



HEALTH AND SAFETY POLICY

JCMB Access : the main doors are open from Monday-Friday 0800-1800 / Saturday-Sunday 0900-1700

Access outwith these times is only possible using a valid University swipe card

(together with a JCMB-activated PIN between 2100-0800).

**In cases of emergency, University staff and students should dial 2222 (from 650/651 exchange)
or (0131)650 2257 (from a mobile).**

INTRODUCTION

This document outlines the School's precautions and procedures concerning the health, safety and general welfare of its members and of those for whom they are responsible, including students. Mathematics is a low-risk school, and one that does not contend with hazardous substances, so accidents are rare ... but do occur. Please read this document carefully and keep it in a safe and easy-to-reach place. A copy is published at :

<https://info.maths.ed.ac.uk/admin/hs.html>

Iain Gordon, Head of School, December 2015



1. GENERAL HEALTH AND SAFETY INFORMATION

All staff and students are urged to read the relevant parts of the University Health and Safety Policy (particularly Part 2, *General Precautions*), which is available at <http://www.docs.csg.ed.ac.uk/Safety/Policy/Part2.pdf>, and this *Health and Safety Policy*, which is relevant to Mathematics, is available at <https://info.maths.ed.ac.uk/admin/hs.html>. The School's Health and Safety noticeboard is outside JCMB 5211.

2. SCHOOL'S HEALTH & SAFETY COMMITTEE

The School's Health & Safety Committee monitors and reviews the School's *Health and Safety Policy*, as necessary. Normally, the membership includes the Head of School, the Health and Safety Adviser, the School Administrator and the Computer Support Manager. All staff and students encountering any kind of health and safety hazard in this School should report this promptly to the School's Health and Safety Adviser, Fiona Curle (JCMB 5211, email F.Curle@ed.ac.uk) or, in her absence, to either the Head of School or the School Administrator, Chris Jowett (JCMB 5319, email Chris.Jowett@ed.ac.uk).

3. LONE WORKING

There may be a higher risk to the health and safety of those who are in the building outwith of normal working hours, for which further guidance is given at : <https://info.maths.ed.ac.uk/assets/files/HealthSafety/Lone%20working.pdf>.

4. ACTION ON DISCOVERING A FIRE

If you discover a fire, operate the nearest fire alarm call point or, if no alarm is provided, shout "FIRE".

If you hear the fire alarm, leave the building by the nearest available escape route and go to your assembly area. Lifts must not be used in the event of fire, unless designated as a fire evacuation lift.

In the event of a fire or other serious incident requiring the attendance of the **Fire and Rescue Service** :

- 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. Supply the University Security Service with any details of the location and the nature of the emergency which they may request.
- Wait for confirmation that your message has been understood.
- The University Security Service will call the Fire and Rescue Service, as appropriate. If, after ten minutes, the Fire and Rescue Service has not arrived, repeat the emergency call on 2222. If possible, arrange for someone to be at the main entrance to the building, to show the Fire and Rescue Service the way to the incident.

Fire stewards check that the area(s) assigned to them has/have been properly evacuated while making their own way out of the building. The fire stewards are :

- **Fourth Floor, corridor 6** : Aram Karakhanyan (JCMB 4616)
- **Fifth Floor, corridor 6** : Kevin Hughes (JCMB 5613)
- **Fifth Floor west** : Gill Law (JCMB 5319)
- **Sixth Floor west** : Adri Olde Daalhuis (JCMB 6229)
- **Sixth Floor east** : George Kinnear (JCMB 6315)

Fire stewards should complete a weekly check of their area using the *Fire Stewards Weekly checklist* at <https://www.wiki.ed.ac.uk/display/MathsITInfo/Fire+Safety+Checks> [EASE authenticated].

5. FIRE PRECAUTIONS and PREVENTION

All staff and students must familiarise themselves with the location of fire doors and exits, so that they know as many means of escape from the building as possible, and should know the location of their nearest fire extinguishers, fire alarm call points and read the instructions for their use. Exits and escape routes must not be obstructed by the storage of goods, and flammable materials must not be stored in these areas.

The value of the nightly routine of switching off all unnecessary electrical appliances and closing doors to rooms and stairways cannot be overstressed. Staff and students are reminded that smoking is not permitted in University buildings. The University fire service offers a Fire Safety Awareness course; staff, research students and visitors are encouraged to attend this course by contacting the School Health and Safety Adviser.

6. INJURY or ILL HEALTH

If you are not qualified in first aid yourself, send for the nearest available **First Aider**, who will take charge of the situation. The School's First Aiders are :

- **Jill Douglas** (JCMB 5319)
- **Pamela Docherty** (JCMB 6314)

First Aid boxes are located in the School Operations Office (JCMB 5319) and in the Mathematics Teaching Organisation (JCMB 5211). Martin Delaney (JCMB 5211) is the Appointed Person responsible for maintaining the first aid supplies.

If a qualified First Aider is not available, ensure that an ambulance is called, see procedure below.

If you suspect that a casualty has been **poisoned**, alert Accident and Emergency, dial **(9) (0131) 536 1000**, so that Accident and Emergency staff can obtain information from the **Poisons Bureau**.

In the event of a serious injury or ill health requiring the attendance of the Ambulance Service:

- Dial (9)999 and ask for the Ambulance Service.
- State your name, location and telephone number. The Ambulance Service operator may ask you to describe the casualty's condition, first aid measures applied etc, and will assess the seriousness of the event - follow their instructions.
- Follow up with a second call to the University Security Service on 2222, if practicable. If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident.

Ensure that the **School Office** staff are informed as soon as practicable, who will contact the University's Health and Safety Department. In the case of serious incidents, a report should be made promptly by telephone.

7. REPORTING INCIDENTS

The School is required to report all fires, accidents and other incidents to the University's Health and Safety unit by means of the University Accident and Incident reporting system. The reporter should complete the form via the link below (the School's Health and Safety Adviser will receive electronic notification) :

<https://www.accidents.is.ed.ac.uk/authenticated/>, then click on 'Report an Incident'.

8. RISK ASSESSMENTS

The School undertakes an internal, and undergoes an external, annual safety audit as a means of identifying and controlling any significant hazards. In addition, staff will be sent an email asking them to complete a Workstation Assessment, and self-monitoring action as advised by the system. The School's Health and Safety Adviser receives reports and will discuss any significant risks with you. New staff will receive this email after a couple of months of being in post, as they should have some time at their workstation before taking the assessment.

All staff who use a monitor for an average of one hour or more per day are entitled to an eye test with the University's optometrist every two years. Should they have a problem specifically related to the use of monitors, a contribution is made towards the cost of spectacles. Staff requiring such a test, or display screen equipment aids, should contact the School's Health and Safety Adviser.

9. REPAIRS

Defects in the fabric of the building or defective services should be reported to the School Office, for onward reporting to Estates and Buildings.

10. NEW STAFF

All new staff are encouraged to attend the induction day organised by Human Resources, during which Health & Safety issues will be covered. Staff, visitors and research students are advised of the School's *Health and Safety* policy when issued with an office key. See also section 7, above.

11. RECORD KEEPING

The University's Health and Safety unit holds the incident reports submitted electronically.