

Health, Safety & Fire Staff Induction



Health & Safety Team

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



Your 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

Guidance: [Staff Safety Guide](#)



Accidents/Incidents

- In the event of any illness or injury on campus, contact a trained First Aider via the Security Control Room (0131 455 4444 or internal ext. 4444), the Campus Reception or the SafeZone app
- All incidents should be reported using the Health & Safety Incident Report Form (available on the [H&S website](#))

Policy: [Accident, Dangerous Occurrence, Disease & Near Miss Policy](#)



Occupational Health

- Occupational Health Service is managed by the People Team through an external provider
- Contact HumanResources@napier.ac.uk



Stay Safe

- 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
- If you spot a hazard, report it immediately to your line manager
- Report any damaged electrical equipment including cables and extension leads

Policy: [Housekeeping Policy](#)



eLearning – Essential Skillz

Mandatory courses

(staff are automatically enrolled on H&S Induction, Workstation & Fire Safety)

- Health & Safety Induction (to be completed only once)
- Workstation (once a year)
- Fire Safety (every two years)
- Homeworking - all staff working from home or hybrid working must complete the Homeworking module

Access is through Apps Anywhere

(Start menu - Apps Anywhere or apps.napier.ac.uk)

Other modules available including Risk Assessment, COSHH, Manual Handling, Driving and Electricity

- Self-enrol on optional modules at:
apps.napier.ac.uk and Essential Skillz - Library



Your Work Environment

Tips for improving your work environment

- Adjust your chair and desk setup 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 monitor 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.



Manual Handling

Do size up the job first - if it is too big to carry alone get help from a colleague or lifting equipment

Do use mechanical devices such as hoists, cranes, trolleys or forklift trucks wherever possible

Do wear protective clothing if necessary

Don't carry so much that you cannot see where you are going

Don't jerk at a heavy load - this is more likely to strain an arm, shoulder or back than shift the load

Don't keep trying to lift a load which you know is too heavy for you

Don't change grip while carrying - rest the load in a firm support then change

Policy: [Manual Handling Policy](#)



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 line manager



Policies: [Control of Substances Hazardous to Health \(COSHH\) Policy](#)
[Hazardous Substances \(Safe Purchase, Storage, Transportation and Disposal\) Policy](#)

Fire or 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.

On discovering a fire:

- Raise the alarm
- Immediately operate the nearest break glass alarm call point
- Call the Fire Service: dial (9) 999 and state "Fire at Edinburgh Napier University..." and give campus address

On hearing the alarm:

- Evacuate the building
- Use the nearest available exit – **never** use the lift
- Assemble at the designated assembly point
- Keep access routes clear for emergency services
- Do not re-enter the building until authorisation given by Senior Fire Co-ordinator / Fire Officer in charge

Assembly points

Craiglockhart

- A: Service road opposite the visitors' car park
- B: Disabled car park at north of building
- C: End of roadway at south-west of building adjacent to large decked area

Sighthill

- A: Area adjacent to main campus entrance
- B: South-west corner of car park, adjacent to energy centre
- C: East car park

Merchiston

- A: Pillar in main courtyard at front of building
- B: West car park
- C: East car park behind refectory

Merchiston Avenue

- A: To right of main entrance



PEEPs (Personal Emergency Evacuation Plans)

- All staff who may need assistance in an emergency evacuation should have a Personal Emergency Evacuation Plan (PEEP) drawn up - the relevant School or Service should contact the Health & Safety Team in the first instance
- All students who may need assistance in an emergency evacuation should arrange a Personal Emergency Evacuation Plan (PEEP) through their Disability Contact / Wellbeing & Inclusion

Policy: [Personal Emergency Evacuation Plan \(PEEP\) Policy](#)

Temporary Waiting Spaces

- Temporary Waiting Spaces (TWS) are provided at:
 - Sighthill
 - Merchiston
 - Craiglockhart
- Temporary Waiting Spaces provide safety for at least 30 minutes until assistance arrives
- Location and further information on Temporary Waiting Spaces available on the [Health & Safety website](#)

Temporary Waiting Spaces–

Sighthill, Craiglockhart & Merchiston

- Fitted with two-way communication systems
- When the fire alarm sounds proceed to your nearest TWS
- 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 TWS
- The call will be answered - if you get no reply, do not panic, your call has been logged with the 24 hour Security Control office
- Remain in the TWS until assistance arrives



Campuses without TWS

- Anyone with mobility difficulties should not use stairways or lifts
- They should proceed to the nearest place of safety
- Their whereabouts should be reported to the security control room on ext. 4444 (0131 455 4444) or via the [SafeZone](#) app

Useful contacts

Health & Safety Office - email health&safetyoffice@napier.ac.uk

Website [Health & Safety website](#)

Facilities Service Desk ext 5000 FacilitiesServiceDesk@napier.ac.uk

Occupational Health contact the People Team HumanResources@napier.ac.uk

SafeZone app

Download the app:

- Apple: [SafeZone on the App Store](#)
- Android: [SafeZone on Google Play](#)

Health & Safety face to face training – HR Connect / Learning



Health & Safety Team

- Sean Hughes, Interim Head of Health & Safety
- David Conner, Health & Safety Manager
- Kevin Weir, Fire Safety Adviser (p/t Mon – Wed)
- Ruth Thin, Health & Safety Co-ordinator

Health & Safety Office

6.B.22 Sighthill Campus

health&safetyoffice@napier.ac.uk

CONTACT US

