety/>

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### First Aid

As a minimum, colleagues should seek, or have an awareness of, the following local first aid arrangements:

- Emergency Contact Numbers – from an internal telephone, dial 222 in order to mobilise a first aider. In instances where the Emergency Services are required, colleagues should already be aware to dial 999.
- Location of nearest first aid boxes – all University buildings will have a number of stocked first aid kits, which can be accessed in the event of an emergency. They will generally be located in easily accessible areas such as reception areas and staff rooms, and will be signposted by a white cross on green background, and known to local staff in reception areas.
- Names and details of nearby first aid trained staff – identified first aid trained members of staff will be available in all Departments and buildings. Details of these trained individuals are available online, on local Health and Safety Noticeboards (which will be provided in all buildings), and known to staff in reception areas.

Further information relating to first aid arrangements is available at: <https://www.aber.ac.uk/en/hse/proc-prac/first-aid/>

### Incident Reporting

All colleagues should continue to maintain an awareness and understanding of incident reporting considerations, which include:

- Local procedures for incident reporting – the route for submitting completed incident report forms i.e. to relevant Line Manager or local Health and Safety Co-ordinator.
- Awareness of location for incident report forms – an electronic copy is available on the Health, Safety and Environment webpages, and physical copies may also be provided in certain locations.

Further information relating to incident reporting arrangements is available at: <https://www.aber.ac.uk/en/hse/proc-prac/incident-reporting/>

### Emergency Actions

Colleagues should ensure that emergency action arrangements are known for the location or workplace, which may include:

- Procedures for reporting issues or problems – this will generally be to the relevant Line Manager, or other identified individuals.
- Control measures for identified hazards e.g. lone working, manual handling, etc. – the control measures will be identified in the relevant risk assessments, which will be communicated by the relevant Line Manager to all concerned.

Further information relating to emergency actions arrangements is available at: <https://www.aber.ac.uk/en/hse/emergency/>

### Training

Colleagues should ensure that they have received sufficient training and instruction to undertake their activities safely. Any additional training requirements, arising from the change in location, should be discussed and identified in conjunction with the relevant line manager, before undertaking the activity.

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Details of the training courses offered by the Health, Safety and Environment Team are available at:

<https://www.aber.ac.uk/en/hse/training/>

### Welfare Facilities

Other considerations will include developing familiarisation with the location. Such considerations, which will be particularly relevant to colleagues hosting, or with responsibility for, other individuals as part of the activity, will include:

- Location of nearest toilet facilities;
- Locations of nearest drinking water outlets.

For further information or guidance, please contact the Health, Safety and Environment Team at [hasstaff@aber.ac.uk](mailto:hasstaff@aber.ac.uk) or on extension 2073.