

**The University of Edinburgh
School of Health in Social Science**

**SCHOOL HEALTH & SAFETY POLICY
Session 2016-17**



1. Introduction

The School of Health in Social Science has a commitment to achieving good standards of health and safety. Should you have any queries or concerns, please contact the Head of School on hos.health@ed.ac.uk.

2. Organisation

The Head of School, Professor Charlotte Clarke is responsible to the University Court for the management of health and safety matters within the School of Health in Social Science. The School Safety Adviser, Fiona Wight, has been appointed by the Head of School to take a special interest in the promotion of health and safety matters, to provide a first level of advice and to act on behalf of the Head of School in respect of these matters. All staff and students are responsible for ensuring that they work in a manner which is safe to themselves and to others, and to comply with the relevant requirements of both the University and School Health and Safety Policies.

3. General Health and Safety information – please also see attached Fire Evacuation Guide

All staff and students are urged to read the relevant parts of the University Health and Safety Policy.

4. On Discovering a Fire

- a. Operate the nearest fire alarm
- b. Leave the building
- c. Assemble on Middle Meadow Walk (if leaving via doorway 6 go through archway leading to doorway 4 in west wing of Medical quad. If leaving via doorway 7 turn left and follow the pavement round to middle Meadow Walk)
- d. Ensure that the University Emergency Service (dial 2222) has been informed, if you have not already done this. They will call the Fire Brigade.

5. Fire Precautions

All staff and students must familiarise themselves with the location of fire doors and fire exits, so that they know as many as possible of the means of escape from the building. All staff and students should know the location of their nearest fire extinguishers and fire alarm call points and instructions for their use. Emergency exit routes must remain tidy and free from obstacles. Staff and students must not leave or store flammable materials on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear. The fire alarm is a *siren* and is tested within the building each Thursday at 10am.

6. Fire Prevention

The value of the nightly routine of switching off all unnecessary electrical equipment, checking that gas taps are turned off, and closing all doors to rooms and staircase enclosures, cannot be overstressed. Staff and students are reminded that smoking is not permitted on University premises.

7. Accidents

All accidents, fires, “near misses”, and instances of known or suspected occupational ill health, must be recorded in the University Accident and Incident etc Report Book, which is located in the General Office and a report sent to the Director of Health and Safety, 41 Forrest Road. All accidents/incidents, except those of a minor nature will be investigated by the appropriate school personnel and any necessary remedial measures, including revised work procedures, training, etc, will be implemented as appropriate. Accidents as a result of a defect in the fabric or structure of the building should be reported to EBIS for action. Accidents/incidents will be reviewed at the meetings of the Committee (see section 12). Accidents/incidents of a serious nature must be notified immediately by telephone (50 6605/6) to Health and Safety Department and will be subject to a more formal investigation by a member of staff from the Health and Safety Department.

8. First Aid

The First Aid box is located in the School of Health, General Office, 1st Floor, Doorway 6, Medical Quad, Teviot Place. The list of First Aiders in the School of Health is given below. In the event of any emergency requiring an ambulance, call the University Emergency Service (dial 2222) and state the precise location and nature of the emergency.

9. Risk Assessment

The majority of the activities carried out by the school are routine and generally low risk in nature and do not require to be formally risk assessed. However, for any activity involving a significant risk, a written risk assessment, must be carried out. To assist with this, model risk assessment forms are available from SAFENET, the University’s system of inter-linking checklists and model risk assessment forms.

10. Monitoring of the School Health and Safety Policy

A self-inspection (safety audit) of the School will take place every 12 months to monitor the effectiveness of the health and safety policy. The inspection will be made by Fiona Wight or a nominated deputy.

11. Lone Working

Anyone working in the School building outwith normal hours should alert family/friends or phone University Security (650 2257) and inform them where you are working. Should you suspect an intruder is in the building – lock your door, call Security and await their arrival. Do not confront the intruder. All staff and students should take care of their safety on leaving the building

12. Health and Safety Queries or issues

All staff and students encountering any kind of health and safety hazard in this School should report these promptly to Fiona Wight, Room 1M.3, or in his absence, to any senior member of staff.

13. Health and Safety Consultation

Health and safety will be a standing item on the agenda of the meetings of the School Executive Committee, which are held every two months. Any member of the School who wishes to raise a health and safety item at this Committee, should inform Fiona Wight, School Safety Advisor as soon as possible.

List of Qualified First Aiders within the School of Health

Name	Telephone	Location
Emily Newman	(6)51 3945	Room 2.1, Doorway 6, Medical Quad Teviot Place
Jane Robertson	(6)51 5135	Room 1.5, Doorway 6, Medical Quad, Teviot Place

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I acknowledge receipt, understanding and compliance with the School Health & Safety Policy.

Signature of Staff Member:

Name of Staff Member:

School of Health in Social Science

Date: