



THE UNIVERSITY
of EDINBURGH



BayesCentre

BAYES CENTRE HEALTH AND SAFETY POLICY 2023/2024

STATEMENT OF INTENT

The Bayes Centre is committed to health and safety and a management system where we ensure, as far as reasonably practicable, the health, safety and welfare of all our employees, students, external partners and visitors. The policy is intended for implementation in all areas of the Bayes Centre. The senior management team is responsible for allocating the necessary resources to manage health and safety.

We will:

- Create and maintain a positive health and safety culture within the Bayes Community
- Adopt a plan and systematic approach to the implementation of the University of Edinburgh health and safety policy
- Identify and assess the risks associated with all Bayes activities with the aim of controlling the risks as far as reasonably practicable
- Meet our all legal responsibilities to the Bayes Community
- Foster a collaborative working environment by engaging and when appropriate seeking the advice of University of Edinburgh health and safety departments, building space representatives and other college and school safety advisors.
- To provide guidance and assistance to enable the Bayes community to carry out their activities in a safe environment
- Allocate resources appropriately to meet the requirements of the policy
- Maintain and review this policy and health and safety arrangements on a regular basis to ensure that our high standards are maintained

Everyone within the Bayes community has responsibility for fostering a positive approach in regards to health and safety. The Bayes senior team is committed to providing the necessary leadership and resources which will ensure the highest possible standards.

The University of Edinburgh's health and safety policy can be found here [Policy | The University of Edinburgh](#)

HEALTH AND SAFETY MANAGEMENT

The Bayes Director Professor Ruth King is responsible to the University Court for the management of health and safety matters within the Bayes Centre.

The Bayes Safety Adviser Simon Christie has been appointed by the Bayes Director 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 Director in respect of these matters.

The Bayes Safety Advisor will oversee all the health and safety systems and procedures within the building, create and maintain appropriate records, attend consultations and when necessary seek guidance from University of Edinburgh health and safety department to ensure compliance. The Bayes safety advisor will manage and deploy resources to ensure health and safety compliance tasks are carried out and documented regularly. The Bayes safety advisor (or a suitably trained person in their absence) will carry out building inductions for all new co-located tenant organisations as well as University of Edinburgh staff and students when required.

All Bayes tenants (known as partners and members), University of Edinburgh 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 of Edinburgh and the Bayes health and safety policy and procedures. Bayes occupants will not interfere with or misuse anything provided in the interest of health, safety and welfare. Bayes Community is obliged to inform their line manager or Bayes safety advisor of any work situation that would reasonably represent a serious and immediate danger to health, safety and be a potential weakness in the existing Bayes health and safety arrangements.

Fire Precautions:

All Bayes occupants must familiarise themselves with the location of fire routes, doors and exits so that they are able to promptly escape in emergency. Occupants must be familiar with the look and location of the fire break glass points, fire extinguishers and first aid kits. Emergency routes must remain tidy and free from obstacles.

Occupants must not store any flammable or hazardous materials on emergency routes, all large deliveries should be consulted with the BSA.

The fire alarm is tested within the Bayes Centre every **Thursday at 11.30am**. A siren will sound for a maximum of 30 seconds with no evacuation required at that point.

On Discovering a Fire:

- 1. Leave the building via the available evacuation routes**
- 2. Assemble at the point outside of 7 Bristo Square, Potterrow**
- 3. Ensure that emergency services have been informed (dial 0131 6502222)**
- 4. Monitor the Fire Panel at Bayes Reception (fire coordinators only)**

Accidents/incidents/near misses:

All accidents, incidents and near misses must be reported: www.accidents.is.ed.ac.uk as soon as possible.

All accidents, incidents and near misses will be reviewed and/or investigated by the Bayes Safety Adviser and any necessary remedial measures, including revised work procedures, training or other measures will be implemented as appropriate. Accidents, incidents or near misses caused by defects in the fabric or structure of the building will be reported to The University estates helpdesk for action as appropriate.

Accidents, incidents or near misses of a serious nature must be immediately communicated by a phone call to (0131 651 4255) and these will be subject to a formal investigation by a member of staff from the University health & safety Department.

First Aid:

First aid boxes are located throughout the building on each level within the respective pantry spaces as well as at Reception. These are checked and replenished monthly. The list of the qualified First Aiders is available from Reception as well as on display on the entry to the kitchen on every level of the Bayes Centre. Bayes Reception is open Monday to Friday 9-5 and staff are fully first aid trained or can contact those who are.

Please be aware that due to hybrid working, a qualified first aider is likely but not always guaranteed. It is unlikely that a qualified first aider will be in the building outside of Monday to Friday 9-5 and you are asked to ensure you have considered your own situation during these times. You can call University security on 0131 650 2257 and they will advise you on what to do or in advance, speak with the Facilities and Operations Manager for further advice.

In the event of any emergency requiring an ambulance dial 999 in the first instance or call the University Emergency Service (dial 0313 650 2222) and state the precise location and nature of the emergency.

Risk Assessment and Safe Systems of Work:

The majority of the activities carried out by the Bayes Centre are routine and generally low risk in nature and do not require to be formally risk assessed. Bayes Laboratories and associated activities are managed and the responsibility of the laboratory staff and laboratory health and safety manager as highly specialised spaces.

For any activity involving significant risks, a written risk assessment must be carried out, safe systems of work developed and those involved in the activity suitably trained, supervised and instructed. Further guidance on health and safety matters can be found here [Guidance | The University of Edinburgh](#) .

The Bayes Centre fire risk assessment will be reviewed by Building Safety Advisor and Fire Safety Unit every three years or earlier if required.

Health and Safety Queries and Issues:

Health & Safety matters will be a standing agenda items at the Bayes Centre quarterly Mutli Occupational Building Users Group (MOBUG) meetings. Any

member of the Bayes community who wishes to report any concerns should inform the Bayes Safety Advisor as soon as possible.

Bayes Director (signature)	RUTH KING
Department:	BAYES CENTRE
Date:	18/09/2023

Responsible person contact list

Director: Professor Ruth King Bayes.Director@ed.ac.uk

Chief Operating Officer: Neil McGillivray Neil.McGillivray@ed.ac.uk

Head of Professional Services: Leah Sinclair: Leah.Sinclair@ed.ac.uk

Facility and Operations Manager/Nominated Safety Adviser: Simon Christie.
Simon.Christie@ed.ac.uk

Alternative format

If you require this document in an alternative format please contact the Bayes Centre reception in person or by email bayes.reception@ed.ac.uk or calling +44 (0)131 651 3100

Document version

Version number	Summary of change	Date and by whom
V1.0	New version	01/09/2023 Simon Christie
V1.1	Added text on hybrid working within first aid section	18/09/2023 Simon Christie