Health and Safety Section

Under current safety legislation the University is required to ensure, as far as is reasonably practicable, the health and safety of all employees and students whilst at work and all visitors to University premises. Individual employees and students have a duty to carry out their work in a safe manner in order to prevent injury and ill health either to themselves or others who may be affected by their acts or omissions at work or study. They are required to comply with the University Health and Safety Policy as it relates to their activities, and to any action to be taken in case of an emergency.
University of Edinburgh Health & Safety Policy

In addition, the School of Informatics has its own safety policy.
School of Informatics Health & Safety Policy

The School has an excellent record for health and safety and it is up to everyone to maintain and improve that record.

Please find time to study the policy now as it is too late once an accident has happened.

Health and Safety Induction

The School of Informatics is committed to ensuring, so far as is reasonably practical, the health, safety and welfare of all PGR students authorised to access Informatics space. The Informatics Health & Safety website can be found here: http://web.inf.ed.ac.uk/infweb/health-safety

As part of your Health and Safety induction please ensure that you familiarise yourself with the following documents:
1. Health and Safety Executive Publication Health and Safety Law – What you should know.
2. DSE risk assessment form, for students
3. OHU leaflet: Are you keying comfortably?
4. Projects Safety Checklist

You can find more information below:
Health & Safety Induction & Training

Please also familiarise yourself with the **Fire Guidelines** information in the section below.

Lone & out of hours working

Within the School of Informatics there are core opening hours for each building and outwith this period is classified as out of normal working hours (this includes any day on which the School or building is closed, for example, on a University or Public Holiday). Lone working means working unaccompanied for an extended period of time.

It is essential that everyone working outwith hours of expected building occupancy is completely familiar with the School's emergency procedures and fully complies with them.

You can find more information below:
Lone & out of hours working

Accident and Incident reporting

All accidents, incidents and instances of known or suspected occupational ill health, must be reported to the School Safety Adviser/or your Line Manager as soon as possible. This will enable the School to take any action necessary to prevent a recurrence.
No accident should be considered too trivial to report.
All accidents and incidents must be reported to the Director of Health and Safety as soon as possible after the event, and in any case within seven days, by using the University's electronic reporting system.
Report an incident online

Anyone who has a problem related to health, safety or security can email the Facilities Team
Contact Facilities

Fire Guidelines

Fire is probably the most serious danger which most members of the University will ever have to face. It can break out almost anywhere and affects everyone.

Students and staff are required to familiarise themselves with the following:
1. FIRE ROUTINE PROCEDURE NOTICES - displayed throughout the building.
2. FIRE ACTION NOTICES - displayed throughout the building.
3. FIRE EXIT ROUTES

Members of staff/students must comply with the following:
- Always ensure that fire doors are kept closed (except automatic fire doors which close when the fire alarm is activated) as they are designed to confine a fire and hold back smoke.
- Fire exit routes must always be kept clear of obstructions, especially combustible items. It is an offence to obstruct fire exits.
- Never tamper with the Fire Alarm System (or other alarm systems). It is a serious offence and penalties are severe.

Action on discovering a fire

- Act in accordance with the FIRE ACTION NOTICES, which are displayed throughout the building, e.g. sound the alarm by activating a break glass point and evacuate the premises.
- Ensure that the University Emergency Service has been informed.
- Dial the University Emergency Number **2222** from extensions on the 650/651 exchange (for all other telephones, dial **0131 651 3999**).

   NEVER attempt to tackle a fire yourself unless you have been trained and feel confident that you can do so without endangering the safety of yourself and others.

Action on hearing the fire alarm

- Leave the building quickly and calmly by the nearest fire exit route. Do not stop to collect belongings. All exit routes are clearly indicated with the emergency signs bearing 'a running man' symbol. You should proceed to the Fire Assembly Point as indicated on the fire action notices.
- Lifts **MUST NOT** be used.
- Close the doors behind you as you leave your room.
- **DO NOT** return to the building until the Officer in charge (Fire Brigade) gives the 'all clear'.

Please ensure that you familiarise yourself with the specific information related to Informatics' buildings that can be found below'
School of Informatics Fire Safety

Emergency evacuation of Mobility Impaired Persons

Staff and students who are mobility impaired and would require assistance in the event of an emergency evacuation are advised to notify School's safety staff. This also applies to staff and students who may have other impairments e.g. hearing or sight impairment.

The School, in conjunction with other University parties, will organise a Personal Emergency Evacuation Plan (PEEP) for each individual in line with University Policy for evacuation of mobility impaired persons.

Emergency Services

In the event of a FIRE or other SERIOUS ACCIDENT OR INCIDENT requiring the attendance of the FIRE BRIGADE or AMBULANCE SERVICE:

⭐ On discovering a fire, dial the University Emergency Number **2222** from extensions on the 650/651 exchange (for all other telephones, dial **0131 651 3999**).
The University Emergency Services will call the Fire Brigade and should send round a member of the Security team to oversee the incident. If, after ten minutes, the appropriate Emergency Service has not arrived, repeat the emergency call on 2222 or 999.

⭐ If it is an ambulance you require please dial 999 directly and arrange if possible for someone to meet the crew at the building entrance then dial the University Emergency Number 2222 from extensions on the 650/651 exchange (for all other telephones, dial 0131 651 3999) to notify University Security of the issue.

State your name, location and telephone number. Give details of the location and nature of the emergency service required.

Wait for confirmation that your message has been understood.