

SCHOOL OF LITERATURES, LANGUAGES & CULTURES

SCHOOL HEALTH AND SAFETY POLICY

1) INTRODUCTION

This statement of policy complies with University regulations specifying that any risks and hazards within the School should be identified and measures taken to control them. All staff and students are urged to read the relevant parts of the University Health & Safety policy displayed on the web:

<https://www.ed.ac.uk/health-safety/policy-cop/policy>

2) ORGANISATION

The Head of School, Professor Alex Thomson, is responsible to the University Court for the management of health and safety matters within the School of Literatures, Languages and Cultures.

The School Safety Adviser, Alexander McBroom, has been appointed by the Head of School to take a special interest in the promotion of health and safety matters and to provide a first level of advice, acting on behalf of the Head of School in so doing.

All staff and students are responsible for ensuring that they work in a manner which is safe to themselves and to others, and to comply with the relevant requirements of both the University and School Health and Safety Policies, with which they must acquaint themselves.

3) GENERAL HEALTH AND SAFETY INFORMATION

All staff and students are urged to read the relevant parts of the University Health and Safety Policy

<https://www.ed.ac.uk/health-safety/policy-cop/policy>

Attention is particularly drawn to **Health and Safety Training** concerning

- (1) Display Screen Equipment <https://www.ed.ac.uk/health-safety/guidance/workplaces-general/personal-computing>
- (2) Manual Handling <https://www.ed.ac.uk/health-safety/training/general/manual-handling>
- (3) Fire Safety Awareness <https://www.ed.ac.uk/health-safety/fire-safety/training/fire-awareness>

All staff and students are urged to complete these training packages, information available online at:

<https://www.ed.ac.uk/health-safety/training>

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 as possible of the means of escape from the building. All staff and students should know the location of their nearest fire alarm call points and instructions for their use.

Emergency exit routes must remain tidy and free from obstacles. Staff and students must not leave or store flammable materials on emergency exit routes or blocking immediate access to fire alarms, fire equipment or electrical switchgear.

The fire alarm is a *siren* and is tested weekly at the following times:

16 – 20 George Square, Tuesday at 1100

19 - 21 Buccleuch Place, Wednesday at 0930

40 George Square, Tuesday at 1053

50 George Square, Thursday at 1030

Confucius Institute, Friday at 1200

5) FIRE PREVENTION

The value of the nightly routine of checking for dropped cigarette ends, switching off all unnecessary electrical equipment, checking that gas taps are turned off, ensuring that fire exit routes are clear and free, and closing all doors to rooms and staircase enclosures, cannot be overstressed. Staff and students are reminded that smoking is no longer permitted on University premises, except in specially designated areas.

6) ON DISCOVERING A FIRE

1. Operate the nearest fire alarm
2. Leave the building
3. Assemble clear of the building
4. Ensure that the University Emergency Service (dial 2222 or 0131 650 2257) has been informed, if you have not already done this. They will call the Fire Brigade.

7) ACCIDENTS

All accidents, fires, “near misses”, and instances of known or suspected occupational ill health, must be recorded in the University Health and Safety Unit via <https://www.ed.ac.uk/health-safety/accident-reporting>.

All accidents / incidents will be investigated by the appropriate school personnel and any necessary remedial measures, including revised work procedures, training, etc., will be implemented as appropriate. Accidents as a result of a defect in the fabric or structure of the building should be reported to LLC.Facilities@ed.ac.uk. Accidents/ incidents will be reviewed at the meetings of the University Health & Safety Committee.

Accidents / incidents of a serious nature will be escalated to the Health and Safety Department and will be subject to a more formal investigation by a member of staff from the Health and Safety Department.

8) FIRST AID

The First Aid Boxes are located at:

19 George Square, Room 1.24, Staff room & Ground Floor Common

19 Buccleuch Place, Room B.05

21 Buccleuch Place, First Floor Kitchen, Second Floor Kitchen, Third Floor Kitchen, 4.Z1

40 George Square, Room 4.01

50 George Square, Reception, Staff room, 1.12a, 2.33, 3.Z11, 4.Z12

Confucius Institute, G.03, 79 Dalkeith Road & bottom of stairwell in Abden House

Qualified First Aiders are:

Name	Location	Contact
Alexander McBroom	50 George Square, 1.04	via reception: 01316515984
Calum Barrie	50 George Square, 1.04	via reception: 01316515984
Mark McLeister	50 George Square, 4.26	via reception: 01316515984
Esther Tyldesley	40 George Square, 4.06	via servitorial staff hub
Kieran Thomson	40 George Square	via servitorial staff hub
Donna Hadland	40 George Square	via servitorial staff hub
Joe Toner	40 George Square	via servitorial staff hub
Noureen Ehsan	40 George Square	via servitorial staff hub
Lauren Pope	21 Buccleuch Place, 3.06	01316514369
Paul Caban	19 Buccleuch Place	01316513832

In the event of any emergency requiring an ambulance, call the University Emergency Service (dial 2222) and state the precise location and nature of the emergency.

9) RISK ASSESSMENT

The majority of the activities carried out by the school are routine and generally deemed low risk in nature and do not require to be formally risk assessed, outside routine assessments.

However, for any activity involving a significant risk, a written risk assessment must be carried out. To assist with this, model risk assessment forms are available from the University's system of inter-linking checklists and model risk assessment forms. See: <https://www.ed.ac.uk/healthsafety/online-resources/riskhttps://www.ed.ac.uk/health-safety/online-resources/risk-assessmentsassessments>

Risk assessments must be brought to the attention of all relevant staff and students involved in the activity, and a copy sent to the Health and Safety Advisor. Risk assessments must be regularly reviewed (i.e. annually or if the circumstances change) to ensure the information contained within them remains valid.

10) STUDYING/WORKING ABROAD

All students studying or working abroad are required to complete the LLC Risk Assessment form available online at: <https://www.ed.ac.uk/literatures-languages-cultures/studyingabroad/students-going-abroad>

All staff working abroad are required to have University Insurance. The online application form can be found here: <https://www.ed.ac.uk/staff/business-travel/travel-insurance>. If necessary, the Insurance Office will contact you directly to arrange a Risk Assessment.

11) LONE WORKING

The School has a Lone Working and Work out with Hours of Expected Building Occupancy Policy.

In general terms, anyone using one of the School's buildings out with normal working hours should keep in mind the following:-

Alert friends/family to the fact that you are working out with office hours - that is, when you are working at a time when others may not be around in the event of sudden illness, an accident etc.

In the absence of the above, phone University Security (650 2257 or 2222) to let them know that you are working alone within one of the School's buildings.

Anyone with mobility issues should also ring security to alert them to where you are working.

Contact University Security should you know or suspect an intruder is in the building. Do not confront the intruder, lock your door and await the arrival of Security.

Anyone with any medical condition should, it goes without saying, make sure that they have any necessary medication with them etc.

All staff/students should take due care of their safety on leaving buildings.

Ensure all tasks that carry any risks (e.g. lifting heavy items, etc.) are carried out during normal building occupancy hours.

12) MONITORING OF THE SCHOOL HEALTH AND SAFETY POLICY

A self-inspection (safety audit) of the School will take place every twelve months to monitor the effectiveness of the health and safety policy. This is largely undertaken by the School Safety Advisor.

13) HEALTH AND SAFETY QUERIES OR ISSUES

All staff and students encountering any kind of health and safety hazard in this School should report these promptly to Alexander McBroom, Room 1.04, 50 George Square or, in his absence, to any senior member of staff.

14) HEALTH AND SAFETY CONSULTATION

Health and safety will be a standing item on the agenda of the meetings of the School Plenary meeting, which are held every three/four months.

Any member of the School who wishes to raise a health and safety item at this should inform Alexander McBroom (School Safety Adviser) as soon as possible.*

Signature of Head of School	<i>Alex Thomson – signed by email</i>
School of Literatures, Languages and Cultures	Literatures, Languages, and Cultures
Date	31/03/2023