

Appendix 1: Typical School/Directorate Health and Safety Policy

Statement

As Dean/Director of *[name of school/directorate]* I am committed to providing a working environment for staff and students that is safe and healthy, as far as is reasonably practicable. I recognise that accidents and ill health to staff and students must be reduced to ensure the effective management of School/Directorate resources, to enhance the School/Directorate's good reputation and to improve the physical and mental wellbeing of staff and students working in this School/Directorate. I will promote a high standard of health and safety performance by providing active leadership, credible short, medium and long term plans for improvement, achievable targets to monitor progress, appropriate delegation, high levels of training, adequate resource, and firm but fair discipline. I will encourage a positive and open approach to health and safety, and show appreciation of effort and desire to improve. I will embrace fully the University's health and safety organisation and provide regular reports to senior management on this School/Directorate's progress.

Signature Date

Name

Organisation

(School/Directorate) comprises *(number)* staff and *(number)* post-graduate students and is based in *(name and address of building)*.

All staff and post-graduate students must behave reasonably to comply with common and statute law. They must:

- Exercise care in relation to themselves and others who may be affected by their actions or omissions
 - Undertake mandatory University and School/Directorate training in health and safety
 - Carry out all work activities according to instructions and training
 - Utilise protective equipment and use guards or safety devices when provided
 - Familiarise themselves with fire escape routes, location of fire alarm call points and fire extinguishers
 - Familiarise themselves with emergency procedures (e.g. bomb threat, flood, spillage)
 - Consult their supervisor if they have any concerns regarding health and safety measures
 - Offer any suggestions and advice that they think may improve health and safety
 - Refer to the Safety Notice Board or School/Directorate intranet site regularly
 - Report all accidents and incidents immediately to their supervisor and School/Directorate Safety advisor, complete the University online incident reporting form as soon as possible and assist in the completion of accident/incident and investigation reports
 - Notify their supervisor and School/Directorate Safety advisor of any risks that will be introduced by new work being planned, or of any risks in existing work that were not recognised previously
 - Contact the Occupational Health Service if they think they may be suffering from a work-related illness or have an illness that may affect their work
 - Take immediate action to make a dangerous situation safe without placing themselves at risk (e.g. mop up spills, report immediately faulty items of equipment)
 - Ensure that all hazardous substances are clearly labelled and appropriately stored to avoid harm to other people, such as cleaning and maintenance staff, and to visitors
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In addition, I have delegated to Heads of Group/Supervisors responsibility for implementation of University safety policy arrangements within the area they control, and they are accountable to me. *(list names and area of responsibility in an Appendix)*

They must:

- Carry out risk assessments before work starts, and implement the significant findings
- Ensure risk assessments are updated regularly
- Notify me of risk assessment findings when significant additional risks and controls are identified
- Obtain necessary licences and authorisations from Enforcing Authorities
- Provide information, local rules and training to staff and students, and ensure records are kept
- Supervise staff, students and visitors
- Provide reports to me.

In addition, as Head of School/Directorate I have been delegated with responsibility for implementation of University Safety Policy Arrangements within this School/Directorate, and I am accountable to *(Vice Principal/Secretary)*.

I must:

- Draw up short, medium and long term safety plans to ensure resources are allocated according to level of risk
- Have procedures in place to ensure all Heads of Group/supervisors complete risk assessments
- Ensure adequate resources are available to implement findings of risk assessment before work starts
- Become involved in School/Directorate Safety inspections, and investigations of serious accidents/incidents
- Appoint competent people with safety advisory duties, provide them with authority and resource, and ask them to report to me regularly on compliance with local rules, and immediately with significant issues (e.g. serious accidents and incidents).

I have appointed:

- 1 A School/Directorate Safety Advisor to advise on University Safety Policy Arrangements, risk assessments, local rules, statutory tests, licences required, to coordinate inspections and accident investigations, and to liaise closely with Safety Services.
- 2 A suitable number of qualified First Aiders to provide emergency medical care, and to contact emergency services if required.
- 3 A suitable number of Fire Wardens (and Marshals in large/complex buildings) to manage the emergency evacuations of buildings.
- 4 Display Screen Equipment risk assessors to carry out DSE work-station risk assessments.
- 5 If necessary due to the types of activity undertaken, Manual Handling risk assessors to carry out manual handling risk assessments.

(Deans whose staff and post-graduate students use radioactive substances will appoint a RPS). A Radiation Protection Supervisor who has authority to secure compliance with local rules, experience to supervise all radiation protection aspects of work within School/Directorate, expertise to deal

with emergency situations, initiative to seek information or advice when required and excellent record keeping skills.

(Deans whose staff and post-graduate students use lasers will appoint a Laser Supervisor Officer) A Laser Safety Officer to advise on local rules for safe use of lasers.

(Deans whose staff and students deliberately culture micro-organisms or genetically modified organisms or work with potentially infectious materials will appoint a BSA) A Biological Safety Adviser who has the knowledge and experience to advise on risk assessments, local rules, licenses required, disinfection and waste disposal, and the expertise to carry out formal biological safety inspections and investigate accidents.

Advisory Structure

Names and contact details of:

School/Directorate Safety Advisor

Unit Safety Co-ordinators

Fire Marshall/Fire Wardens

Biological Safety Adviser

Radiation Protection Supervisor

Laser Safety Officer

Display Screen Equipment Risk Assessor

Manual Handling Risk Assessor

Union Safety Representatives and Employee Safety Representatives:

Names and contact details.

University Safety Services, Floor 8, Tower Building, tel 84104

- Nicholas Helps, Head of Health and Safety and University Biological Safety Adviser, tel 84745
- Damian Leddy, Deputy Head of Health and Safety and University Radiation Protection Adviser, tel 88467
- Ciara Norman, Safety Services Administrator, tel 84104
- Tom Kane, Fire Safety Adviser, tel 85030
- Martin Rollo, Hazardous Waste Manager and RPO, tel 88468
- Derek Bateman, Hazardous Waste Technician
- Robert Bruce, Hazardous Waste Technician

University Occupational Health Service, First Floor, Old Technical Institute, tel 85410 or 86948

- Lynn Wild, OH Nurse
- Annette Haigh, OH Nurse
- Lynsey McNaughton, Admin Support
- Marnie Finlayson, Admin Support

Committee structure

School/Directorate has a safety committee constituted in line with guidance provided within the University of Dundee Health and Safety Policy Statement, and including representation from the campus unions.

Arrangements

This section details how this School/Directorate complies with Safety Policy Arrangements given in the University Health and Safety Policy.

1. Accident reporting and investigation

All staff and students must report accidents/incidents immediately to their supervisor and the School/Directorate H&S advisor and will assist in the completion of the online Accident/Incident report and an investigation report. Accidents will be investigated by *(name)*, and I will become involved in investigation of serious accidents.

2. First Aid

First Aiders are *(names and contact details)*. First Aid boxes kept *(location)* and contents checked weekly by *(name)*

3. Fire Safety

Fire alarm tested on *(day and time)* each week by *(name)*. Fire drills organised by *(name)* each *(frequency – at least annual)*. Fire Incident reports are completed online by *(name)*. Fire Log book held by *(name and location)*. Fire workplace inspections carried out by *(name)*.

4. Emergency procedures

Emergency numbers:

- City Campus, Wilson House and Botanic Gardens 4141
- Ninewells Hospital and Medical School 2222
- Dental School 2222 (daytime), 4141 (out of hours)
- McKenzie Building 9-999
- Kirkcaldy Campus 9-999
- Riverside Playing Fields 999
- Frankland Building 77-4141

Any request for emergency help or advice should always be as concise and clear as possible, answering the questions of “where, what, when, who”.

Call out lists are held by *(name)*, and emergency/hazardous area plans by *(name)*.

5. Visitors

All visitors must report to *(name)* and *(location)* who will record their presence.

6. Security

All staff must take reasonable care of their belongings. Staff and students should wear their ID badges at all times whilst at work/study. All staff should ask strangers to identify themselves and their business if they feel confident to do so. Last person to leave office must lock final exit door.

7. Out of hours working

Normal working hours are *(times – refer to Estates and Campus Services Policy)*. Any work outside of these times must be sanctioned by the supervisor/line manager and subject to completion of an appropriate risk assessment, suitable health and competency of individuals intending to work out of

hours and completion of appropriate training. Undergraduate students must be supervised by a suitably competent individual at all times when in University buildings out of hours.

8. Lone working

There is no restriction on lone working office activities during normal hours of work, but other lone work activities must be risk assessed on a case by case basis.

9. No smoking

Smoking is not permitted within School/Directorate.

10. Safety Notice Board/Intranet site

Safety Notice Board/Intranet site is located at (*location/URL*), and is maintained by (*name*)

11. Safety signage

Safety signs are posted and maintained by (*name*).

12. Manual Handling

Manual handling risk assessments are carried out by (*name*).

13. Slips, trips and falls

All staff should remain vigilant for hazards that could cause slips, trips and falls, and take immediate action (e.g. clean up spills, report damaged flooring to Estates & Buildings). Step ladders or step stools are available at (*location*) for access to high level storage. Supervisor should remind all staff and post-students that appropriate footwear should be worn when at work.

14. Glass

Glass for disposal is placed in (*receptacle*) and uplifted by (*name*).

15. Use of motor vehicles

Staff and students who use motor vehicles for work purposes must give a copy of their driving license to (*name*) annually. Staff and students who use a privately owned motor vehicle for work purposes must ensure their motor insurance includes business use. Staff and students must not use mobile phones or electronic hand-held devices when driving and must complete a risk assessment if required under the travel policy. Hazardous substances must not be carried in motor vehicles unless the School/Directorate Safety Advisor has been consulted, and the substance has been classified, packaged and labelled in compliance with legislation.

16. Health and Safety Induction training

All new staff and students must attend induction training carried out by (*name*), with records kept by (*name*).

17. Health and safety training

Most health and safety training given to staff and post-graduate students will be provided by Head of Groups as 'on the job' training as an integral part of how to undertake the work activity. University Safety Services organise health and safety training for School/Directorate Safety Advisory staff and School/Directorate management. All staff and post-graduate research students will complete mandatory University and School/Directorate health and safety training.

18. Monitoring health and safety standards

All staff must always be observant for hazards and take immediate action to remove risk or report hazards immediately to School/Directorate Safety Advisor or appropriate person. All staff should ask colleagues in the first instance to revise their work procedure if they are causing danger to themselves or other people. Persistent non-compliance with local rules should be reported to their supervisor and the School/Directorate Safety Advisor.

Formal inspections will be carried out by (*names*) according to the requirements of University policy.

19. Reporting health and safety concerns

Health and safety concerns should be reported by people in the first instance to their supervisor or the School/Directorate Safety Advisor. If the concern cannot be resolved by these people then it should be reported to me, as the Dean/Director, and I will consult Safety Services if necessary.

Staff and students can contact Safety Services directly with urgent and serious concerns that have not been resolved by their Dean/Director.

Staff and students may wish to contact their Union Safety Representative or Employee Representative of Safety.

20. Risk Assessments

Heads of Group will complete risk assessments using forms and guidance provided by School/Directorate Safety Advisor before work activity starts. All staff and students must ensure they have read and understood the risk assessments for the work they undertake, and their understanding should be recorded. Completed risk assessments are held by (*name*) and (*location*).

21. Field Work

Staff and post graduate students on fieldwork must notify (*name*) before they leave, during their fieldwork, and on their return so their whereabouts is known at all times. They must follow information given in Field Work Guidance.

22. Occupational Health

All staff and post-graduate research students must comply with arrangements for occupational health. They should report work-related health concerns to the OH Service immediately.

23. Electrical safety

All staff and students must visually inspect electrical equipment before use and ensure cables are routed safely. All staff and students must turn off equipment before leaving work. All staff should notify (*name*) of new electrical equipment so it can be inspected by (*Name*) before use and entered onto the inventory held by (*name*). Portable Appliance Testing is carried out by (*name*). Faults reported to (*name*), and repairs are carried out by (*name*).

24. Equipment

(*Name*) holds the inventory of School/Directorate equipment. All staff must notify (*name*) of new items of equipment purchased by the School/Directorate so that they can be entered into the School/Directorate Inventory. Maintenance of equipment is arranged by (*name*). All staff and students must report equipment faults to (*name*) immediately and take action to prevent unsafe equipment being used (e.g. unplug electrical equipment and post a warning notice).

25. Statutory testing

(Name) will arrange with E&B, Safety Services or external contractor for statutory testing to be carried out where this is necessary. Test reports will be held in the School/Directorate by (name).

26. Display Screen Equipment

Staff and post-graduate research students should contact (name) to complete a DSE self-assessment, which should be updated when any significant changes occur. All staff and students should organise their work so that they can take 5-10 minute breaks every hour from their workstation.

27. Personal protective equipment (PPE)

Staff should notify (name) of new PPE purchased by School/Directorate, so that it can be entered into the Inventory. PPE is stored at (location). PPE is cleaned by (name) and (frequency). PPE is checked by (name) and (frequency). Records kept by (name) and (location).

(Laboratories and workshops)

28. Flammable liquids

All staff and students should ensure minimum quantities required for daily use are stored in (location). Large volumes are stored in (location), and key to store is held by (name)

29. Substances posing a serious health hazard

Chemicals that pose a serious health hazard are stored in locked cabinets as per University policy (see University COSHH policy). Access to the store is controlled by (name).

30. Compressed gas cylinders

Full and empty gas cylinders are stored in (location), contact (name) for delivery. Regulators are inspected by (name).

31. Liquid nitrogen (and other cryogenic gases)

Bulk storage of liquid nitrogen is (Location), contact (name) for delivery. Small volumes of liquid nitrogen (less than 1L) can be used in a well ventilated space. Sample storage containers are located at (location) and are filled by (name) at (frequency). All users of liquid nitrogen must receive training from (name) and follow local rules. Liquid nitrogen must not be transported in private motor vehicles.

32. Radiation Safety

Staff and students using radioactive substances for the first time within the School/Directorate must ask Radiation Protection Supervisor (RPS) for RadPer and RadNuc forms. Staff must inform RPS of new UV equipment, microwaves (except those used for cooking food) and other sources of hazardous non-ionising radiation. An inventory of equipment is held by (name). Staff must inform Laser Safety Officer of new lasers brought into School/Directorate. An inventory of lasers is held by Laser Safety Officer.

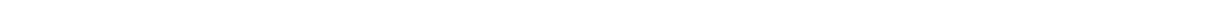
33. Cleaning hazardous areas

Hazardous areas are cleaned by (name) at (frequency).

34. Hazardous waste

Waste to be autoclaved is taken to (location) by (name) on a (frequency). Clinical waste is taken to (location) by (name) on a (frequency) for uplift by Safety Services. Radiological waste is taken to

(location) by *(name)* on a *(frequency)* for uplift by Safety Services. Chemical waste is taken to *(location)* by *(name)* on a *(frequency)* for uplift by Safety Services. Photographic waste is taken to *(location)* by *(name)* on a *(frequency)* for uplift by Safety Services.



Appendix 2: Guidance on Emergency Procedures

1. Accidents resulting in serious injury

<https://www.dundee.ac.uk/corporate-information/first-aid-policy>

2. Serious illness

<https://www.dundee.ac.uk/safety>

3. Fire

<https://www.dundee.ac.uk/safety/fire-health-safety-policies>

4. Major floods

Floods may be caused by natural phenomena (e.g. heavy rain) or failure of building services. In the case of natural flooding, PHONE the emergency number to call out E&B and, without putting yourself in danger, try to prevent further damage to furniture, equipment, etc. This could involve putting item up on shelves or moving items to higher floors of a building. If you think an electrical supply has been affected, do not switch electrical items on/off or use affected electrical items. Do not enter a flooded area where there is a suspicion that water has affected the electrical supply.

In the case of building services failure, without putting yourself at danger, try to find the cause and turn off tap/valve Open drains where possible. Most fittings have an isolation valve installed in the supply pipework which can be used to stop the supply. If you think an electrical supply has been affected, do not switch electrical items on/off or use affected electrical items. PHONE emergency number to call out E&B.

5. Students with urgent and/or severe mental health problems

<https://www.dundee.ac.uk/student-services/health/mental-health/>

6. Serious hazardous chemical spills or leaks

Where a spill or leak of a chemical represents a serious hazard to health (especially by inhalation), evacuate the immediate area and the surrounding areas as required. If there is a risk of an explosive atmosphere (or you cannot tell), do not activate the fire alarm, but ask occupants to leave. Do not switch off lights or other electrical equipment. If an inhalation hazard, open windows and doors as you leave, but do not wedge open fire doors.

PHONE emergency number to call out Fire and Rescue Service and provide them with as much information as possible regarding the incident (e.g. name and amount of chemical, hazard(s) it presents and any people who are in danger).

7. Complete power failures

During daylight hours for many buildings there should be sufficient natural light and/or emergency lighting for staff to see where they are going. Fire alarm systems will also continue to operate on battery supply for at least two hours. Therefore, there is no immediate need to leave the building, but the School/Directorate emergency plan should be enacted so that planning for various scenarios can be started.

If there is no, or insufficient light (either daylight or emergency artificial lighting) for staff to see where they are going then they should go home.

8. Uncontrolled release of flammable gas from compressed gas cylinder

If possible and you feel confident to do it, turn off the gas cylinder at the cylinder valve. Ventilate the area as much as possible by opening windows and doors and evacuate the immediate area.

If this is not possible, then evacuate the entire building. Do not activate the fire alarm, but ask occupants to leave. Do not switch off lights or other electrical equipment. Open windows and doors as you leave, but do not wedge open fire doors.

PHONE emergency number to call out Fire and Rescue Service.

9. Mains gas leaks

If you smell gas, leave the area where gas was smelled and:

- **PHONE the National Gas Emergency Service on 0800 111 999**
- **Also PHONE the emergency number to call out E&B.**

If you are in no doubt that there is a major leak of gas inside a building (e.g. obvious damage to pipework, over powering smell) then evacuate the building immediately. Do not activate the fire alarm, but ask occupants to leave. Do not switch off lights or other electrical equipment. Open windows and doors as you leave, but do not wedge open fire doors.

If you are in no doubt that there is a major leak of gas outside a building (e.g. over powering smell) then stay in the building and close all windows. Stay away from windows and evacuate areas near to the source. Do not switch off lights or other electrical equipment. Consider evacuating the building. In all cases, remember that your sensitivity to the additive that gives natural gas its smell will reduce with time and so you should be aware that the level of gas could build up without you noticing.

10. University phone failures

Many people have mobile phones on them. These can be used to contact Emergency Services, so there is no need to evacuate the building solely because the phone system fails. Lift alarms operate via the mobile data network and will continue to operate.

Other foreseeable emergencies include:

11. Phone threats

Listen carefully to the caller. Keep them on the line as long as possible and try to get and record as much information as possible by asking:

- What is the threat?
- Where is it?
- When will it happen?
- Why are you making this threat?
- Are you part of an organisation
- What is your name, address and telephone number

Try to gain as much information about the caller as you can from their voice type and accent, and background noises. Immediately following the call:

- **PHONE emergency number to contact the Police**
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- Use the University emergency telephone number to contact Security

12. Suspicious letters, packages and objects -bomb threats

Various staff within the University have been trained in identifying suspect packages. If you have concerns about a package, leave the package where it is and try to contact someone who has been trained (do not use a two-way radio or mobile phone within 3 meters of the package).

General guidance of what to look for:

- Excessive postage, or no postage or non-cancelled postage
- No return address
- Unexpected or unknown sender
- Handwritten or poorly typed addresses
- Address has been printed unevenly or in an unusual way
- Incorrect spelling of name
- Incorrect address
- Incorrect title
- Postmark does not match return address
- Unusual post mark or postage paid marks
- A jiffy bag or similar padded envelope has been used
- Envelope flap is stuck down completely (usually a letter has 3-5mm unglued gap at corners)
- Oily stains, discolouration or strange odour (e.g. almonds, marzipan)
- Excessive weight
- Lopsided or uneven weight to the package
- Protruding wires or aluminium foil
- Excessive tape or string
- Ticking sound

There is obviously no easy rule to establish if any of the above indicators means that a package is a threat, but if you are concerned, the best course of action is to treat it as suspicious.

If you find a suspicious object:

- Do not touch the object in any way
- Clear the immediate area surrounding the object
- Leave doors open to ease access for emergency responders
- Instruct other people to move away from the object
- Prevent other people from entering the area (e.g. warning signs)
- **PHONE emergency number on land-line phone to call out Police** and report the nature and location of the suspicious object. Do not use a mobile phone or hand held radio in the vicinity of the suspicious object.
- Remain on hand to brief the Police

When opening letters and packages:

- Use a letter opener, not hands, to open
- Open with minimum of movement to avoid spilling contents
- Be wary of letters with an additional inner envelope that is tightly taped or tied

Keep your workplace tidy. This will make it easier for you and others to identify suspicious objects. Have a quick look around when you arrive at work.

In some instances it may be safer to keep people inside buildings than to evacuate them, but this will depend on the information received about the alleged bomb and Police advice.

13. Suspicious letters and packages-Bio-terrorism threats

For UNOPENED suspect letters and packages:

- Do not open
- Place in a plastic bag or some other type of container
- If a suitable container is not available, cover with anything (e.g. paper, clothing)
- Do not touch face with hands
- Ask everyone to leave the room, closing doors and windows, but to remain in vicinity (i.e. empty adjacent room; in corridor outside room)
- Prevent people from entering (e.g. ask colleague to stand guard; put up notice)
- Everyone who has handled the item should wash their hands with soap and water
- **PHONE emergency number to report immediately to police**
- List all people who were in the room

For OPENED letters and packages that contain or spill a suspicious powder/liquid:

- Gently cover immediately with anything (e.g. paper, clothing)
- Do not try to clean up spill
- Do not touch face or other part of body with hands
- Remove contaminated clothing; if possible place in plastic bag or other sealed container
- Ask everyone to leave the room, closing doors and windows, but to remain in vicinity (i.e. empty adjacent room; in corridor outside room)
- Prevent people from entering room (e.g. ask colleague to stand guard; put up notice)
- **PHONE emergency number to report immediately to police**
- Everyone should wash their face and hands with soap and water
- List all people who were in the room

14. Active shooter or stabbing incident

If you are inside a building and you are notified of a shooter outside or hear that someone is using a bladed weapon, then remain indoors. Lock external doors and close ground floor windows. Keep away from doors and windows. If you hear shooting/disturbance close by and you believe it is inside the building, then quickly and quietly move away in the opposite direction and try to leave the building if possible. Once outside, move away from the building and find a place that provides protection. **PHONE the emergency number to report immediately to the police and then follow their instructions.**

If you cannot leave the building (e.g. you encounter a locked door) then get into a room (without windows if possible) and lock or barricade the door. Keep away from doors and out of sight from windows. If you have a mobile phone, put it on silent. If you phone the emergency services, keep your voice as quiet as possible and follow any instructions given. Keep quiet and do not open the door for any reason. Even if someone says they are police/security/etc, do not open the door. Once police do arrive, they will force entry to check every room. Comply with their instructions precisely and expect them to be “firm” in their handling of you. They will consider you to be a threat until they are certain you are not.
