



THE UNIVERSITY *of* EDINBURGH

School of Health in Social Science



HEALTH AND SAFETY

School Handbook 2018/2019

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I. Foreword by the Principal (from University Policy Handbook)

It has often been said that it is better to be safe than sorry, and whilst this is easy to say, the reality of it requires

- structures and responsibilities, across the University e.g. Health and Safety Committees, for ensuring the implementation and maintenance of health and safety standards
- every individual to take personal responsibility for their own and their colleagues' safety and health, being aware of potential hazards and acting to ensure they are eliminated, managed or avoided
- policies and guidance that explain what should and should not be done
- observance of procedures established to ensure we work in an safe environment

All incidents should be avoidable given forethought, and taking the appropriate actions or following the correct procedures.

The Health and Safety Policy gives you all the essential guidance you need. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study the Policy now – it is too late once an accident or ill health as occurred.

The University of Edinburgh has an excellent record for health and safety, and I want this to continue. Every one of us, whether staff, students, or visitors has a right to be in a safe and healthy environment within the University, and has a contribution to make towards this goal. It would be a difficult burden to bear, knowing that a colleague had been injured or suffered ill health as a result of a hazard or situation that you had recognised but had not done anything about.

Professor Peter Mathieson, Principal

II. Health & Safety Policy Statement (from University Policy)

It is a duty under the Health and Safety at Work, etc., Act, for everyone engaged in University activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. Those who supervise work in laboratories, workshops, practical classrooms and elsewhere, at whatever level, have special obligations to ensure that they do not endanger the health and safety of students, technical staff, cleaners and other colleagues. No person shall intentionally interfere with, or misuse anything provided by the University in the interests of health, safety or welfare.

III. Health & Safety: Statement by Head of School

As Head of the School of Health in Social Science, I am responsible to the University Court for ensuring that the work carried out in the School is safe and does not constitute a hazard to the health and welfare of the staff, students or to anyone else. I am responsible, too, for ensuring that the University Health and Safety Policy is understood and observed in the School.

But Health and Safety is the responsibility of all of us who work in the School; and there is a clear duty on everyone to prevent injury to themselves and to others and to provide the support necessary to achieve the objectives of the Health and Safety Policy.

Every member of the University, whether staff, student or visitor, has a right to be in a safe and healthy environment and has a contribution to make in achieving this goal. They should be aware of potential hazards and act to ensure that they are eliminated, managed or avoided.

Many of the actions recommended below are required by law and must be observed: others are simply common sense.

Please study the School Health and Safety procedures now: it is too late once an accident or ill-health has occurred.

Any member of the School encountering any kind of health and safety hazard on School premises should report these promptly to their Head of Subject Area or to the Director of Professional Services.

Professor Charlotte Clarke, Head of School.

1. Health and Safety Handbook Introduction

Whilst at work, whether within the School building or not, health and safety precautions must be observed by everyone; not only does this make good common sense, but, in many instances, these responsibilities are legal requirements. Ensuring the health and safety of others at work is just as important as the avoidance of being injured oneself. No one who works in the University has any right to endanger others, whether they are staff, students or visitors, and staff have a particular responsibility to set a good example.

The University's Health and Safety Policy provides a framework for the organisation of health and safety within the University. This handbook is designed to provide some information direct from that policy but supplemented with relevant items of information for our subject areas and work that may be undertaken by staff and students in those areas.

The University Health and Safety Policy should be read in full at the following link: <http://www.ed.ac.uk/schools-departments/health-safety/policy-cop/policy>

The School of Health in Social Science aims to provide a safe and healthy working environment for its students, employees and visitors. This policy and its operation will be reviewed annually.

Whilst at work, health and safety precautions must be observed by everyone; not only does this make good common sense, but in many instances, these responsibilities are legal requirements. Ensuring the health and safety of others at work is just as important as the avoidance of being injured oneself.

2. Organisation

The Head of School is responsible to the University Court for the management of health and safety matters within the School. Oversight and co-ordination for health and safety across the School is the responsibility of the School Safety Advisor, Ms Fiona Davison.

Safety Advisor:

School – Ms Fiona Davison, Room 1M5, Doorway 6, Teviot Place (651 3937).

All staff and students are responsible for ensuring that they work in a manner that 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

All staff and students are urged to read the relevant parts of the University Health and Safety Policy and in particular, Part 2 'General Precautions' and Part 3 'Electrical Equipment'. The full policy is available at

<http://www.ed.ac.uk/schools-departments/health-safety/policy-cop/policy>

4. Guidance for Students, Staff and Visitors (adapted from University Policy)

a) Health and Safety of Postgraduate Students and Junior Research Staff

Academic staff who supervise work carried out by postgraduate students, research assistants and technical staff are required to give careful attention to the health and safety of those under their supervision. This applies not only to work on University premises but also to University work carried out elsewhere. To fulfil its function, the degree of supervision must have reasonable regard to the level of training and expertise of the staff or students being supervised. The standards of health and safety in University research should not be inferior to those in good commercial or other professional practice.

Further information on health and safety aspects of the supervision of postgraduates can be referred to in the relevant section of the booklet "Code of Practice for Supervisors and Research Students" published by the Senatus Postgraduate Studies Committee.

b) Health and Safety of Undergraduate Students

Undergraduates should be assumed to be initially untrained in all matters of health and safety. Academic and, where appropriate, non-academic staff therefore have a duty to instruct students, so far as is reasonably practicable, in all matters necessary to ensure their health and safety while working in University premises, on supervised fieldwork exercises and during University work elsewhere. Potentially hazardous equipment should not be used by undergraduates unless adequate protective devices are in operation. Where such safeguards are not practicable, adequate specific training must be given before unsupervised operation of such equipment is allowed.

As far as is reasonably practicable, no substance shall be introduced into practical work for undergraduates unless the hazards associated with it have

been assessed. Where reliable information is not available, the substance should be regarded as potentially dangerous and treated with appropriate precautions. Written instructions to undergraduates in their practical work must draw attention to the risks of using hazardous substances and equipment and the precautions which must be taken.

c) Health and Safety of Persons with Accessibility Requirements

Persons who have any form of accessibility requirements which they feel might have particular relevance to their health and safety whilst working in the University, should contact their School Safety Adviser, or their Head of School. Systems of work and precautionary measures relevant to each individual's situation may then be discussed, and implemented, where required. Advice on means of escape for disabled persons in the event of fire is available from the University Fire Safety Adviser. Personnel who form part of a recovery team must be instructed as to any additional duties they may have, where the area which they cover includes accommodation which is, or may be, occupied by a disabled person.

d) Health and Safety of Visitors

All visitors to the University, working in a school, do so only with the permission of the Head of School and must follow all University and school health and safety procedures. [For information on children, pets, etc., see below].

e) Health and Safety of All Parties

Only under exceptional circumstances may persons using University premises bring young children into the buildings, especially outside normal working hours. However, if this is unavoidable, it is absolutely essential to provide strict and close supervision at all times. Children are not allowed into laboratories and workshops, other than in connection with open days, and work experience courses, etc.

Dogs and other pets are not allowed in University buildings, with the exception of guide dogs.

5. Lone and Out-Of-Hours Working

The School's Lone Working Guidance is provided in a separate guide but repeated here.

In general terms, anyone using one of the School's buildings out with normal working hours should note the following:-

Alert friends/family to the fact that you are working out with office hours – that is, when you are working at a time when others may not be around in the event of sudden illness, accident etc.

It is strongly recommended that you phone University Security (0131 650 2257) to let them know that you are working alone within one of the School's buildings and when you expect to leave. Please remember to call Security again when you are leaving. Failure to call upon leaving at the pre-notified time will alert Security to a potential problem and they will attend the building to check on your

safety.

Anyone with mobility issues should also ring Security to alert them to where you are working.

Contact University Security should you know or suspect an intruder is in the building. Do not confront the intruder; lock your door and await the arrival of Security.

Anyone with any medical condition should make sure that they have any necessary medication with them etc.

All staff/students should take due care of their safety on leaving buildings.

Ensure all tasks that carry any risks (e.g. lifting heavy items etc) are carried out during normal building occupancy hours.

6. On Discovering a Fire

1. Operate the nearest fire alarm.
2. Leave the building immediately by the nearest available exit. Lifts must NOT be used. If you have mobility issues use a clearly marked refuge point to contact assistance.
3. Assemble at the points indicated on building Fire Action Notices appropriate to the building you are evacuating.
4. Ensure that University Security (dial 2222, or from a mobile phone 0131 650 2257) has been informed, if you have not already done this, providing them with your location. They will call the Fire Brigade.

7. 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.

8. Fire Prevention

The value of the nightly routine of checking for dropped cigarette ends, 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; this includes “e-cigarettes” and similar devices.

9. Accidents and Incident Reporting

All accidents, fires, “near misses”, and instances of known or suspected occupational ill health, must be recorded in the University Accident and Incident Report System, via the Director of Professional Services, Room 1M5, Doorway

6, Teviot Place, who will lodge an online report of the incident.

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 will be reported via EBIS fault reporting for action. Accidents/incidents will be reviewed at the meetings of the School Management Committee.

Accidents/incidents of a serious nature must be notified immediately by telephone (506605/506606) 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.

10. First Aid

First aid information (including locations of equipment) is found on notices at each site. In Doorway 6, Teviot Place, the current First Aiders are Joanne Hendry (Room 1M8, tel 650 3887) and Nikki Pakarian (Room 1.7, tel 651 3969). A First Aid kit is available in the office area on level 1 but should be accessed via these staff who are able to provide assistance.

In the event of any emergency requiring an ambulance, call the University Emergency Service (dial 2222 or from a mobile 0131 650 2257) and state the precise location and nature of the emergency. They can call for the ambulance and ensure it reaches the correct location. Should you dial for an ambulance first **always follow it with a call to Security**.

11. 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.

Risk assessments must be brought to the attention of all relevant staff and students involved in the activity, and a copy sent to Ms Fiona Davison. Risk assessments must be regularly reviewed (i.e., annually) to ensure the information contained within them remains valid.

Workstations

Computer users who are concerned about any aspect of display screen equipment use or would like specific advice on workstation set-up, should in the first instance read the Policy Information and complete a display screen equipment workstation assessment form available at <https://www.ed.ac.uk/health-safety/online-resources/risk-assessments> Thereafter they should contact the Occupational Health Unit for further guidance and advice.

Eye Tests

University employees who are regular users of display screen equipment (DSE/VDU) should be made aware that, upon request, they will be provided

with a vision test and eye examination - a DSE/VDU Eye Test. For further information, see

http://www.docs.csg.ed.ac.uk/Safety/general/DSE_eye_tests.pdf

Manual Handling

A risk assessment form must be completed for all manual handling tasks where it is considered that the task places an employee or student at risk of injury. If the load is considered small enough and light enough to be easily moved safely by one person repetitively without risk of sprain or strain, then it is not necessary to complete the form. The form is available at

<https://www.ed.ac.uk/health-safety/online-resources/risk-assessments>

12. Monitoring of the School Health and Safety Policy

A self-inspection (safety audit) of the School will take place annually to monitor the effectiveness of the health and safety policy. The School and/or Subject Area Safety Advisors will make the inspection.

13. 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 relevant Area Safety Advisor (see part 2 above), or, in his/her absence, to the School Safety Advisor, Ms Fiona Wight, Room 1M5, Doorway 6, Teviot Place (651 3937), or, in their absence, to any senior member of staff.

14. Health and Safety Consultation

Health and safety will be a regular item on the agenda of the meetings of the School Management Committee, as and when appropriate.

Any member of the School who wishes to raise a health and safety item at this Committee, should inform Ms Fiona Wight, Room 1M5, Doorway 6, Teviot Place (651 3937) as soon as possible.