



School of Interdisciplinary Studies

Health, Safety and Wellbeing Policy

As Head of School, I am responsible for ensuring that effective arrangements are in place for maintaining the health, safety and wellbeing at work for all of the staff who work within the School of Interdisciplinary Studies. I accept this management role and consider the health and safety of our staff to be paramount. I have however, nominated the role of managing health and safety to Natalie Anderson, Head of School Administration and our Health and Safety Officer (HSO) and Area Fire Officer is Julie Bowman, room 120 Rutherford/McCowan, tel: 01387 702132, e-mail: Julie.bowman@glasgow.ac.uk. The School Health and Safety Co-ordinator for the College of Social Sciences Health and Safety Committee (and also a School HSO) is Margaret Packer, room 344, Rutherford / McCowan, tel: 01387 702042, email Margaret.packer@glasgow.ac.uk. A number of identified safety areas are managed with the University of the West of Scotland (UWS); these are detailed as appropriate throughout this statement of safety policy.

As part of my response to my responsibilities as Head of School, I have prepared the attached document setting out the safety arrangements that we operate within the School of Interdisciplinary Studies. These arrangements are, for the most part, established working practices with which all staff should be familiar. The document sets out the generic control measures we have adopted as a school following assessment of the risks to which School staff, students and visitors may be exposed. At this level these are necessary generic procedures. However, much of our work is low risk and in such case these arrangements combined with reasonable personal and professional judgement should be adequate to ensure the safety of those involved. Where particular tasks and duties arise that are beyond our normal sphere of activity or carry unusual risks, more detailed and task specific risk assessments may be required. Such further documentation must be prepared as these needs are identified.

As a school we must recognise that the safety requirements imposed by law set only a minimum standard. In accordance with the University's stated policy, we should aspire, so far as resources permit, to achieve progressive and continual improvement in safety standards both in our own practices and in the guidance we provide.

As individuals, all School of Interdisciplinary Studies staff must observe health and safety rules and standards that may be in place across the University. The review of this policy statement and our local arrangements for management of health and safety should take place every four years.

Head of School: Dr Carol Hill

March 2016

Local health, safety and wellbeing arrangements

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1. ACCIDENT AND INCIDENT REPORTING

1.1 All members of staff must report any accident or injury they suffer in the course of their work to a Health & Safety Officer (HSO). This should be an initial verbal report followed up promptly by a written report on the University incident report form. Report forms can be downloaded from the SEPS website.

<https://www.gla.ac.uk/services/seps/forms>

1.2. If you are off work as a result of an injury sustained at work, you MUST make this known when you first phone in to report your absence. This applies to all types of work-related injury and work-related ill health (e.g. back strain from manual handling).

1.3. University of the West of Scotland (UWS) and Dumfries and Galloway College (DGC) should update University of Glasgow of any accidents or incidents involving our staff or students in their buildings.

2. COMPUTER USE

2.1 All staff within the school use computers as a fundamental part of their job and are considered to be computer users within the meaning of the Display Screen Equipment (DSE) Regulations. Furniture provided should be specific for office work with fully adjustable chairs allowing a comfortable ergonomic arrangement. All staff have freedom to set up their workstations as they wish but must familiarise themselves with step-by-step guide to assessment of workstation. All DSE users must complete DSE Awareness online training on Moodle when starting work at the University and if there are significant alterations to the workstation.

<http://www.gla.ac.uk/services/seps/forms/>

2.2 Alternative DSE equipment

Laptops, tablets and smart phones need to be considered as DSE equipment if used for prolonged periods and will require a full risk assessment. They are generally unsuitable for use over long periods, therefore careful consideration must be given to their suitability. As the DSE Regulations state that the keyboard and screen must be separate, modifications will be required to laptops that are in prolonged use.

SEPS guidance on safe use of computers: <http://www.gla.ac.uk/services/seps/az/computers/>

2.3 Working externally

In cases where staff are required to work at home or within external organisations as part of their employment, Heads of Unit must ensure that the quality of the workstation is to the same standard required if working within the University. The user should complete a workstation assessment and alert a manager or HSO to necessary recommendations for remedial action.

Where an individual is not required to work away from the University during normal working hours but chooses to do so, the primary responsibility for workstation standards rests with the individual; the University accepts no liability for inadequacies.

2.4 Postgraduate and Undergraduate Students

Postgraduate students are not employees and are not specifically covered by the DSE Regulations. However, where the University provides computing equipment and facilities for use by postgraduate students these should be of an adequate standard.

This duty of care also extends to facilities for undergraduate students & young person's on work experience, so far as is reasonably practicable.

2.5 Specialist Considerations – Mobility & Visual Impairments

Where an Individual has been identified as requiring additional alterations to the workstation due to mobility or visual requirements then it may be necessary to contact Occupational Health and include them in the DSE Assessment process for that individual.

3. GENERAL HOUSEKEEPING AND TRAFFIC ROUTES

3.1 It is expected that all staff will strive to keep their offices, the building corridors and common areas in a safe and tidy condition. Obstacles within corridors create an obvious risk of trips; and clear routes should be maintained in the event of an emergency evacuation.

3.2 Staff and students are encouraged to park in designated areas. They are discouraged from using disabled parking bays and parking on traffic routes which may disrupt access by emergency services.

4. ELECTRICAL SAFETY

In general we use mainly office equipment within the buildings and the risk from electricity is low. However, some basic precautions are needed. We also use an environmental lab, IT labs and teaching rooms.

4.1 The fixed wiring throughout the buildings is the responsibility of Estates and Buildings. No member of School staff is permitted to work on this system or to interfere with any part of the fixed wiring system, distribution boards, socket outlets or fittings. However, all staff should remain alert to the possibility of damage or deterioration of the mains installation and have particular responsibilities for their own office areas. If a fault is suspected or damage is discovered, this should be reported immediately to an HSO who will initiate a works request to the University of the West of Scotland (UWS) for Rutherford/McCowan Building or the Crichton Development Company (CDC) for Maxwell House.

4.2 Responsibility for the equipment that is plugged into the mains supply rests with the School of Interdisciplinary Studies. In order that we may keep this in a safe condition we operate a yearly PAT testing inspection programme. All mains supply equipment must be made available to the technician

on the day(s) Pat testing is due, including equipment normally kept off-campus. Equipment without an up-to-date PAT sticker should not be used, individuals should inform an HSO who will arrange independent PAT testing.

4.3 Members of staff must notify an HSO if they find a fault (e.g. damaged cable/plug or overheating) in any University electrical equipment which they have been assigned, use or notice.

4.5 It is also the responsibility of individual members of staff to ensure that all equipment under their custody or acquired by them is included on the School Register. Any new items must be notified to the HSO (preferably by email with equipment details) so that the register can be updated. On receipt of such notification, the HSO will assess the item's inspection needs, carry out an initial visual examination and, if necessary, arrange PAT testing of the item.

4.6 Simple faults found during visual inspection (e.g. loose connections, incorrect fuses) should be rectified as part of the inspection process if possible. Where faults are more complex or cannot be rectified, the item should be removed from service and the HSO notified so that repair or disposal procedures can be initiated. Note that the Waste Electrical and Electronic Equipment (WEEE) Regulations require special disposal arrangements for electronic or electrical equipment – refer to section 12.3 for more details.

5. FIRE

5.1 As the school is comprised of mainly office and lecture space, the risk within the School is low. It is important that doors on all floors are kept closed, to protect the corridors from smoke resulting from any outbreak of fire within a room. This is particularly important when the room is unoccupied.

5.2 To keep fire risk to a minimum good housekeeping is important. To minimise the risk of affecting corridors and stairways no combustible materials or waste should be stored within these areas. Corridors and stairways must also be kept free from obstructions or other items.

5.3 The Area Fire Officer (through UWS estates) arranges a weekly test of the alarm in Rutherford/McCowan building on a Friday morning at 0830hrs, and at least 2 fire drills per year. Fire alarms in Maxwell House are tested on a Friday between 0800 and 0900hrs by the CDC and 2 fire drills per year are organised between the School and CDC. Fire drills are normally scheduled to take place when teaching rooms are occupied to test our procedures when the occupancy capacity is at its highest. Emergency lighting, fire alarm system and portable fire extinguishers are checked and, where necessary, serviced via Estates & Building maintenance contracts for Rutherford / McCowan and CDC for Maxwell House.

5.4 When the fire alarm sounds all staff and student must leave the building and assemble outside, as directed by local notices. Staff in charge of students during lectures, seminars or tutorials are responsible for directing them to the nearest exit. The Fire Alarm systems have direct links as follows: Custodian (for Maxwell House) and ADT (for Rutherford / McCowan) and except in the case of planned drills, these automatically contact the Fire brigade. Whether in drills or unplanned activations, staff and visitors must not re-enter the building until instructed to do so by the Area Fire Officer, their representative or the Fire Service.

5.5 SEPS provide fire safety awareness training for all staff via an on-line training package.
<http://www.gla.ac.uk/services/seps/az/firesafety/>

Staff should access and complete this training at least every three years. Face-to-face fire safety training courses are provided to Area Fire Officers (and Deputies), and to Fire Wardens.

5.6 Staff should familiarise themselves with the nearest wall-mounted activation point and be familiar with exits. Fire extinguishers are usually located near to fire activation points, you are advised to familiarise yourself with their use and function in case of need.

5.7 Staff and students should check local fire evacuation protocols when visiting other buildings throughout the campus.

6. FIRST AID

First aid provision for University of Glasgow staff and students is co-ordinated jointly between UWS and the University of Glasgow.

6.1 First aid boxes are kept in various locations within the School buildings. We have several trained first aiders within the school. Please familiarise yourself with the location of a first aid box in case of an emergency (see appendix).

6.2. Should an injury or illness occur dial X2222 from any communal phone (normally in teaching rooms and the foyer) or 0141 848 3505 from an office phone. The UWS control room will send either the closest first-aider or the appropriate emergency services. Glasgow University security is an alternative route for seeking assistance and can be contacted on 0141 330 4444. In the event of an incident which does not require an ambulance but where medical attention should be sought the casualty should be accompanied to Dumfries and Galloway Royal Infirmary A&E.

All staff who are engaging in fieldwork / fieldtrips should undertake the appropriate level of fieldwork training. Further information in relation to this can be obtained from Margaret Packer, Environmental Technician.

7. MANUAL HANDLING

As a general principle, all staff must avoid handling anything that may put them at risk of injury. Staff should consider their personal capabilities and those of colleagues before proceeding. Consider requesting janitorial assistance, use of a trolley, split loads or share burdens where required to move any load safely. Those involved in fieldwork may also benefit from attending manual handling tuition.

Further details can be found on the SEPS website at:

<http://www.gla.ac.uk/services/seps/trainingandresources/manualhandlingandbackcare/>

Alternatively the Health & Safety Executive (HSE) provides useful resources here:

<http://www.hse.gov.uk/msd/manualhandling.htm>

Office equipment and furniture is periodically moved and any individual considering this must assess such tasks in relation to their individual skills and capabilities. Where there is a need to move heavy or awkward loads, particularly between floors, assistance should normally be sought by a work request via the school office. Where there is a foreseeable need for any significant amount of manual handling e.g. as part of an office move the Head of School Administration (Natalie Anderson) and an HSO will assess the proposed activity and establish suitable arrangements for this.

8. LONE WORKING

8.1 Lone working out-of-hours requires notification to your line manager; working in high risk areas, on fieldwork or in the laboratory, requires prior approval. Contact details must be provided and a system of regular contact may be conditional.

Additional information is provided to colleagues regarding safety information and procedures when working in local university buildings out of hours.

University lone working procedures can be found here:

<http://www.gla.ac.uk/services/seps/az/loneworking/>

9. TRAVEL & FIELDWORK

The majority of travel is in and around Dumfries and Galloway, travelling to and from the Gilmorehill Campus in Glasgow and within other parts of the UK and as such carries no additional risk beyond the normal "life" risks of such activities. In addition, a number of research and study field trips, conferences, meetings, and student recruitment trips are organised annually. The School also teaches in the Joint Graduate School in Nankai, full guidance and support in relation to local health and safety for this is provided by the Joint Graduate School.

9.1 Staff are required to provide an itinerary when working away from the University for meetings and conference etc.; and may need to produce a risk assessment for travel.

Staff going abroad are responsible for ensuring that they are not travelling to an area that the Foreign Office is advising against (a 'disturbed area') – staff should always check with the Foreign Office website <https://www.gov.uk/foreign-travel-advice> before travelling.

9.2. The University can provide travel insurance for some work-related travel but this must be activated by completion of a form at least 5 days before departure to notify the insurers of the trip.

9.3 Guidance on this and overseas travel is available from the Finance Office website.
<http://www.gla.ac.uk/services/finance/staffsections/insuranceandrisk/travelinsurance/>

University guidance on overseas travel.

<http://www.gla.ac.uk/services/humanresources/internationalisation/overseas/>

9.4 The school should normally be notified of any planned fieldwork at least two weeks in advance if located in the U.K., one month if located abroad and two months for high risk activities. A fieldwork risk assessment must be completed and approved by the school; normally countersigned by the Head of Administration, high risk i.e. unstable countries or extreme conditions will require countersigning by the Head of school and/or the Head of College.

A General Fieldwork Risk Assessment form is located on the schools H&S webpages or request a copy from dumfries-safety-officer@glasgow.ac.uk, note that alternative formats are acceptable.

University guidance on fieldwork can be found at:

<http://www.gla.ac.uk/services/seps/a-z index/fieldwork/>

A school travel & fieldwork guidance document is available from Margaret Packer (Margaret.packer@glasgow.ac.uk, Environmental Technician).

SEPS also provide advice and training in Risk Assessment :

<http://www.gla.ac.uk/services/seps/az/risk%20assessment/>

9.5 The school only permits lone working for fieldwork in exceptional circumstances. This requires negotiation and agreement with the School HSO.

10. LABORATORY

The Environmental Laboratory is a general, low risk laboratory providing an area for processing and investigating environmental and biological samples.

10.1 All staff, visiting researchers, contractors and engineers are required to attend a laboratory induction (by the technician or an HSO) which should be cascaded to students using the facility. Staff and students are provided with the opportunity to tour the facility, and students receive a mandatory verbal induction to the laboratory and proposed activities prior to laboratory work commencing.

10.2 All hazardous chemicals are covered by a COSHH form. All chemical purchases must be made through the Environmental Technician. Do not introduce chemicals to the laboratory without first being approved for use (check the chemical list). Chemicals must be stored in accordance with instruction provided in the material safety data sheet (MSDS).

10.3 A protocol or "scheme of work" is required for all activities within the laboratory. Schemes of work should cover preparation, activity details and clear-up phases by way of detailed step-by-step instructions and provision of P.P.E. (Personal Protective Equipment) appropriate for the task. Lecturers and research staff are responsible for the creation of these documents in close alliance with the Environmental Technician.

10.4 Risk assessments are provided for general laboratory activities. Staff may be required to provide a risk assessment for specific laboratory activities including class practicals and research. Advice and assistance can be provided by the Environmental Technician. A COSHH form can be used for this.

10.5 Waste disposal - Hazardous/clinical/obnoxious waste – prior to activities producing this type of waste, please discuss with the Environmental Technician.

Chemical waste – where no risk to the environment is indicated, small amounts (<100ml) of some chemicals can be disposed of down the sink when flushed with water. Chemicals regarded as “Hazardous to the Environment” require specialist disposal and should be retained in a suitable container and clearly labelled with the chemical name and dilution. A list by the sink indicates which disposal route should be used, further details can be found in the MSDS (Material safety Data Sheet) for each chemical.

Via our triple waste bin facility:

General laboratory waste – gloves, paper tissue with only residual contamination.

Recycling – Non contaminated paper, foil etc.

Composting – Non-contaminated (low salt), soils and sediments.

Note: Laboratory documents can be found in the SIS shared drive within the Laboratory folder; hard copies are available to view in the H&S folders kept in the laboratory.

11. USE OF VEHICLES

11.1 Staff occasionally use the School minibus, their own private car or hired car on University business. All staff are reminded that such use is part of our employment duties and is subject to normal standards of safety that are expected at work. Due regard should be had to speed limits, to other aspects of the Highway Code and to the standards of vehicle maintenance. Although unlikely to affect most of our work, on lengthy trips, driver’s hours should also be borne in mind of sensible limits followed. Legislative limits for LGV drivers can be used as a sensible, practical guide.

11.2 Note that insurance appropriate to use on behalf of the University must also be in place. It is your responsibility to ensure that your insurance policy provides the cover required. Your attention is drawn to the insurance declaration included within the Core HR expenses section. The University reserves the right to request proof of appropriate insurance cover from anyone who intends to use, or has used, their vehicle on University business.

11.3 Transport Services has produced useful guidance on safe use of University vehicles, much of which is also relevant to use of one’s own vehicle.

Guidance on the use of University vehicles:

<http://www.gla.ac.uk/services/transportservices/>

12. WASTE DISPOSAL

12.1 As a school we must apply the waste hierarchy: reduce, reuse and recycle. We must also consider the ultimate disposal, including disposal route and cost of all purchases we are planning. Where we are in a position to sensibly reuse items we must take this opportunity either within the school or by offering items that are surplus to our requirements to others within the University. Operation of the above principles not only helps reduce harm to the environment, it also generally saves money.

12.2 Staff wishing to dispose of confidential waste should do so using the various paper disposal units situated around both Rutherford/McCowan building and Maxwell House. These units are for disposing of both confidential and non-confidential paper and as well as being a secure form of confidential waste disposal, all of the paper is also recycled. These units are serviced periodically.

12.3 Items of electronic or electrical equipment are subject to the WEEE Regulations. Items that belong to the University requiring disposal should be notified to the school office pending disposal. Personal items that have been brought to the University remain the property of the owner and should be taken home for disposal via domestic routes. Note that it is illegal for University equipment to be disposed of via such routes; these MUST be disposed of via the appropriate University waste stream.

12.4 For laboratory and chemical waste disposal routes refer to section 10.5 and SEPS waste disposal guidance page.

13. STAFF/STUDENT WELLBEING

13.1 The University has produced guidance for the management of stress and mental wellbeing. This can be found at:

<http://www.gla.ac.uk/services/health/>

13.2 In addition to the University's own support services, the University offers employees a free, confidential, independent counselling service, provided by PPC. Details at:

<http://www.gla.ac.uk/services/health/staffcounselling/>

24 hour helpline: 0800 282193.

Local Student Support Services are provided by the University of the West of Scotland at the Student Link (Dumfries and Galloway College Building), contact details and further information can be found at:

<http://www.gla.ac.uk/schools/interdisciplinary/studyindumfries/studentsservices/>

14. ORGANISATION – ROLES AND RESPONSIBILITIES

The Principal bears ultimate responsibility for the health and safety of persons at the University and for those who might be affected by the activities of the University. In practice the principal has delegated the authority for ensuring compliance with its obligations to the Senior Management Group (SMG). The SMG has further delegated authority to the Heads of Schools and to the Directors and this is consistent with the delegation of other responsibilities within the University the lines of responsibility for Safety, Health and Environment are, therefore, as follows:

14.1 *Heads of School* are responsible for:

- The School Safety, Health and Environment Policy.
- Protecting the safety and health of personnel within their School.
- Promoting the importance of safety, health and environment amongst their students and staff.
- Ensuring that the organisational structure within the School is appropriate to manage safety, health and environment.
- Ensuring that adequate resources are provided to meet safety, health and environment requirements.
- Ensuring that adequate communication and consultation channels are present so that all managers are made aware of changes which may affect them and of any other relevant safety, health and environmental requirements.
- Ensuring that adequate communication channels are present so that relevant safety, health and environmental issues are brought to the attention of senior management.
- Ensuring the suitable training, instruction and supervision for all students and staff so that they can competently carry out their safety, health and environmental responsibilities.
- Ensuring that relevant University Policies are implemented.
- Developing School safety, health and environmental objectives.
- Ensuring that effective contingency arrangements are in place to control potentially serious hazards or imminent danger.
- Ensuring that the same management standard is applied to safety, health and environment as to other management functions.
- Ensuring that accidents and ill-health due to work which involve School students and staff are investigated and any rectifying action that is identified is taken.
- Ensuring that suitable and sufficient control measures are in place to mitigate any foreseeable hazards.
- Reviewing School safety, health and environmental performance.
- Ensuring that Health, safety and environmental monitoring is carried out at recommended frequencies
- Ensuring that a safe means of access and egress to the place of work is provided.
- Ensuring that there is provision of emergency procedures within the School and ensuring that personnel comply with the procedures.

14.2 *Line Managers and Supervisors* are responsible for:

- Ensuring suitable and sufficient risk assessments are undertaken, reviewed and communicated to all interested parties.
- Ensuring that personnel under their supervision have adequate instruction, training and supervision.
- Ensuring that relevant University rules, policies and procedures are adhered to.
- Demonstrating their personal commitment to safety, health and environment through adoption of best practice and encouraging those whom they supervise to do the same.
- The preparation of safe systems of work.

14.3 *Teaching Staff* are responsible for:

- Ensuring that students are evacuated promptly from teaching areas in the case of emergency evacuations using the appropriate routes.
- The preparation of safe systems of work.
- Ensuring suitable and sufficient risk assessments are undertaken, reviewed and communicated to all interested parties.
- Ensuring that personnel under their supervision have adequate instruction, training and supervision.
- Demonstrating their personal commitment to safety, health and environment through adoption of best practice and encouraging those whom they supervise to do the same.

14.3 *Principal Investigators* are responsible for:

- Ensuring that students and junior colleagues are aware of emergency procedure and appropriate actions to take.
- The preparation of safe systems of work.
- Ensuring suitable and sufficient risk assessments are undertaken, reviewed and communicated to all interested parties.
- Ensuring that students and staff under their supervision have adequate instruction, training and supervision.
- Demonstrating their personal commitment to safety, health and environment through adoption of best practice and encouraging those whom they supervise to do the same.

14.4 *All School personnel* are responsible for:

- Complying and co-operating with safety, health and environmental rules, policies and procedures.
- Ensuring that they do not interfere, change or compromise anything put in place for safety, health and environment.
- Their own safety and health and those who may be affected by their action / inaction.
- Promptly informing management of any work situation that may compromise safety, health and environment.
- Ensuring that their day- to- day work processes have as little environmental impact as possible.
- Fully appreciating the hazards encountered within their work processes through understanding of the associated risk assessments.

14.5 Health and Safety Officer/Co-ordinator (HSO)

The Head of School has appointed a local Health and Safety Officer (HSO) to be concerned with the oversight of health and safety matters within the department. This is a person with sufficient experience and background knowledge to deputise if necessary for the Head on health and safety matters.

The HSO will devote normally only part of their time to health and safety matters. They will also be required to attend training organised by SEPS to enable them to fulfil this role. The Role of the Health and Safety Officer / Co-Ordinator includes:

- To act as liaison between the School and SEPS.
- To be an *ex-officio* member of the School Safety Committee.
- To retain familiarity with University and School health and safety policies.
- To maintain a general knowledge of safety, health and environmental legislation in relation to the activities of the School.
- To follow an appropriate programme of development so that an appropriate standard of safety, health and environmental knowledge is sustained.
- To provide general health and safety advice, or where appropriate to refer members of the School to the SEPS.
- To disseminate health and safety information and reports to appropriate members of School staff and students.
- To review health and safety procedures within the School
- To assist with the co-ordination of systematic health and safety inspections of the workplace.
- With the School Safety Committee to assist with the co-ordination of the reporting and investigation of accidents, incidents and near misses.

14.6 Area Fire Officer and Fire Wardens

Fire officer/warden duties are shared between UWS facilities staff, the CDC and Glasgow University staff for the Rutherford/McCowan and Maxwell House buildings. The School has appointed an Area Fire Officer (and Deputes) with sufficient numbers of Fire Wardens to ensure that emergency evacuation is rapid and complete.

The Role of the Fire Warden

The appointment and appropriate training of Fire Wardens is considered to be good management practice, and is a requirement of fire safety legislation, including the Fire (Scotland) Act 2005.

The main duties of the Fire Warden are:

- To monitor departmental fire safety systems and procedures.
- To report any defects to the School Safety Officer and/or SEPS.
- To take appropriate and effective action in the event of a fire.

On-Going:

- To report to the School Safety Officer, and/or SEPS. (As appropriate) any potentially serious fire safety hazards.

On Evacuation:

- To ensure that any disabled persons receive the appropriate assistance as detailed in their Personal Emergency Evacuation Plan (PEEP).
- To note any disabled persons making use of a Safe Refuge.
- On evacuation to check that all personnel have left the area.
- If safe to do so, to close all doors and windows as they leave.

On Exiting the Building:

- To direct people to the designated Assembly Point(s).
- To ensure clear access for the Emergency Services.
- To liaise with the Emergency Services.
- If appropriate, undertake a roll-call.
- To notify people when it is safe to re-enter the building.

14.7 First Aiders

The School has, in partnership with UWS, ensured provision of sufficient numbers of First Aiders to ensure that prompt and competent first aid assistance is given in the event or instance of an accident or ill health.

14.8 Health, Safety and Wellbeing Committee

The Health, Safety & Wellbeing committee meets quarterly to discuss issues arising, the college H&S committee minutes, school inspection reports, implementation or review of H&S policies, procedures and documents. It aims to work with campus partners to ensure consistency of health and safety awareness and provision across the academic estate. The committee is comprised of the chair, secretary and safety officer(s). The meetings are open to all staff members, undergraduate and postgraduate student representative(s) are encouraged to attend. H&S Committee meeting minutes will be displayed on the SIS H&S webpages. Safety officers will offer updates at School meetings when and if appropriate. A representative from CDC, the University of West of Scotland and Dumfries and Galloway College is also invited to attend.

Appendix

EMERGENCY CONTACTS

University of Glasgow	Ext 2001 (01387 702001)	School Office (Office Hours)
CDC / Vigilant	07850669440	Out of Hours emergencies
First Aid	X2222 / 0141 848 3505	UWS control room*
University of Glasgow	0141 330 4444	Security (24 hours)*
Direct emergency service	999	Inform UWS control room and UoG Security if you call 999 directly.

*Either of these control rooms will direct emergency services to the Crichton Campus

Safety administration

Head of School	Carol Hill	Carol.Hill@glasgow.ac.uk	Ext. 2006
Head of Administration (HS&W committee chair)	Natalie Anderson	Natalie.Anderson@glasgow.ac.uk	Ext. 2054
Health & Safety Officer	Julie Bowman	dumfries-safety-officer@glasgow.ac.uk	Ext. 2132
Health & Safety Officer	Margaret Packer	dumfries-safety-officer@glasgow.ac.uk	Ext. 2042
HS&W Committee member	Lauren Parry	Lauren.Parry@glasgow.ac.uk	Ext. 2041

First aid

UWS Control	X2222/0141 848 3505	R/McC & Maxwell house
Julie Bowman (P/T)	School Office x2001	Main office R/McC
Rachael Harkness (P/T)	School Office x2001	Main office R/McC
Margaret Packer (P/T)	Direct x2042	Rm 344 R/McC

- Automated defibrillator located on wall at side entrance, to the right when entering main door.
- First aid boxes located in the main office, reception, upper floor kitchen, the laboratory and in the minibus.

Fire

Julie Bowman (Area Fire officer)	01387 702132	School Office, R/Mc
Natalie Anderson (Depute Fire Officer)	01387 702054	Rm 119, R / Mc
Margaret Packer (Depute Fire Officer)	01387 702042	Rm 344, R/Mc
Fire wardens		Located throughout campus

Please direct school safety queries to dumfries-safety-officer@glasgow.ac.uk in the first instance.

