



Health & Safety

Student Safety Guide

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Introduction

Welcome to Edinburgh Napier University

We wish you a happy and successful time studying at Edinburgh Napier. In particular, the University wishes to ensure your safety and well-being while studying with us, and in a busy University of our size this gives you particular responsibilities.

This booklet states our Health and Safety Policy, outlines your responsibilities as a student, gives you some simple advice on how to avoid accidents and tells you what to do in the event of a fire or accident.



If in doubt, always ask a member of staff

Statement of General Health & Safety Policy

In discharging its responsibility, the University Court will in particular ensure that all steps within its power are taken, in so far as is reasonably practicable, in respect of:-

- a) the provision and maintenance of place and systems of work that are safe and without risks to health;
- b) arrangements for ensuring safety and absence of risk to health in connection with the use, handling, storage and transportation of articles and substances;
- c) the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of staff and students of the University;
- d) the maintenance of any place of work under the University Court's control in a condition that is safe and without risk to health and the provision and maintenance of means of access and egress from it that are safe and without such risks;
- e) the provision and maintenance of a working environment for staff and students that is safe, without risk to health, and adequate as regards facilities and arrangements for their welfare at work.

The University Court accepts its responsibility to protect employees and persons other than University employees against risk to health or safety arising out of, or in connection with, the activities of its staff.

In pursuance of this policy the University has established a Health and Safety Committee to advise the Court on all matters relating to health and safety in the University. The Health and Safety Committee receives reports from its specialist working parties and from permanent officers concerned with health, safety and welfare.

All employees and students have the responsibility to:

- work safely
- report accidents and hazards
- co-operate with management to achieve a healthy and safe workplace
- take reasonable care of themselves and others.

Your responsibilities as a student

It is important that all students make every effort to avoid risks to themselves and to others by acting in a safe and responsible manner.

In particular you must:

- pay attention to instructions from staff with regard to safety
- work safely, for your own sake and others
- take care as you go about the University
- report any accident and get first aid treatment at once
- report any hazard you spot to a member of staff
- learn what to do in the event of a fire
- respect the University no smoking policy – smoking is only permitted in designated smoking shelters
- wear any personal protective equipment you are issued
- think before you act - carelessness causes many accidents
- take care and ask staff for advice with lifting any heavy objects
- do not carry food or drink out of the catering outlets - if spilled they present a risk of slipping for all users of the building
- on no account should food be eaten in a laboratory environment

What to do in the event of a fire or emergency

You must familiarise yourself with the **fire action instructions printed on the blue and white notices which are displayed throughout the University.**



In particular check the green and white directional arrows to the fire exits from your classrooms/workplace. If you have any doubts please ask your lecturer or tutor.

If you discover a fire:

1. Immediately operate the nearest alarm call point.
2. Call the Fire Service: dial (9) 999 and give address of campus.
3. Leave the building by the nearest exit.

On hearing the alarm:

1. Leave the area immediately making sure doors are closed as you leave.
2. Follow arrows to nearest escape exit.
3. Do not use lifts.
4. Proceed to the designated Fire Assembly Point and await further instructions.
5. Students with mobility difficulties should not use stairways but should proceed to the nearest disabled refuge/temporary waiting space and activate the two way communications panel (Merchiston, Craiglockhart and Sighthill).

Disabled refuge procedure

Disabled refuge areas have been provided at Craiglockhart, Merchiston and Sighthill to assist anyone who may need assistance in an emergency evacuation and cannot immediately exit the building.

Procedure for Craiglockhart, Merchiston and Sighthill

Craiglockhart, Merchiston and Sighthill campuses have been fitted with two-way communication systems.

- When the fire alarm sounds proceed to your nearest disabled refuge ¹.
- Press the “press for help” button once to initiate a call (do not continue to press or hold during a call).
- This will also indicate at the fire panel that someone is in the specified refuge point.
- The call will be answered. If you get no reply, do not panic. Your call has been logged with 24 hour Sighthill Security.
- Remain in the refuge until assistance arrives.



Please see **Appendix A for list of locations of disabled refuges

Personal Emergency Evacuation Plans

All students who may need assistance in an emergency evacuation should arrange a Personal Emergency Evacuation Plan (PEEP) through their Disability Contact / Disability & Inclusion Team.

Under no circumstances should disabled students use lifts to evacuate the building

Campuses without Disabled Refuges

Staff, students and visitors with mobility difficulties should not use stairways, but proceed to the nearest place of safety and their whereabouts reported to Security (ext. 4444).

¹ Disabled refuges at Sighthill are identified by signage “Temporary Waiting Space”

What to do in the event of an illness or injury

In the event of any illness or injury, contact a trained First Aider via the Control Room (0131 455 4444).

Give the following information to the Controller:

1. Location of the injured or ill person (campus and room number).
2. Details of any injury or illness (e.g. faint, chest pain, broken bone).
3. Extension number from which the call is being made and name of caller. Person making the request must remain with the patient until assistance arrives.



All injuries, no matter how trivial, and dangerous occurrences must be reported on the official accident form and sent to the University Health and Safety Team. Accident forms should be available in every School and Service and at reception areas.

Reporting of a hazard

If you discover a hazard or a potential hazard to the health and safety of yourself or others, you should **immediately** inform a member of staff.

Display Screen Equipment (DSE)

Tips for improving your work environment

- Adjust your chair and DSE to find the most comfortable position for your work. As a broad guide, your arms should be approximately horizontal and your eyes at the same height as the top of the DSE casing.
- Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure on the backs of your legs and knees. A footrest, particularly for smaller users, may be helpful.
- Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn't be directly facing windows or bright lights. Adjust curtains and blinds to prevent unwanted light.

Please see **Appendix B for guidance on safe use of computer and mobile devices

Risk Assessment

Any student projects or activities must have a risk assessment in place.

Under the Management of Health & Safety at Work Regulations, the University as the employer is required to ensure that suitable and sufficient Risk Assessments are carried out of:

- a) the risk to the health and safety of his employees to which they are exposed whilst at work, and
- b) the risk to the health and safety of persons not in his employment, i.e. students, visitors and contractors.

Deans of School/Directors of Service, who have the responsibility for the management of day to day running of the health, safety and welfare within their respective areas of control, were or are requested to appoint Risk Assessors and to ensure that the required Risk Assessments are carried out within the School/Service.

Personal Protective Equipment

Protective clothing and equipment

At the University you may come into contact with some form of materials - liquid, solid or gas - which can cause injury if protective clothing or equipment is not worn. If so, always use the protective clothing and equipment that is supplied for performing your work and make sure that it is the correct type of protection for the job. If in doubt, get advice from your tutor/lecturer.

You should at all times take good care of clothing and equipment provided for your safety, otherwise it may become a danger to yourself or others. If after use you find that clothing or equipment is contaminated, make sure that it is cleaned at once. Any defects should be reported to your tutor/lecturer immediately.

If your work is concerned with hazardous chemical gases, dust or vapours, make sure you use the appropriate safety clothing and equipment, and learn what action to take in an emergency.

Personal Protective Equipment should only be worn in the work area which requires it.

You may require extra personal protective equipment if you have any skin complaint which could be irritated by chemicals/substances. Please indicate any problems to your lecturer.



Dress for the part

Eye protection

Your eyes are undoubtedly the most vulnerable part of your body and the simplest of injuries to them can have drastic consequences.

You must always wear goggles or eye shields when provided to protect your eyes from dust, flying particles, molten materials, liquids, fumes or harmful light and heat. Make sure you have the correct protection for the work you are doing and wear it properly.

Never watch welding or brazing work without wearing the correct type of goggles. Whenever possible, welders must screen their work to protect others from the harmful rays of the welding arc.

Whenever you are doing work involving chipping, grinding or sanding, remember the passer-by and where possible erect a screen.



You can lose your sight only once - so protect your eyes!

Noise

Excessive noise in the workplace can have a serious effect on your hearing. It creates stress which can affect your physical and mental well-being. Accidents can result from where you cannot hear instructions or warnings.

The University will make all efforts to reduce noise levels to comply with statutory regulations and codes of practice. Where noise levels are at or above those outlined in such statutory regulations or codes of practice, the areas will be clearly marked and staff and students obliged to use the hearing protection supplied by the University.



Like eyesight, your hearing is priceless - wear the protection provided!

Control of Substances Hazardous to Health

The COSHH Regulations require the University to identify all substances used or generated in the University which are hazardous to health. These substances may be in the form of dusts, mists, gases, vapours, solids or liquids. An assessment of health risks created by work involving these substances is then made and measures instituted to control the risk involved.

Students are instructed to:

- Take part in School safety training programmes.
- Read container labels (telling you about health risks and precautions to take).
- Use personal protective equipment properly and at all times when required.
- Follow laid down safe systems of work, Codes of Practice and experimental procedures.
- Report any hazard or defect to an academic member of staff.
- Use COSHH control measures.
- Co-operate with monitoring and health surveillance.
- Label and dispose of waste chemical material according to departmental rules.

Remember container labels provide important information including the identity of the substance, possible hazards, safety precautions and emergency action in case of spills, fire or ingestion.

Further Information:



- COSHH Assessment Record and material
- Hazard Data Sheet should be available from appropriate School staff

Electricity at Work

One of the main potential sources of accidents, indeed fatal accidents, in the workplace is the use of electricity. You should take great care and never interfere with any electrical apparatus or equipment.

The following **Do's and Don'ts** are essential for safe working with electricity:

Do

- Report to your tutor/lecturer any equipment, leads or plug tops that are damaged or overheating.
- Report to your tutor/lecturer any equipment that is in an unsafe condition or situation.

Don't

- Don't swap leads between machines as the fuse ratings may vary.
- Don't use power leads that are damaged or frayed.
- Don't use equipment if the plug is damaged.
- Don't use leads that are not correctly clamped at the plug or socket.
- Don't use a damaged socket.
- Don't place papers, cups or plants on equipment.

Electric Shock

Severe injuries and even death can result from electric shock. If someone suffers from electric shock:

- Switch off the current and pull out the plug before touching the casualty.
- If this is not possible use something dry and wooden, such as a broom handle or a wooden chair, to move the casualty away from the power source.
- Check the casualty's breathing and pulse. If unconscious and breathing, place in the recovery position.
- Send for first aid/medical help immediately.

Never

- Touch the casualty until the power source has been turned off.
- Never apply water to a burn from an electric shock while the casualty is still attached to the electricity source.

Lifts

Lifts are of particular importance to disabled students. It is important therefore that you do not:

- Abuse lifts
- Overcrowd lifts
- Interfere with the doors or electrics
- Carry hot drinks in the lift

which endanger the safety of yourself and others, and may put the lifts out of operation for those who really need them. Generally lifts should not be used for short trips between one or two floors.



Do not use the lifts during a fire alarm

Corridors

You should take considerable care going about the University. Accidents happen in the corridors through general carelessness. You can be injured through tripping. Walk, don't run and take care.

Pregnancy, new mothers and nursing mothers

Pregnant women, new mothers and nursing mothers are particularly sensitive risk groups and need to be protected against hazards. It is essential that if you fall into these risk groups, that you inform your tutor/lecturer as soon as possible, so that any necessary precautions can be taken.

Housekeeping

Advantages of good housekeeping

- Less clutter and rubbish: these are the most common causes of fire and accidental injury.
- You can find what you are looking for quicker: improved efficiency and production and less frustration.
- Neat work area: more enjoyable and comfortable to work in.

Key steps to good housekeeping

- Machines: keep clean and follow maintenance routines; check and ensure machine guards are in place, power cables and switches and report any defects immediately.
- Tools: clean off dirt and oil; store in appropriate area; repair or report defects.
- Storage: materials and substances must be clearly labelled; store in designated areas; keep containers secure.
- Floors/aisles/access areas: keep clear of debris and rubbish; do not store materials etc where they could create a hazard.
- Personal Protective Equipment: keep clean and store correctly.



Housekeeping is everyone's responsibility - that includes YOU !

Events

All events require to be risk assessed and all necessary precautions must be taken to reduce the risk to the lowest reasonably practicable level. All fire escapes and exit routes are to be kept clear and maintained at all time.

Any connections/alterations to building services are to be liaised with the Property & Facilities Helpdesk on Ext 5000. Any modifications to the building systems must not interfere with fire and health and safety systems (e.g. lighting, escape routes, doors, etc.).

Access and egress routes must be risk assessed where catering during events requires food to be moved from area to area.

Deliveries must be risk assessed where significant risks are identified. Access/egress, loading and unloading areas, as well as storage areas must be addressed prior to the delivery taking place.

An Unusual Events Form must be completed and signed off by relevant University personnel prior to any events taking place.

Health & Safety, Edinburgh Napier University

Disabled Refuge Areas Procedure and Locations

Disabled refuges are located at:

Craiglockhart : Merchiston : Sighthill

Disabled refuge areas have been provided at Craiglockhart, Merchiston and Sighthill to assist anyone who may need assistance in an emergency evacuation and cannot immediately exit the building.

These areas are contained within parts of the building that will provide comparative safety for a period of not less than 30 minutes and are easily recognisable by specific signs.

Procedure for Craiglockhart, Merchiston and Sighthill

Craiglockhart, Merchiston and Sighthill Campuses have been fitted with two-way communication systems.

- When the fire alarm sounds proceed to your nearest disabled refuge. *At Sighthill this will be signed as "Temporary waiting space"*
- Press the "Press for Help" button once to initiate a call (do not continue to press or hold during a call).
- This will also indicate at the fire panel that someone is in the specified refuge point.
- The call will be answered.
- Remain in the refuge until assistance arrives.

Note:

This system is only operational on activation of the fire alarm



Disabled Refuge Signage –
Craiglockhart & Merchiston



Disabled Refuge Signage –
Sighthill Campus

Other campuses without disabled refuges

In all other campuses without designated Disabled Refuge Areas, students with mobility difficulties should not use stairways or lifts, but should proceed to the nearest place of safety and their whereabouts reported to the Control Room on Ext 4444 (0131 455 4444).

Personal Emergency Evacuation Plans

All students who would require assistance in an emergency evacuation should arrange a Personal Emergency Evacuation Plan (PEEP) through their Disability Contact/Student Wellbeing & Inclusion. Under no circumstances should disabled students use lifts to evacuate the building.

Merchiston – location of disabled refuges

ENGINEERING BLOCK

LEVEL A		None	
LEVEL B		None	
LEVEL C		Stair landing opposite Room C48	20/2
		Stair landing in link corridor opposite Room C35	20/1
LEVEL D		Stair landing at fire doors opposite room D36	26/2
		Stair landing at fire doors opposite room D27	26/1
LEVEL E		Stair landing at fire doors opposite room E32	29/2
		Stair landing at link corridor opposite Room E23	29/1

LEARNING INFORMATION CENTRE – EXTENSION

UPPER FLOOR		Library stairwell west on upper level	10/1
UPPER FLOOR		Library stairwell east on upper level	10/2

GP BLOCK

NORTH EAST WING			
LEVEL A		None	
LEVEL B		None	
LEVEL C		Stair landing adjacent to Lift No 2	18/1
LEVEL D		Stair landing adjacent to Lift No 2	24/1
LEVEL E		Stair landing adjacent to Lift No 2	28/1
LEVEL F		Stair landing adjacent to Lift No 2	30/1
LEVEL G		Stair landing adjacent to Lift No 2	32/1
LEVEL H		Stair landing adjacent to Lift No 2	33/1

SOUTH EAST WING

LEVEL A		None	
LEVEL B		None	
LEVEL C		Stair landing at start of link corridor	18/2
LEVEL D		Stair landing at start of link corridor	24/2
LEVEL E		Stair landing at fire doors	28/2
LEVEL F		Stair landing at fire doors	30/2
LEVEL G		Stair landing at fire doors	32/2
LEVEL H		Stair landing at fire doors	33/2

DESIGN BLOCK

LEVEL A		None	
LEVEL B		Landing at fire doors by Room B17	14/1
		Stairwell near B28	15/2
		Stair landing at fire door opposite room B34	
LEVEL C		JKCC stairwell	21/1
		Lab stairwell	22/1
		Stair landing outside Apex fire exit	23/1
		Stair landing at fire doors adjacent room B13	15/1

Craiglockhart - location of disabled refuges

TEACHING BLOCK

LEVEL 2		At end of corridor in fire exit stair 4B on stair landing	C/D3
		At end of corridor in fire exit stair 3 on stair landing	C/D4
LEVEL 3		At end of corridor in fire exit stair 3 on stair landing	C/D1
		At end of corridor in fire exit stair 4B on stair landing	C/D2

LRC

LEVEL 0		At end of corridor in fire exit stair 4a (can also be accessed from library)	C/D5
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200 SEAT LECTURE THEATRE

LEVEL 2		At fire exit door leading to outside (left hand side)	C/D6
		At fire exit door leading to outside (right hand side)	C/D7

EXISTING BUILDING

LEVEL 0		Staircase enclosure outside fitness suite	C/D12
LEVEL 2 (near 2/43)		Landing at west end of building	C/D8
(near 2/51)		Landing at east end of building	C/D9
LEVEL 3 (near 3/50)		Landing at west end of building	C/D10
(near 3/54)		Landing at east end of building	C/D11
LEVEL 4 (4th floor)		Staircase enclosure adjacent to lift	C/D13

Sighthill – Location of disabled refuges

***Refuge areas at Sighthill Campus are identified by signage “Temporary Waiting Space”

BLOCK B – SPINE BLOCK

Level 1		Beside lift (1.B.26)	B/S1/L1
Level 2		Beside lift (2.B.36)	B/S1/L2
Level 3		Beside lift (3.B.33)	B/S1/L3
Level 4		Beside lift (4.B.33)	B/S1/L4
		Opposite 4.B.45	B/S3/L4
Level 5		Beside lift (5.B.27)	B/S1/L5
		Opposite 5.B.29	B/S3/L5
Level 6		Beside lift (6.B.28)	B/S1/L6
		Opposite/along from 6.B.32	B/S3/L6
Level 7		Beside lift 7.B.31	B/S1/L7
		Opposite 7.B.37	B/S3/L7

BLOCK C – SPECIALIST TEACHING (LABS)

Level 1		Stairwell landing	C/S4/L1
		Stairwell landing	C/S5/L1
Level 2		Stairwell landing	C/S4/L2
		Stairwell landing	C/S5/L2
Level 3		Stairwell landing	C/S4/L3
		Stairwell landing	C/S5/L3

BLOCK D – GENERAL TEACHING (CLASSROOMS)

Level 2		Stairwell landing	D/S6/L2
Level 3		Stairwell landing	D/S6/L3

BLOCK E – LRC

Level 1		Stairwell landing	E/S7/L1
Level 2		Stairwell landing	E/S7/L2
		Stairwell landing	E/S8/L2

Level 3		Stairwell landing	E/S7/L3
		Stairwell landing	E/S8/L3
Level 4		Stairwell landing	E/S7/L4
		Stairwell landing	E/S8/L4
Level 5		Stairwell landing	E/S7/L5
		Stairwell landing	E/S8/L5



Chair

You should have a swivel chair which is in good condition. The back height and tilt, seat height and tilt, should be fully adjustable, with the seat slide where fitted, adjusted to support your legs.

Adjust the angle and height of your back-rest. It should support your lower back. Adjust the tilt of your seat so that your body is inclined slightly forwards. This encourages you to sit upright, and keep your back straight. There should be a space between the front edge of the chair and back of knee.

Adjust chair height so that your elbows are vertically under the shoulders when typing and your forearms and hands are horizontal when the fingers are touching the middle row of letters, with a right angle at the elbow.

Desk

Desktop layout must be set out properly with the screen and keyboard in front of you. If a document holder is required, it should be next to the screen and keyboard. Frequently used items should be close to you. Take notice of whether you are right or left handed and ensure you have space to the side for non-computer based work. Keep the area around and underneath your desk clear to allow you enough room to change position regularly.

Keyboard / mouse

The keyboard should be separate from the computer and screen and positioned so that you have some space in front of the keyboard to rest your hands when you are not typing. Adjust your keyboard so that your desk supports your wrists and forearms and the angle feels comfortable during use.

Aches and pains can be caused by keeping the fingers tensed and slightly raised from the mouse. Maintain the natural drop from the shoulders to avoid muscle ache, tuck the elbow into the side of the body and keep your wrist flat. Alternatives to the conventional mouse are available.

Screen / Display

Adjust your screen position, so that your eyes look down on it from an angle of around 15 to 20 degrees (slightly below eye level). Adjust the viewing angle of the screen to minimise reflections and glare.

Fatigue

Long periods of intense use can lead to tiredness, eyestrain and increased stress levels. Work so that there are breaks or changes of activity. Short, frequent breaks are better than longer, less frequent ones.

It is recommended that all users exercise frequently to avoid muscular fatigue. Neck circles, shoulder raises, flexing of arms and legs, rotation of ankles and wrists, and stretching of all the fingers are all common exercises that can prove beneficial. These exercises can be done quite easily at the workstation, and take only a few minutes.



Health & Safety Team, Edinburgh Napier University

mobile devices



New smaller and more portable devices such as laptops, tablets and smartphones are supposed to make work easier, more accessible and therefore make us more productive. However, because it is harder to find a good posture to use these devices, the risk to the user of discomfort, fatigue and therefore reduced productivity is increased and needs to be managed.

Laptops

- Appropriate laptop bag to reduce risk of manual handling injury
- Don't work for long periods with your laptop on your lap / in comfy furniture such as a sofa / just before you go to sleep

Tablets

- Best used as supplementary devices for travelling or specific tasks such as browsing, emails and note-taking
- Vary the hand you hold the tablet in
- Vary the position of the hand on the tablet and the way the device is held
- Don't use the device for too long at any one time

Smartphones

- Size and method of operation don't lend themselves to long term comfortable working
- Intensive stress on small tendons and muscles
- Should be held in one hand and operated using the fingers on the other hand

Health & Safety Team | Edinburgh Napier University

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