

# Health & Safety Policy

**Statement of Health and Safety Policy**

The health and safety policy of the School 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 Schools 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."*

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 the school as a lab based discipline poses some extra challenges. The School 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 when calling from Gilmorehill, 2222 when calling from Garcube** any time of the day or night. This connects you with the Security Office who will ask for details.

1. Tell them which emergency service you want (Police, Fire Brigade, or Ambulance).

1. 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 school 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”

1. If it's safe for you to do so, Dial **4444 when calling from Gilmorehill, 2222 when calling from Garcube** (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

1. Go to the locally assigned fire assembly point
	* DO NOT STAND ON THE ROAD. This may a cause an obstruction. Keep to the side so emergency vehicles can get through.

1. Await further instructions:
	* You will be told when it’s safe to go back inside

 **Safe Zone Application**

The SafeZone App is a way of helping ensure staff and students feel safe and secure throughout their time at UofG. Although it is primarily designed for on campus working, much of its functionality is still useful for the Covid-19 and lockdown world we are finding ourselves in.

The UofG SafeZone App can be downloaded [here](https://www.safezoneapp.com/) and further information is available in a [video prepared by our Security Team and Amy from the SRC](https://www.youtube.com/watch?v=OZky9nM9uM0&feature=youtu.be).

## First Aid

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

|  |  |  |
| --- | --- | --- |
| **Name**  | **Location**  | **Extensions**  |
| Mrs Francis Crabbe | CCNi | 2226 |
| (More names to be added) |  |  |
|  |  |  |
|  |  |  |

If you think it's beyond First Aid call an ambulance via ext. 4444 when calling from Gilmorehill, 2222 when calling from Garcube.

## School Disability Co-ordinator

Dr. Jamie Murray is the School Disability Co-ordinator. If you require any advice please contact Dr. Murray on jamie.murray@glasgow.ac.uk .

**Safety & Security**

Mr. John Shaw is the facilities manager. If you require any advice please contact John on John.Shaw@glasgow.ac.uk

## Health and Safety Issues and Arrangements

The School 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’s aim to minimise the impact of these to all staff and students. In addition there are areas within the School 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. The maintenance of the fabric of buildings (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.

### 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.

#### **School Procedure**

1. Complete an "Injury or Dangerous Occurrence Report". A form can be obtained from the general Admin Office – room 245.
2. Serious Personal Injury - telephone ext. 4444 when calling from Gilmorehill, ext. 2222 when calling from Garcube.
3. One copy of the Report Form is retained by the School and the other are sent to SEPS. These forms must be completed as soon as possible.

### Display Screen Equipment (DSE)

All staff should complete a DSE self-assessment. More information available here:

<https://www.gla.ac.uk/media/Media_429683_smxx.docx>

Further information can be found in the University publication: "[Working Safely with Computers](https://www.gla.ac.uk/myglasgow/seps/az/computersandhomeworking/)"

### 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.

#### **IT Equipment**

Care should be taken at all times when drinks are placed in the vicinity of IT Equipment. Spillages can increase the risk of electrocution. However, this poses more of a danger to the IT Equipment 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 on a regular basis 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 Commercial Services. Staff must not interfere with this. Any defects should be reported to Mr. John Shaw John.Shaw@glasgow.ac.uk who is responsible for ensuring that the fault is reported.

### Fault and Risk Reporting

All safety hazards/risks should be reported to the appropriate person in the building with a copy to the safety committee (safety-committee@psy.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 fire officer.

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, John.Shaw@glasgow.ac.uk

### General

A 'No Smoking' policy operates throughout the building including artificial devices. Smoking is not permitted in any University building or vehicle. The University’s definition of smoking extends beyond traditional cigarettes to also cover e-cigarettes, which are also not permitted to be smoked in any University building or vehicle. For the avoidance of doubt, e-cigarettes include personal vaporizers and electronic nicotine delivery systems.

Anyone wishing to smoke is asked to be mindful of others and to make every effort to eliminate or minimise the risk of passive smoking. Individuals should not smoke near doorways, open windows, air intakes and high pedestrian traffic areas/thoroughfares.

Only domestic/office waste may be disposed of in the bins. Broken glass must not be put into office bins and estates-facilities-zone-3@glasgow.ac.uk should be contacted to arrange removal.

### Hazardous Substances

In general, the School 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. Staff should avoid breathing in the spray mist from screen cleaners or any other aerosol.

### Manual Handling of Loads

The School moves items between rooms 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. 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 Mr John Shaw John.Shaw@glasgow.ac.uk

### 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.](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 Safety Officer is Mr John Shaw John.Shaw@glasgow.ac.uk



Professor Gregor Thut

Acting Head, School of Psychology & Neuroscience

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