

Health and Safety Information

This leaflet contains important health and safety information. Please take time to read it and make yourself familiar with its contents.

WHY SHOULD YOU READ THIS LEAFLET?

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. The University Health & Safety Policy can be found at: www.ed.ac.uk/health-safety

In addition, the School of Informatics has its own safety policy which can be found at: <http://www.inf.ed.ac.uk/safety/>

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.

ACCIDENT / 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 at: <http://www.ed.ac.uk/schools-departments/health-safety/accident-reporting/accident-form>

Anyone who has a problem related to health, safety or security can email or phone:

Dave Hamilton
Safety Advisor
e-mail: dch@inf.ed.ac.uk
Tel: 50 4499



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.

Everyone **must** make themselves familiar 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:

- a. 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.
- b. Fire exit routes must always be kept clear of obstructions, especially combustible items. It is an offence to obstruct fire exits.
- c. 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.

Health and Safety Information

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.

Do not return to the building until the Officer in charge (Fire Brigade) gives the 'all clear'.

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**:

- ***If it is an ambulance you require please dial 999 direct*** 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**).
- 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.
- 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**.

Health and Safety Information

THE FORUM

FLOOR	AREA	FIRE STEWARDS
Basement		2 vacancies
Ground Floor	-	Michael Mangan Heather Low
First Floor	AREA 1	2 vacancies
	AREA 2	Bob Fisher
	AREA 3	Heather Low
Second Floor	AREA 1	Jacques Fleuriot
	AREA 2	Alison Downie
	AREA 3	Mark Van Rossum, Roger Borroughes
Third Floor	AREA 1	Robert Clark Simon King
	AREA 2	Caroline Hastings Frank Keller
	AREA 3	Mark Hartwood Jane Hilston
Fourth Floor	AREA 1	George Ross Carrie McNamee
	AREA 2	John Lee Dyane Harvey
Fifth Floor	AREA 1	Marjorie Dunlop
	AREA 2	Alastair Scobie

PLEASE NOTE:

Fire Assembly Controllers:
Neil Brown

Fire Co-ordinators:
Tim Colles
Alison Downie

Anyone on the Atrium Stairs when the fire alarm sounds must proceed downwards immediately as fire curtains will drop preventing access to floor levels. This is particularly important on the spiral stair between levels 2 and 4 where the fire curtain at level 2 allows just 1 minute for the stair to be cleared before closing.

FIRE STEWARDS

Fire stewards will clear and check their designated area and direct people to one of the two Fire Assembly Points as indicated on the fire action notices (Open Quad at Bristo Square or adjacent to George Square Gardens).

Everyone should obey the instructions given by the fire stewards. Fire stewards will report their findings to the Fire Assembly Controller(s) located at the main entrance (by reception).

FIRE ALARM TESTING

The fire alarm system is tested on a weekly basis.

Test time: 11.30am, Thursday



FIRST AID PROVISION

FIRST AIDERS

NAME	ROOM	TELEPHONE
Roger Burroughes	2.43	50 4447
Nicola Drago-Ferante	3.37	50 4627
Frank Keller	3.28	50 4407
Tim Colles	4.10	50 3093
Effie McDonald	5.43	51 3248
Dyane Harvey	5.39	50 5116
Tamise Totterdell	5.27	50 9970

FIRST AID BOXES

Open access first aid boxes are located at the coffee points on levels 1-5 in the drawers labelled with a first aid sign.

The names and location of First Aiders can also be found on green notices displayed on the safety notice boards throughout the building and on the School's Health and Safety Website.

FIRST AID ROOM

The designated first aid room **G11** is located on the ground floor. The room contains essential first aid facilities and equipment for those who are injured or feeling unwell. The room is reserved mainly for giving first aid and as resting facilities for new and expectant mothers. The first aid room should remain locked when not in use. The key to the first aid room can be obtained from the receptionist.

HOT WATER WARNING

PLEASE REMEMBER!

Tea and coffee points are equipped with the taps supplying near-to-boiling water. Please take special care when using them to avoid the risk of being scalded.

Health and Safety



Information



APPLETON TOWER

FIRE STEWARDS

FLOOR	FIRE STEWARDS
Basement	Douglas Howie
Ground Floor – Cafeteria	Lecturers, Edinburgh First staff
Second Floor	Lecturers
Third Floor	Garry Ellard Vicky Swann
Fourth Floor	Gillian Watt Kate Weston
Fifth Floor	Craig Strachan
Sixth Floor	Craig Strachan
Seventh Floor	Lorna Brown Diana Sisu
Eighth Floor	David Richardson Keith Edwards

Fire Co-ordinator: Tom Whigham

Deputy Fire Co-ordinator: Douglas Howie

FIRE ALARM TESTING

The fire alarm system is tested on a weekly basis.

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FIRST AID PROVISION

FIRST AIDERS

NAME	ROOM	TELEPHONE
Dave Hamilton	B.126C	504499
Peter McDonald	Room2, Old Security offices	508300
Kate Hardman	4.05	505498
Kate Farrow	4.01	513211
Donna Bolland	4.10	502735
Danny Helson	8.11	504427
Jaclyn Kaye	8.12	515496
Craig Strachan	8.04	502689

FIRST AID BOXES

Open access first aid boxes are located in the kitchen areas on levels 3, 4, 6, 7 and 8.

The names and location of First Aiders can also be found on green notices displayed on the safety notice boards throughout the building and on the School's Health and Safety Website.

Dave Hamilton
School Safety Adviser
Oct 2014