



# Health & Safety – May 2024 monthly update

Welcome to the monthly update from the H&S Team – [health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)

<b>Accidents - 2</b> staff (2) students (0) visitors (0) contractors (0)	
Striking against an object	2

<b>First aid only – 2</b> staff (0) students (1) visitors (1) contractors (0)	
Alcohol	1
Allergy	1

<b>Near misses/dangerous occurrences – 1</b>	
Insect bite, fieldtrip	1

<b>Fire alarm activations - 2</b>	
Campuses	1
Residences	1

**Fire Safety**  
Familiarise yourself with the [emergency procedures](#) and locations of [assembly points](#)  
Keep emergency exit routes/corridors clear at all times

**Health & Safety Policies & Guidance**  
[A to Z of Health & Safety Policies](#)  
[Staff Safety Guide](#)

**eLearning (Essential Skillz) mandatory modules**  
**Workstation – every year / Fire Safety – every 2 years / H&S Induction – once-off**  
Check you're up to date with your training  
If you're a line manager, check any [outstanding concerns](#) from your staff

**Health and Safety Face to Face Training**

- Details of training courses on HR Connect / Learning
- All courses can be booked through HR Connect – please discuss with your line manager before booking – contact the Health & Safety Office if you don't have access to HR Connect

**Travelling Abroad?**

- Have you completed the online travel risk assessment?
- Have you downloaded Crisis24 app and uploaded a contact number?

[Travel risk assessment and Crisis24 app – further information](#)