

Health, Safety & Fire Student Induction



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/incident investigations, reports, recommendations and statistics
- Advise on the implementation and compliance of all relevant health and safety legislation



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



First Aid Arrangements

- Know and understand the University's first aid arrangements
- A university trained first aider can be contacted via:
 - Security control room 0131 455 4444
 - Campus reception
 - [SafeZone app](#)

If you have an accident/incident/dangerous occurrence/near miss whilst on university premises, **you must report it to a member of staff.** (They will complete a Health & Safety incident reporting form).

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.

The notice features a blue exclamation mark icon at the top. It uses red icons for alarm and phone actions, and green icons for escape routes and assembly points. A red prohibition sign is used for the 'no lifts' instruction. The text is presented in blue and white boxes with black text.

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



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

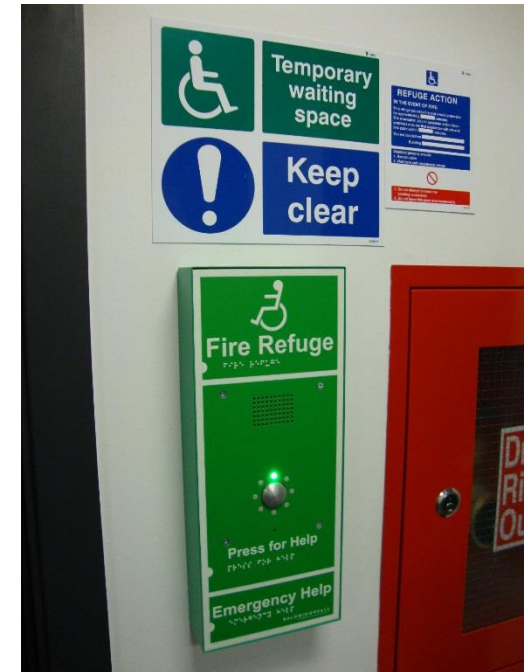


Personal Emergency Evacuation Plans

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

Fire Procedures: Temporary Waiting Spaces

- Temporary waiting spaces are provided at:
 - Craiglockhart Campus
 - Merchiston Campus
 - Sighthill Campus
- Temporary waiting spaces provide safety for at least 30 minutes until assistance arrives



Temporary Waiting Spaces: Craiglockhart, Merchiston & Sighthill

- Fitted with two-way communication systems
- When the fire alarm sounds proceed to your nearest 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 temporary waiting space
- 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 temporary waiting space until assistance arrives

Staying 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
- Report any hazards immediately to your lecturer/supervisor



Staying Safe

- 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
- Report any damaged electrical equipment including cables and extension leads
- Lifting and carrying - take time and care to lift and carry items correctly



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.



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 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
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- health&safetyoffice@napier.ac.uk

For more information:

Visit [My Napier](#) and download a copy of the Student Safety Guide

Have a safe and healthy time at Edinburgh Napier !

