



Health & Safety Policy

Statement of Health and Safety Policy

The health and safety policy of the Departments operates within the framework of the University policy which states:

"It is the policy of the University of Glasgow to ensure, so far as is reasonably practicable, the health, safety and welfare whilst at work of all employees and students of the University. It is also our policy to ensure, so far as is reasonably practicable, the health and safety of contractors, visitors and others who may be affected by the University's activities.

The University considers that good health and safety performance is a necessary requirement if the University's principal function of teaching and research are to be effectively realised and should be resourced accordingly. The University is committed to the following objectives:-

- *Compliance with all legal requirements relevant to health and safety;*
- *Prevention of injury and health impairment of all persons affected by the activities of the University;*
- *Adoption and promotion of "best practice" in all aspects of health and safety at work, where it is reasonably practicable to do so.*

Both in legal and practical terms, the primary responsibility for ensuring the safe conduct of any activity rests with those who arrange and direct the work. Health and safety is therefore an important issue which needs to be considered at all levels of management. Commitment from the most senior management of the University and within individual Departments is of paramount importance and specific duties are delegated to them accordingly. However, the commitment and co-operation of all staff and students of the University is essential if health and safety is to be ensured.

In order to meet the University's health and safety objectives it is essential that all potential hazards that may exist through the activities of the University are identified and steps taken to control the risks arising from these. To ensure that this is done in an efficient, systematic and cost effective manner a risk assessment based approach will be followed. Such a strategy is not only a legal requirement but also ensures that efforts are targeted towards dealing with those areas and activities where the greatest potential for harm exists. Further explanation of this is given later in this document.

Where specific legal requirements exist, compliance with these is mandatory. Where this standard is insufficient to ensure health and safety then higher standards must be adopted."

(see: <http://www.gla.ac.uk/services/seps/safetymanagement/safetypolicy.html>)

The health and safety of staff and students has a high priority even though, in a low risk office environment, health and safety issues do not always have a high profile. However Psychology as a lab based discipline poses some extra challenges. The Department is committed to adhering to the general aims of the University policy through the local management and regular monitoring of health and safety issues.

What to do in an emergency

How to call the Emergency Services

1. Dial **4444** any time of the day or night. This connects you with the Security Office who will ask for details.
2. Tell them which emergency service you want (Police, Fire Brigade, or Ambulance).
3. Give them the following information:
 - Location from which you are calling
 - Type of emergency and the type of assistance required
 - Place where the assistance is required

In every department building there should be a FIRE ACTION notice setting out the procedure to be adopted in case of fire. You should familiarise yourself with this procedure.

Fire

If you find a fire:

1. Raise the alarm
 - Set off a fire alarm; or
 - Shout "FIRE"
2. If it's safe for you to do so, phone the Fire Brigade (see above):
 - Say where the fire is
 - Give your name and phone number

Fire alarm

If you hear the fire alarm (a continuously sounding siren, or shouts of "FIRE!"):

1. Get out of the building immediately by the most direct, safe route:
 - Close doors behind you (but don't lock them)
 - Stay out of the building
2. Go to University Gardens
 - DO NOT STAND ON THE ROAD. This may cause an obstruction. Keep to the side so emergency vehicles can get through.
3. Await further instructions:
 - You will be told when it's safe to go back inside

Medical & First Aid

First Aiders in the Psychology Department (all First Aiders have a first aid box at their disposal):

Name	Location	Extensions
Dr. Jason Bohan	Level 4, Room 452	8730
Ms. Dianne Masson	Level 5, Room 433	3608
Dr. Christoph Scheepers	Level 5, Room 558	3606
Mr. John Shaw	Level 2, Room 220	3151

If you think it's beyond First Aid, either:

- Call an ambulance via ext. 4444; or
- Contact University Health Service via ext. 4538; or
- Transport the casualty directly to hospital.

School Disability Co-ordinator

Dr. Margaret Martin is the Departmental Disability Co-ordinator. She is responsible for the safety of disabled staff, students and visitors. Please refer to Dr. Martin Margaret.s.martin@glasgow.ac.uk *before* bringing mobile impaired persons to the Department

Safety & Security

Mr. John Shaw is responsible for overall security of buildings.

Health and Safety Issues and Arrangements

The School of Psychology/Institute of Neuroscience & Psychology is for the most part considered a *low risk office environment*. One downside of this is that the issue of health and safety is not always at the front of our minds. Yet, risks exist and the School/Institute's aim to minimise the impact of these to all staff and students. In addition there are areas within Psychology which need particular care.

The risk of fire is emphasised through regular fire drills. We all make use of computers in our work, so electrical safety and issues associated with the prolonged use of display screen equipment (DSE) are relevant. The use of other electrical and office equipment also has attached risk. We work in the Psychology Building, so the maintenance of the fabric of the building (floors, furnishings, etc.) is an important safety issue. The prompt reporting of potential risks is the responsibility of all staff and students. Occasionally, the manual handling of heavy or awkward loads may be necessary, with consequent risk. The new CCNi facility, a research centre for Brain Imaging, will have its own Health & Safety procedures.

Accident and Incident Reporting and Investigation

As a general rule all incidents should be reported and investigated to the extent necessary to identify not only the immediate reason for their occurrence but also any underlying causes and to enable these to be remedied.

Minor Accidents

Basic enquiries by the injured person's supervisor about the incident should suffice.

Serious Accidents

Serious accidents should be investigated by the School/Institute Safety Officer, or if the incident is of particular concern, by the Head of School/Institute assisted by the School/Institute Safety Officer and also, usually the University Safety and Environmental Protection Services. The result of the investigation should be recorded using the standard University report form supplemented by additional reports if required.

School/Institute Procedure

1. Complete an "Injury or Dangerous Occurrence Report". A form can be obtained from Reception and the Head of Department's Office.
2. Serious Personal Injury - telephone Safety Office immediately at Ext. 5532.
3. One copy of the Report Form is retained by School/Institute and the others are sent to the Safety Office. These forms must be completed as soon as possible.
4. The School/Institute Safety Officer should be informed of any incidents requiring recording.

Display Screen Equipment (DSE)

All staff should complete a DSE self-assessment. More information available here: http://www.gla.ac.uk/media/media_245039_en.pdf

The School/Institute operate a great many display screens in laboratories and offices. These have been associated with a number of possible hazards, the principal ones being:

- Upper limb pains and discomfort
- Eye and eyesight effects
- Stress

The risk is related to the frequency, duration, intensity and pace of spells of continuous use of the display screen equipment, allied to other factors such as the amount of discretion the person has over the extent and methods of display screen use. To deal with this the regulations define a user as an employee who habitually uses a display screen as a significant part of his normal work, and then go on to specify the protection that a user must have. Because it is a combination of factors that affect the degree of risk, it is not possible to lay down hard and fast rules based on, hours of use per day, to decide who is or is not, a user.

However, it is clear that the likelihood of the principle hazards (upper limb pains and discomfort, eye and eyesight effects, and stress) affecting a user is high, unless steps are taken to prevent it. All "users" should organise their work to allow for periodic changes of activity when using DSE for extended periods.

All DSE "users" can have an eyesight test by contacting the University Health Service.

Further information can be found in the University publication: "Display Screen Equipment"

Electrical Equipment

In general, the electric equipment is safe in normal use, but may require examination for wear and tear. Risk is increased whenever water is present: for example a nearby cup of coffee, or in the use of an electric kettle.

Computers

There is virtually no risk of electrocution when computers are used correctly.

Care should be taken at all times when drinks are placed in the vicinity of computer equipment. Spillages can increase the risk of electrocution. However, this poses more of a danger to the computer than to the user.

Portable Equipment (PAT)

Portable equipment is, broadly speaking, anything that takes its power from the mains and can be unplugged. It is the responsibility of the user to periodically check that the cable and plug are in a satisfactory condition however every 24 months a sweep/test of all portable electrical equipment is carried out by an External Contractor. All portable items in offices and Labs should be made available at this time if possible.

Fixed Installations

Maintenance of the fixed wiring around the office is the responsibility of Estates and Buildings Department. Staff must not interfere with this. Any defects should be reported to Mr. John Shaw ext. 3151 responsible for ensuring that the fault is reported.

Private Equipment

Private equipment - kettles, for example - may be brought into the building however, they must be safety tested by Mr. John Shaw, ext. 3151 john.shaw@glasgow.ac.uk before use.

Other Equipment

The department operates many other pieces of electric equipment such as photocopiers, overhead projectors, etc. Some of these present marginally greater risk than computers, where for example a trailing flex is necessary to use the equipment.

Student use of electrical equipment such as audio-visual will involve a checking procedure when signed in and out.

Fault and Risk Reporting

All safety hazards/risks should be reported to the Mr. John Shaw immediately (ext. 3151) john.shaw@gla.ac.uk

Fire

The building is equipped with a manual fire detection and warning system which is regularly tested. Full maintenance checks on this system are carried out by contractors on a periodic basis.

In the event of the system being triggered, everyone must leave the building immediately and must not re-enter until given the "all-clear" by the senior attending officer from the Fire Brigade.

Fire drills are held twice per year and are arranged by the fire officer. All persons MUST leave the building when the alarm sounds, even if it is a drill or false alarm. Failure to do so is a disciplinary offence and is also illegal.

For any further information please contact Fire Officer, marc.becirspahic@gla.ac.uk, ext. 3949.

General

A 'No Smoking' policy operates throughout the building including artificial devices.

Only domestic/office waste may be disposed of in the bins. Broken glass must not be put into office bins without first being securely packed to avoid the risk of cuts to cleaners, etc.

Hazardous Substances

In general, the School/Institute has few chemicals which may be deemed a hazard and subject to the Control of Substances Hazardous to Health Regulations 1994 (COSHH). Those which are in use, screen cleaners, etc, are safe provided sensible precautions are taken. Staff should take steps to minimise their exposure to any substances. When handling materials such as laser printer cartridges or photocopier toner, staff should avoid generating dust and wash their hands when the task is completed. Staff should avoid breathing in the spray mist from screen cleaners or any other aerosol.

Manual Handling of Loads

The School/Institute moves loads from room to room, from the building and from cars, and occasionally unloads consignments of equipment from lorries or vans. Transporting or supporting loads by hand or bodily force can cause accidents and injuries, most commonly a strain or sprain, and often of the back. Full recovery is not always made: the result can be physical impairment or even permanent disability.

The risk of injury from manual handling is fairly high. There is always the temptation to carry more at a time than is safe. Before carrying out any work of this nature, staff should assess the task to determine how it might best be accomplished while minimising any risk of injury. A barrow/trolley is available from the Janitor.

As a general rule, no-one is expected to attempt to move any object if this is likely to result in them being injured. If there is any doubt, contact the School/Institute Safety Officer.

Further Reading

A full list of the University's publications on Health and Safety is available at <http://www.gla.ac.uk/services/seps/index.htm>. In particular this includes advice on the Manual Handling of Loads and the use of Display Screen Equipment.

Contacts

The School/Institute Safety Officers are:

Name	Email	Extensions
Mr. John Shaw	john.shaw@glasgow.ac.uk	3151
Mr. Marc Becirspahic	marc.becirspahic@glasgow.ac.uk	3949
Dr. Margaret Martin	margaret.s.martin@glasgow.ac.uk	3932



Signed: Professor Philippe G. Schyns FRSE

Director of Institute of Neuroscience & Psychology
Head of School of Psychology

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