



HEALTH AND SAFETY POLICY

INTRODUCTION

Matters of health, safety and general welfare for members of the School and those for whom we are responsible, such as students, concern us all. This document outlines precautions and procedures of which we should all be aware. As a low-risk school, accidents are fortunately rare, nor do we have to contend with hazardous substances. However, accidents do happen and, when they do, we need to know what to do. Please read this document carefully and keep it in a safe place.

The School has a Health & Safety Committee that meets once a year. There will be an annual update of this document, which will be distributed to the whole School.

*Michael A Singer, Head of School of Mathematics
July 2010*

PANDEMIC FLU INFORMATION

The University's policy and advice regarding any pandemic flu episode includes the good hygiene principles given below, which should be maintained at all times. The full document may be accessed at <http://www.docs.csq.ed.ac.uk/Safety/general/flu/advice.pdf>.

- Wash your hands frequently with soap and water to reduce the risks of spreading the virus from your hands to your face or to other people.
- Cover your nose and mouth when coughing or sneezing, use a tissue whenever possible and wash your hands immediately afterwards. If a tissue is not readily available cough or sneeze into the crook of your arm rather than into your hands.
- Dispose of used tissues promptly and carefully - bag and bin them.
- If you share a desk or items such as telephones, keyboards, etc. (eg. job share, shift work) it would be prudent to clean these regularly. Wipes are available from the School Office.

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

An electronic version of this *Health and Safety Policy*, which is relevant to Mathematics, is available at <https://info.maths.ed.ac.uk/admin/hs/general.html>.

2. SCHOOL HEALTH AND SAFETY COMMITTEE

The aim of the School Health and Safety Committee is to monitor and review the School's *Health and Safety Policy*, as necessary. Normally, the membership will include the Head of School, Health and Safety Adviser, a member of Computer Support and the School Administrator.

All staff and students encountering any kind of health and safety hazard in this School should report this promptly to the School Health and Safety Adviser, Fiona Curle (room 6316, email F.Curle@ed.ac.uk) or, in her absence, to either the Head of School or the School Administrator, Gina Temple (room 5320, email G.Temple@ed.ac.uk).

3. ON DISCOVERING A FIRE

Please refer to the JCMB Common Evacuation leaflet, available on the web at <https://info.maths.ed.ac.uk/uploads/Evacuation.pdf>.

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 and Fifth Floor, corridor 6** : to be appointed
- **Fifth floor west** : Gill Law (Room 5318)
- **Sixth floor west** : Adri Olde Daalhuis (Room 6229)

Fire stewards should complete a weekly check of their area using the *Fire Stewards Weekly checklist* at <https://webadmin.maths.ed.ac.uk/firesafety/>.

4. FIRE PRECAUTIONS

All staff and students must familiarise themselves with the location of fire doors and fire exits, so that they know as many means of escape from the building, as possible. All staff and students should know the location of their nearest fire extinguishers, fire alarm call points, and 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. Fire doors must not be propped or wedged open.

5. FIRE PREVENTION

The value of the nightly routine of switching off all unnecessary electrical appliances 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, except in specially designated areas. 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. ACCIDENTS

All accidents, fires, 'near misses', and instances of known, or suspected, occupational ill health must be recorded to the School Office, room 5319; the reporter will be asked to complete an electronic form with a member of administrative staff. The form is available at : <http://www.ed.ac.uk/schools-departments/health-safety/accident-reporting/reporting-form/form>.

A copy of the form should be printed before submission for retention in the School Office.

7. FIRST AID

The nearest qualified First Aider is listed on the notices beside the lifts. The First Aiders are :

- **Max Ruffert (Room 6227)** : sixth floor
- **Martin Delaney (Room 6314)** : sixth floor

First Aid boxes are located in the General Office (Room 5319) and in the Mathematics Teaching Organisation Office (Room 6314). Martin Delaney (Room 6314) is the Appointed Person responsible for maintaining the first aid supplies.

In the event of an emergency requiring an ambulance, call the University Emergency Service - dial 2222, or 0131 651 3999 (if calling from outside the University telephone system) and state the precise location and nature of the emergency.

8. RISK ASSESSMENTS

Any activity that involves a hazard should be the subject of a risk assessment to indicate the level of risk involved and the intervention required to reduce the risk, eg. the lifting of heavy loads, or frequent use of keyboard / mouse and display screen equipment (DSE), see also section 9, below. Staff with computing-related concerns should contact the School's Computing Manager initially to assess any alternative equipment requirements. You should complete the online risk assessment form, via the link below, and lodge a copy in the School Office :

<http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments>

9. DISPLAY SCREEN EQUIPMENT (DSE)

Users of workstations in the School's offices should read the guidance given in the University's Health and Safety Policy (Section 5.4) and carry out the quick self-inspection risk assessment available at :

<http://www.docs.csg.ed.ac.uk/Safety/ra/DSE.pdf>

The completed form should be returned to support@maths.ed.ac.uk with a statement of any remedial action required, including the provision of aids, such as wrist / foot supports and document holders. The School Computer Support team should complete risk assessments for workstations in the School's computing laboratories. As part of the policy, all staff who use a VDU for an average of one hour or more per day are entitled to a eye test with the University's optometrist every two years. Should they have a problem specifically related to the use of VDU screens, a contribution is made towards the cost of spectacles. Staff requiring such a test, or display screen equipment aids, should contact the School Health and Safety Adviser. Additional information concerning the use of DSE may be found at :

<http://www.docs.csg.ed.ac.uk/Safety/Policy/Part2.pdf>

10. 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.

11. NEW STAFF

All new staff are encouraged to attend the induction day organised by Human Resources, during which 'Health and Safety in your workplace', 'Fire Safety' and 'Health, work and well-being' will be covered. Staff, visitors and research students are given a copy of the School's *Health and Safety* policy when issued with an office key. Staff in the School Office will record the date on which the policy was issued in the School's *Health and Safety Record Book*.

12. RECORD KEEPING

The School's *Health and Safety Record Book* is kept in the School Office; it should record :

- Health and Safety courses attended, including First Aid training and refresher courses, by staff members with dates.
- Names of visitors, research students, new members of staff, together with date of issuing School safety policy.
- Copies of any Risk Assessments forms submitted and date on which any relevant issues have been resolved, as appropriate.