

Student Health & Safety @ Edinburgh Napier University



Health & Safety Team

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▷ Student Health & Safety

- Edinburgh Napier University has a legal duty to ensure the health, safety and welfare of all Edinburgh Napier University students
- Management of Health and Safety at Work:-
Edinburgh Napier University has a legal duty to carry out suitable and sufficient risk assessments
 - covers all activities
 - you must follow them



▷ Health & Safety Team

- To provide information, training and advice on all aspects of health, safety and welfare
- Monitor fire precautions and procedures
- Accident investigation, reports and statistics
- Advise on the implementation and compliance of all relevant health and safety legislation
- Health and safety investigations, reports and recommendations



▷ First Aid Arrangements

- Know and understand the University's first aid arrangements
- A list of School first aiders should be available
- The Control Room on ext 4444 can contact the nearest first aider

If you have an
accident / incident / dangerous occurrence
whilst on University Premises
you must report all injuries to a member of staff.
(They will complete the accident reporting form with you present)

Control of Substances Hazardous to Health (COSHH)

- COSHH regulations are designed to protect you from hazardous substances used at work
- Follow the University's instructions and use control measures properly
- Read all hazard warning signs and instructions on containers - they should tell you if a substance is toxic or causes burns etc.
- Before you use a substance, find out what to do if it spills on your skin or clothes
- If in doubt, stop and contact your lecturer





▷ Fire and emergency procedures

- Please read the blue and white notices provided throughout the University
- These give details of the University's fire and emergency procedures



Fire or emergency procedure

If you discover a fire:



1. Immediately operate nearest alarm call point.



2. Call the Fire Service - dial (9) 999.
State "Fire at Edinburgh Napier University"

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 assembly points and do not re-enter the building until further instructions are issued by University staff.



5. Staff and students with mobility difficulties should not use stairways but proceed to the nearest disabled refuge and activate the two way communications panel.

▷ Fire procedures

On discovering a fire:

- Raise the alarm
- Immediately operate the nearest break glass call point
- Call the Fire Service: dial (9) 999 and state "Fire at Edinburgh Napier University..." and give campus address
- Evacuate the building
- Use the nearest available exit
- Do not use lifts



▷ Fire procedures

On hearing the alarm:

- Evacuate the building
- Use the **nearest** available exit
- Never use the lift
- Follow instructions given by Fire Wardens and staff
- Assemble at the designated assembly points for the campus
- Keep access clear for emergency services
- Do not re-enter the building until authorisation given by the Senior Fire Co-ordinator



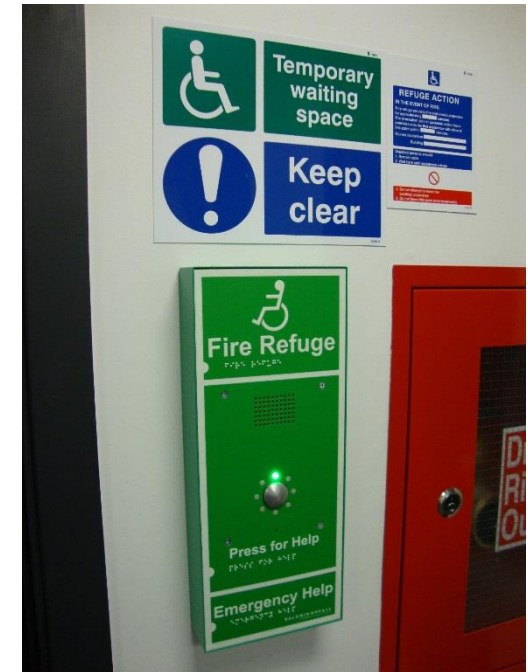


▷ Personal Emergency Evacuation Plans

- All students who may need assistance in an emergency evacuation should arrange a Personal Emergency Evacuation Plan (PEEP) through Student Wellbeing & Inclusion

Fire procedures: disabled refuges/temporary waiting spaces

- Disabled refuges are provided at:
 - Craiglockhart Campus
 - Merchiston Campus
 - Sighthill Campus (temporary waiting spaces)
- Refuge points/temporary waiting spaces provide safety for at least 30 minutes until assistance arrives





Disabled refuges: Craiglockhart, Merchiston & Sighthill

- Fitted with two-way communication systems
- When the fire alarm sounds proceed to your nearest disabled refuge
- 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 the 24 hour Sighthill Security office
- Remain in the refuge until assistance arrives

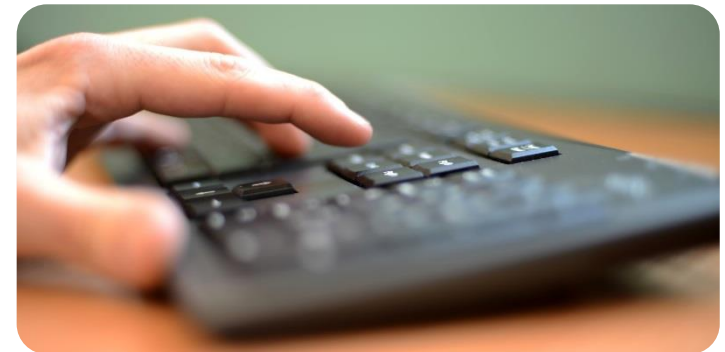
▷ Good Housekeeping

- Slips, trips and falls are still the major cause of accidents
- To prevent them:
 - don't leave things lying around
 - clean up spills straight away
 - keep work areas / walkways / corridors tidy and clear



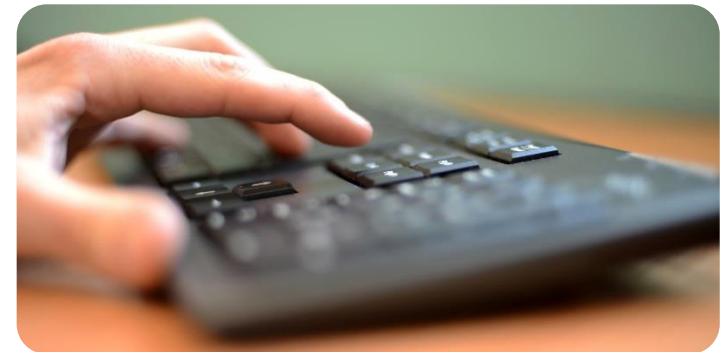
▷ Display Screen Equipment (DSE)

- 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.



▷ Display Screen Equipment (DSE)

- 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.



▷ Use of Equipment - Instructions

- Only use equipment after you have been trained and given permission to use it
- Follow exactly the safe system of work
- Tell your supervisor immediately if you think the equipment is unsafe



▷ Electricity

- Make sure you understand the instructions before using any electrical equipment
- Report any damaged electrical equipment including cables and extension leads



▷ Lifting and Carrying

- Manual handling accidents can cause a lot of pain and suffering
- Take time and care to lift and carry items correctly



▷ Your Health & Safety Responsibilities

- Comply with all health and safety policies and procedures
- Follow safe systems of work
- Use machinery, materials, Personal Protective Equipment etc. as instructed
- Participate in health and safety training
- Report all hazards and risks
- Work safely



▷ Out on Placement

- Ensure you are aware of their emergency evacuation procedures and accident reporting system
- Report any health and safety concerns to your supervisor
- Follow their health and safety procedures



▷ Health & Safety

Have a safe and healthy time at
Edinburgh Napier !

More info on [myNapier](#)

