

## Safety Matters and Emergency Procedures

Please note that smoking is NOT permitted in Senate House or Stewart House

### PLEASE:

- READ THE INSTRUCTIONS FOR YOUR BUILDING
- CHECK THE LOCATION OF YOUR NEAREST FIRE ALARM AND EXTINGUISHERS

### ALWAYS:

- In designated smoking areas stub out cigarette ends.
- Use ash trays **NOT** waste paper bins.
- Keep paper, clothing and other materials clear of all types of heaters.
- Switch off portable electrical appliances at the wall when not in use.

## FIRE EVACUATION PROCEDURE

### On hearing the Fire Alarm

- Leave the building at once quickly and calmly.
- **DO NOT** stop to collect personal belongings.
- Green signs indicate escape routes.
- Follow Instructions of Fire Marshals.
- Assist with the evacuation of guests, especially disabled people.
- Use the nearest available escape route.
- **DO NOT** use lifts.
- If you suspect a fire on the other side of a door **DO NOT** open it.
- As you leave, ensure doors close behind you.
- When clear of the building, proceed to the assembly point.
- **DO NOT** re-enter the building until you are told to do so by an authorised person.

### On discovery of a Fire

Sound the alarm:

break glass call point

call internal extension **8998** and report the location of the fire

shout 'Fire, Fire Fire'

Try to put the fire out, if safe to do so

If the fire is not immediately extinguishable **LEAVE the building by the nearest EXIT using the STAIRS.**

Proceed to the assembly point.

### Emergency Evacuation Assembly Points

Malet Street Gardens (west side of Senate House)

Montague Street - British Museum (south end of Senate House)

Russell Square - 28 Russell Square (east side of Senate House)

Pedestrian Precinct - SOAS Main Entrance (north end of Senate House)

When the building is closed, staff in the building who may be attending emergencies should report to South Block Reception Security on evacuation.

### **Fire Alarm Test in Senate and Stewart House**

A test of the fire alarm system occurs at 0930hrs on every Thursday in Senate House, 1015hrs on every Thursday at Stewart House and at various times in other buildings by the operation of the fire warning sounders.

### **Hazard Reporting**

Safety is everyone's business and vigilance on the part of the individual is a vital factor in ensuring a safe working environment. If you spot a hazard **DO NOT HESITATE**, take the following steps:

- Try to rectify the matter immediately if you are competent to do so.
- Report it to your manager, Safety Officer or Safety Committee representative.
- If the matter is urgent contact the Engineering Maintenance Department on Ext. 8200 (this office is staffed at all times during working hours).  
Alternatively, telephone one of the Safety representatives.

**AUT:** Mr J Brown

**Unison:** Mr Luke Davey and Ms Angela Jelfs

**Staff Association:** Ms Helen Brodie

**The following list of do's and don'ts require particular attention:**

#### **Do's**

- Report loose carpets especially on stairs.
- Report any debris or rubbish blocking access or exit doors or passageways.
- Use proper ladders or steps when reaching high shelves.
- Always in designated smoking areas, use ashtrays if you smoke.
- Switch off portable electrical appliances at night and when not in use.
- Learn your escape routes in case of fire.
- Keep fire and smoke doors closed at all times.
- Store flammable liquids in proper storage containers or stores.

#### **Don'ts**

- Obstruct fire exits or passageways.
- Cover vision panels on doors.
- Use fire extinguishers to prop doors open.
- Overload or tamper with electrical supply points.
- Trail leads for portable appliances over walkways.
- Leave drawers of filing cabinets open.
- Use chairs or boxes instead of ladders.

### **Personal Accidents**

It is the duty of every member of staff to report any accident or injury, however minor, both as an employee of the University and in order to fulfil his or her responsibility under the Health and Safety at Work Act of 1974.

Accidents occurring to staff on duty or any other person should be reported immediately to supervisor or manager and a first aider called when appropriate. If the accident involves a live electrical circuit it must be reported immediately to the Engineering Maintenance Department, extension 8123.

An accident/incident and hazard report form should be completed as soon after the event as possible. On completion of Part A, pass the pink copy to the Health and Safety Unit, Room 105, Stewart House. The white and yellow copies should be passed to the appropriate person in your section. This will normally be the line manager responsible for the area in which the incident occurred but other local arrangements may apply. **Serious accidents or incidents** should be reported by telephone immediately to 020 7862 8998.

Accidents occurring to visitors, sub-contract or agency staff, etc must be reported in the same way by an appropriate member of the University Staff.

This procedure not only enables First Aid and site inspection measures to be taken where necessary, but also enables the Health and Safety Officer to notify the university insurers; make an entry in the Accident Records and where appropriate, inform the Health and Safety Executive. If damage to clothes occurs, a claim for compensation may be made to the Director of Administration through the appropriate Head of Department, who should comment on the circumstances.

### **First Aid**

As indicated above, a member of staff qualified in First Aid will make the initial response when necessary and he or she will make a decision on whether further medical attention is required.

First Aid dressings are available in each building under the control of the first aiders. Members of staff qualified in First Aid are listed in each building and on the inside cover of the internal telephone directory for Senate House. Requests for help from First Aid members can be made directly or through the reception desk. The provision of first aid rooms for treatment of staff or those that feel unwell during working hours varies in each building. A dedicated First Aid Room is provided in Senate House and details are available from a First Aider.

### **Alarm System**

In cases of serious emergencies other than fire, members of staff can raise an alarm which initiates action by FM staff to render such aid as may be necessary. In such an emergency, a member of staff should call the Main Reception Desk and ask for the alarm to be sounded. It is important to remember that personal safety is of primary importance and it is better to allow an offender to escape without hindrance than to place yourself or anyone else at risk by attempting to apprehend a person who may be violent.

If you do have cause to raise the alarm, please proceed to the reception desk to help, if possible, to identify the person responsible.

## **Central University Safety Committee**

A reconstituted CUSC was set up in January 1996. The Terms of Reference of the CUSC are:

The Safety Committee reports to the Vice-Chancellor and is established to advise on, keep under review, and take action as appropriate on, the general safety policy, organisation and arrangements to secure the health and safety of employees, students, visitors and others who may be affected by the central University's activities.

## Health and Safety Briefing Note

- You are required to assist the University to fulfil its Health and safety responsibilities.

The Health and Safety at Work etc Act 1974 requires that staff at work take reasonable care of their own health and safety and that of persons who may be affected by their acts or omissions. It is also an offence under the Act to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare. In addition to being a criminal offence non compliance with these regulations is also a breach of employment contract.

You must familiarise yourself further with the information on 'Safety Matters and Emergency Procedures' in this pack.

- You are required to use equipment properly.

The Management of Health and Safety at Work Regulations 1999 requires employees to use all machinery, equipment, dangerous substances, means of production, transport equipment and safety devices in accordance with any relevant training and instruction.

- You are required to notify the University of dangerous situations or shortcomings in the health and safety arrangements.

The Management of Health and Safety at Work Regulations 1999 requires employees to notify the University through responsible individuals of situations that present a serious and immediate danger and shortcomings in the University's safety arrangements. Concerns can be raised with line supervisors and managers, the departmental officer responsible for safety, the Health and Safety Unit or the Health and Safety Representatives (see below - paragraph 6).

- You are entitled to request an eyesight test if working with display screen equipment.

The Health and Safety (Display Screen Equipment) Regulations 1992 provide that users of display screen equipment (DSE) can request and should be provided with eyesight tests upon appointment and at regular intervals thereafter or when a user experiences visual difficulties which may be exacerbated by work on display screen equipment. Arrangements for eye tests are made through the Human Resources Division.

Further useful information on the use of DSE (VDU is an alternative expression) is enclosed.

- You should ensure that you look after personal protective equipment issued to you.

The Personal Protective Equipment at Work Regulations apply to all equipment designed to be worn or held that protects a person against one or more risks. Equipment includes special shoes/boots, overalls, face masks, goggles, ear defenders, helmets, harnesses, lanyards etc. Equipment that is issued must be properly maintained and it is up to the member of staff to whom it is issued to ensure it is done.

- You are represented by people nominated by the Recognised Unions and the Central Staff Association.

The Safety Representatives and Safety Committee 1977 and the Health and Safety Consultation with Employees) Regulations 1996 provide a co-operative framework for the management of health and safety at work. The University has established the Central University Safety Committee which monitors health and safety activity throughout the Institutes and Central Activities of the University. There are six representatives of the staff nominated by the Recognised Trades Unions (Unison and AUT) and the Central University Staff Association. These individuals and other safety representatives identified by the Trades Unions can be contacted by staff who have concerns about particular health and safety issues.

- You should familiarise yourself with you departmental safety policy.

Each Division/Institute or cluster of Divisions/Institutes has developed a health and safety policy from a template developed by the Health and Safety Unit. The departmental safety policy puts in place controls that minimise the risks and hazards you will face in your day to day work you must familiarise yourself with the main safe working practices in the policies.

Safety Officer

August 2003