

UNIVERSITY OF ABERDEEN

HEALTH AND SAFETY

UNIVERSITY OF ABERDEEN BUSINESS SCHOOL

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I. Introduction

Health and safety are important for the well being of individuals and for the efficient operation of the School. Not only can accidents cause pain and suffering, they can also use up resources, which could be put to better use. This booklet outlines the Business School's practice designed to prevent circumstances arising, which could cause injury or ill health. It is important that both staff and students understand their role in these arrangements. Health and safety legislation imposes duties on both staff and students as well as on the School and the University as a whole. The co-operation and active involvement of everyone in the School is essential if all our statutory obligations are to be fulfilled. The School's safety arrangements are reviewed regularly and changes announced on the School's notice boards and in new editions of the booklet.

Professor Angela Black, Head of Business School

Date

II. Health and Safety Organisation in the Business School

The Responsibilities of the Head of Business School and of Line Managers

The Head of School has overall responsibility for health and safety within the School. In the School, and throughout the University, health and safety matters are line management responsibilities. Accordingly individual members of staff are required to take responsibility for health and safety in all activities under their control. Those who manage and supervise other staff and students must ensure that those staff and students are aware of the dangers in the tasks they undertake and that they understand and are able to implement appropriate precautions.

Responsibilities of Staff and Students

Legislation places responsibilities on organisations to ensure the health and safety of their staff and others who may be affected by their activities. However individuals also have health and safety responsibilities and are expected to conduct themselves in a manner which minimises safety hazards.

- Staff and students must co-operate and comply with the health and safety arrangements put in place by the University and by the Business School.
- Staff and students must do what they can to make sure that their activities do not cause harm to others.
- Anyone who sees, or becomes aware of, something which they believe is unsafe should either take immediate steps to make it safe or alternatively bring it to the attention of someone who can do something about it.
- No one should interfere with, or misuse anything, which is provided for reasons of health and safety.

The Role of the School's Safety Adviser

At present the School's Safety Adviser is **Sharron Black**. The main duties of the School's Safety Adviser are to provide advice to members of the School on health and safety matters and to provide guidance in the development and implementation of health and safety arrangements. Anyone with a health and safety problem, which they cannot resolve, should not hesitate to contact the School's Safety Adviser. General issues relating to health and safety can be raised at any meeting of the Business School.

III. Health and Safety Information

This booklet contains some of the health and safety information which staff and students will need. It will be reviewed annually and the booklet will be reissued if any changes are required. Other health and safety information will be circulated to members of the School and/or posted on the notice boards.

IV. Fire Safety

Fire Prevention

Fire is probably the greatest single safety related threat to the School and to members of the School. Even if everyone were to escape safely from the building, a fire could destroy our facilities and all our documents and data. It is important therefore that all reasonable steps are taken to prevent a fire starting. If a fire should start, a fast and effective response can help save life and property.

The University's no smoking policy eliminates one of the main ways in which a fire can start. The systems for inspecting electrical equipment should reduce the chances of faulty electrical equipment being a source of fire. Other important precautions are

- Avoid large accumulations of material, which might easily burn (e.g. waste paper, cardboard, plastics).
- Do not obstruct the ventilation of electrical equipment (including the photocopier and other machines in public space), or place material immediately above or close to electric heaters.
- Do not overload electrical sockets by connecting too many appliances to a single socket.

Escape Routes

Corridors and escape routes must be kept clear. Combustible materials must not be stored in corridors or on escape routes, where they could become a source of fire and smoke and could obstruct evacuation. Furniture and other items must not be placed so they partially block escape routes. Narrowing of escape routes will reduce the rate at which people can leave the building in an emergency. In a corridor filled with smoke, furniture can create a serious obstacle for someone who is trying to find their way out. Fire doors will help prevent the spread of smoke and fire through a building and make

it easier for people to escape. Fire doors should therefore be kept closed and they must not be wedged open.

a) Safety Provisions for staff in Edward Wright Building

If a Fire Starts

If you discover a fire, it is important to take the following steps **in the order given**:

- **Sound the alarm** (No fire is so small that the alarm does not need to be sounded. A fire extinguisher should not be discharged onto a fire until the alarm has been sounded).
- Get someone to **call the fire brigade by dialling 9-999**.
- **Warn others** in the area (Shout fire and bang on doors! Some people do not always respond immediately to fire alarms).
- **Only if you can do so without putting your own safety at risk**, attempt to fight the fire with a suitable extinguisher.
- Otherwise, **close the door to the area** where the fire is (to contain the fire) and leave the building and await the arrival of the fire brigade.
- At the assembly point, **in front of the building in Dunbar Street**, report to the person in charge. He/she can be identified by their bright yellow jacket. Provide him/her with information about what has happened.

If the Fire Alarm Rings

If you hear the fire alarm:

- **Check the rooms near to yours, if you can**, to ensure the occupants have heard the alarm and have left.
- **Leave the building by the nearest exit and go to the assembly point in front of the building in Dunbar Street**.
- Anyone teaching or supervising groups of students **should ensure that all the students leave the building by the nearest exit and go to the assembly point in front of the building**.
- If you have any information about someone who might still be in the building, report to the person wearing the bright yellow jacket, the School's Safety Adviser or to the Fire Brigade Officer in charge.
- **Do not re-enter the building until the fire alarm has been silenced**.

Fire Extinguishers

There are fire extinguishers attached to the wall in the entrance lobbies at the end of the Business School's corridors. All extinguishers are checked every 12 months and the date of the last inspection is shown on the extinguisher. Extinguishers and Fire hoses are located on the ground floor - opposite G1 and next to G26, on the first floor – opposite F1 and next to F26, on the second floor – opposite S1, next to S27, and outside both S42 and S73.

Fire Drills and Alarm Tests

Fire drills are held in the School once each year to test the efficiency of the fire evacuation arrangements. The fire alarm for the Edward Wright Building is tested on Wednesday morning at 1055.

b) Safety provisions for staff at Kings Quad

If a Fire Starts

If you discover a fire, it is important to take the following steps **in the order given**:

- **Sound the alarm** (No fire is so small that the alarm does not need to be sounded. A fire extinguisher should not be discharged onto a fire until the alarm has been sounded).
- Get someone to **call the fire brigade by dialling 9-999**.
- **Warn others** in the area (Shout fire and bang on doors! Some people do not always respond immediately to fire alarms).
- **Only if you can do so without putting your own safety at risk**, attempt to fight the fire with a suitable extinguisher.
- Otherwise, **close the door to the area** where the fire is (to contain the fire) and leave the building and await the arrival of the fire brigade.
- At the assembly point, on **the grass at the front of Elphinstone Hall**, report to the person in charge.

If the Fire Alarm Rings

If you hear the fire alarm:

- **Check the rooms near to yours, if you can**, to ensure the occupants have heard the alarm and have left.
- **Leave the building by the nearest exit and go to the assembly point on the grass at the front of Elphinstone Hall**

- Anyone teaching or supervising groups of students **should ensure that all the students leave the building by the nearest exit and go to the assembly point in front of the building.**
- If you have any information about someone who might still be in the building, report to the person in charge or to a Fire Brigade Officer.
- **Do not re-enter the building until the fire alarm has been silenced.**

Fire Extinguishers

There are fire extinguishers located throughout the Kings Quad building. All extinguishers are checked every 12 months and the date of the last inspection is shown on the extinguisher. The nearest extinguishers are located to the right of the main entrance, outside KQG1 and to the left hand side of the entrance to the James McKay Hall. There is also an extinguisher located in KQG1.

Fire Drills and Alarm Tests

Fire drills are held in the School once each year to test the efficiency of the fire evacuation arrangements. The fire alarm for the Kings Quad is tested on Wednesday morning between 0800 and 0900.

V. Computer Workstations

Those working with keyboards and computer display screens for prolonged periods as a significant part of their normal work can be exposed to a number of health hazards. The principal hazard relates to the arms. The problems which can develop are often referred to as RSI (repetitive strain injuries). The risks can readily be controlled by applying ergonomic principles to the design, selection and installation of computer equipment, the design of the workplace, and the organisation of the task. The risk is only significant for those who use computer workstations intensively for a large part of each working day. Staff who are identified as being in this category will have their workstations assessed for compliance with workstation standards. They will also receive instruction on how to use their workstations correctly. **Sharron Black** will make arrangements for assessments. PhD students will have the opportunity to attend group info sessions throughout the year.

VI. Housekeeping

Everyone can make an important contribution to safety by keeping the School in a tidy condition.

- Keep passageways and the area around where you work clear for access. People can be injured bumping into or tripping over items. In event of fire clear access to the fire exits will be needed.
- Keep cupboards and filing cabinet drawers closed. They can cause injury if left open and someone bumps into them.

- Never allow wires and cables to pass across places where people might walk. They can be a serious trip hazard. If there is no alternative route ensure that a cable is covered by special rubber cable protectors designed for this purpose.
- Do not let rubbish accumulate other than in rubbish bins. Any accumulation of material which can burn increases the risk of fire.
- Keep any drink and food preparation areas clean and tidy. As well as looking unsightly, dirt in such areas can be a hazard to health.

VII. Building Maintenance

The Estates Section is responsible for maintaining the fabric of University buildings and any fixtures and fittings. Buildings are regularly inspected by staff from the Estates Section. However those who work in a building are likely to be the first ones to notice that something is unsafe. Any building items requiring attention should be reported to the Estates Section directly by calling their fault line extension 3333 during the working day.

VIII. Access to Heights

Every year several people in the University are injured after falling while using an unsuitable means of access to reach storage above head height. The “unsuitable means of access” is usually a chair. The only suitable means of access is a step ladder or a “kick stool”. Chairs (and particularly swivel chairs) should never be used. **Consult a secretary for access to climbing aids.** When storing items on shelves heavy items should not be placed on the highest shelves. They will be difficult to place on/remove from the shelves and if they were to fall they could badly injure someone. Instead they should be placed at waist height or closer to the floor.

IX. Manual Handling

Even in an office, back injury resulting from manual handling is a common cause of lost time accidents. Injury to the lower back, caused by a momentary lapse of good practice, may never recover fully and can be prone to relapse. It is not only injuries to the back which can result from manual handling operations. Cuts, bruising of hands and feet are injuries which can occur when manual handling is not done correctly. Before attempting to lift anything, size up the job. Do not hesitate to seek help with heavy or awkwardly shaped loads. Always look at the possibility of moving the load in an easier way (e.g. by using a trolley). Anyone with any doubts about their ability to lift or carry a particular item should discuss it with their immediate supervisor. It will usually be possible to work out a different way to move the item. Members of the School with supervisory responsibilities should ensure that people under their control are not expected to carry out manual handling operations which are likely to cause injuries.

X. Electrical Safety

Accidents involving electricity are usually very serious. Anyone who comes into contact with a source of electricity and only receives a shock from which they can walk away should consider themselves very lucky. Faulty electrical equipment can also be a source of fire.

- All items of portable electrical equipment in the School will be regularly inspected by a competent person. The inspection programme will be co-ordinated by the School's Safety Adviser.
- If you have any reason to believe that any portable equipment is damaged or defective, you should (a) unplug the equipment, (b) take steps to prevent anyone plugging it in again (e.g. tape a warning sign over the plug), and (c) inform the School's Safety Adviser who will arrange to have it repaired by a competent person.
- Regularly look at the condition of electrical equipment which you use. If you see anything that looks unsafe (e.g. a cracked plug, frayed wire) report it immediately so steps can be taken to have it repaired. **Repairs may only be performed by a competent person and by no one else.**
- Electrical equipment, apart from new equipment, should never be used in the School without first being inspected and passed by a competent person. In particular items such as electric kettles and heaters brought from home **should not be used** in the School without the knowledge and agreement of the School's Safety Adviser.

XI. First Aid

First aid materials are kept in the First Aid Boxes, which are located in the EWS35 and EWS36 offices. Details of registered First Aider's are posted on the Notice Boards. The nearest first aider for Kings Quad is Rachel Hughes (Divinity) in Room KCF12, she can be contacted on Ext. 3903.

XII. Accidents

Staff and students should report accidents as soon as possible. The following must be reported:

- Any incident in which anyone is hurt (regardless of how minor the injury might appear at the time and regardless of whether they need medical treatment).
- Any incident in which someone could have been hurt, but in which perhaps chance or "good luck" prevented injury.

There are several reasons for reporting accidents. The most important is to enable action to be taken in order to prevent a similar accident happening in the future, perhaps with more severe consequences. It may be necessary to report the incident to the Health and Safety Executive or to the University's insurers. Accident report forms are available from the **School's Safety Adviser**. Completed forms should be sent to the University Safety Adviser within 48 hours of the accident. A copy should be sent to the School's Safety Adviser. Serious accidents should be reported immediately to the University Safety Adviser by telephone. (Extension 3894). The University Safety Adviser will ensure that the Health and Safety Executive and our insurers are notified if necessary. The member of staff responsible for the injured person should initiate an investigation into the accident to discover its cause. The School's Safety Adviser should be asked for assistance if required.

XIII. Inspections

Health and safety inspections are carried out to help evaluate whether the School's health and safety arrangements are working in the manner intended. Inspections will take place at least once a year by the School's Safety Adviser who will then report his findings to the Head of School.

XIV. New Staff & PhD Students

All new members of the Business School will receive training in health and safety procedures as part of their induction to the School.