Welcome to the first issue of Safety Matters which will become a regular bulletin within our school. Any comments regarding this issue or anything that you wish to include in future issues would be most appreciated and can be made by contacting the School Safety Adviser, Mr Jim Marr.

SAFETY INSPECTION FEEDBACK
Following the recent safety Inspections, the overall situation throughout the School is good with no significant Safety problems. However the main concerns were more Health related. In Meston, there were concerns raised about temperature control within rooms and air circulation in the main corridor near Geology reception. Although opening windows may help, this is not practical due to the almost continuous noise of gardening etc. coming from the Academic square. In a similar vein, in St Mary’s, the significant health concern is the smell of cigarette smoke and noise from the local pub.

FIRE SAFETY INDUCTION
Fire is probably the greatest single safety risk at the University. All members of staff should receive basic fire awareness training. A new fire safety video and leaflet to help deliver this training are now available at www.abdn.ac.uk/fire.

DISABLED FIRE EVACUATION
Lifts are often used to gain access to the upper floors of our buildings. If the fire alarms sound, the lifts cannot be used to leave the building. Instead, everyone is required to use the stairs. There may be some members of staff, students and visitors who are disabled and who are unable to use the stairs unaided. It is the responsibility of the University to ensure that we have arrangements in place for their safe evacuation. It is not the case that we can leave this to the Fire and Rescue Service. The Scottish Government have stated that “The evacuation of all persons, including disabled persons, from the premises is the responsibility of those with control of the premises”.

FIELDWORK SAFETY
UCEA (Universities & Colleges Employers Association) have launched a new Guidance on Health and Safety in Fieldwork document. As a School we have reviewed our procedures and updated our school document which appears on our safety web page at www.abdn.ac.uk/geosciences/resources/safety.php. Please remember to complete our Fieldwork Risk Assessment form before you carry out any fieldwork and send a copy to the School Safety Adviser, Mr Jim Marr. Also, remember that any off site work such as visiting laboratories, fish farms, conferences etc. constitutes fieldwork.

FIELDWORK EQUIPMENT
Please return all safety equipment (first aid kits, personal protection equipment etc.) to the school as soon as possible after the fieldwork has finished. Will all staff ensure that all students are aware of this because they are in continuous use.
OVERSEAS TRAVEL
PRE-TRAVEL INFORMATION
Members of staff and students who intend to travel overseas should inform the University’s Insurance Office of their travel plans so that they can be covered by our travel insurance. Our travel insurer (ACE) provides a range of benefits including a website with pre-travel information and security advice about the countries to be visited. The website is at www.businessclassassistance.com. The code to log into the site is the last four digits of the telephone number on the ACE card which the Insurance Office sends to those travelling abroad.

LOCATE
The UK Foreign and Commonwealth Office (FCO) also has a travel advice website. The FCO operates a service for British nations who are travelling abroad to register with the FCO and to provide details of their trip. This then helps the local British embassies to provide assistance to travellers in the event of an emergency. The service is called LOCATE. The FCO encourages all British nationals travelling abroad to use the service, even for short trips.

POLICY ON OVERSEAS TRAVEL
The University has a Policy on Overseas Travel. A key requirement of the Policy is that the permission of the Head of College or Secretary to the University is required before travelling to countries or parts of countries to which the FCO advises against all travel or all but essential travel. The travel insurance policy for a trip could be invalidated if this procedure is not followed.

DRIVING YOUR CAR ON UNIVERSITY BUSINESS
Those driving their own vehicles on University business must have extended their motor insurance policies to cover business use. Even driving for a short distance in the course of the working day in connection with University activities is business use. For example, driving from Foresterhill to Old Aberdeen to attend a meeting or a training course would be regarded as business use. More information is available at www.abdn.ac.uk/safety/uploads/files/Driving.pdf.

ACCIDENTS AND NEAR MISSES
Please remember to report accidents and especially near misses. If these and other issues are highlighted as they are discovered, action can be taken to hopefully avoid potential future accidents. You can report online to www.abdn.ac.uk/safety/general/accidents and ensure that a copy is e-mailed to the Safety Adviser (j.marr@abdn.ac.uk).

CONTACT NUMBERS
School Safety Adviser (Jim Marr) 01224 273454
Meston Building General Office 01224 273428/3433
St. Mary’s General Office 01224 274365/2328
Security (24 hour) 01224 273939