

*This document is provided by the Health and Safety Team as a template, which provides a basic framework for the formulation of a Health and Safety Policy/Code/Rules for a School/Service. It will normally require to be amended and/or expanded to address fully the specific requirements of the School/Service in question and therefore should not be regarded as exhaustive.*

**Template:**

**Health & Safety Policy**

**[*name of School/Service]***

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| **Review Date** | **Version** | **Name** | **Revision Comment** |
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**School/Service Health & Safety Policy**

### School/Service:

**1. General health and safety information**

All staff and students are urged to read the relevant parts of the University Health and Safety Policy.

**2. On discovering a fire**

1. Immediately operate nearest alarm call point.
2. Call the Fire Service (dial 9-999) and give address of campus *(insert below)*

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**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. Keep well clear of the building until further instructions are issued by University staff.
5. Students or staff with mobility difficulties are required to notify the University – this also includes individuals with temporary mobility difficulties, e.g. broken limb. They must also have a Personal Emergency Evacuation Plan (PEEP) put in place to ensure that they can be evacuated from the building in a fire activation. Students are required to contact Student Wellbeing & Inclusion. Staff are required to contact the Health & Safety Office.
6. Where disabled refuges/temporary waiting spaces have been provided students or staff should:

*Sighthill, Merchiston and Craiglockhart*

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.

**3. Fire precautions**

Staff must familiarise themselves with the **fire action instructions printed on a blue and white notices 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 Line Manager/Dean of School/Director of Service/Safety Co-ordinator.

**4. Fire prevention**

The value of the nightly routine of checks, switching off all unnecessary electrical equipment, checking that gas taps are turned off and closing all doors to rooms and staircase enclosures cannot be over stressed. Staff and students are reminded that smoking is not permitted on University premises, except in specially designated external areas.

**5. Accidents**

All accidents and injuries no matter how trivial, dangerous occurrences and near misses must be recorded on a University Report of an Accident or Dangerous Occurrence Form and forwarded to the University Health & Safety Team, Sighthill.

These forms are available in each School/Service and in the Security Room on each campus.

The Accident Book within the School/Service is held by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_ in Room \_\_\_\_\_\_\_\_\_\_.

**6. First aid**

In the event of any illness or injury contact a trained First Aider via Security Control (Ext 4444) or the iPoint.

Give the following information to the Controller:

1. Location of the injured or ill person (Department 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.

**7. Online learning, training and induction**

All new staff and students require to have some form of induction.

**Staff:**

* local safety inductions
* Essential Skillz eLearning
  + (H&S Induction (once, on commencement of employment)
  + Workstation (annually)
  + Fire Safety (every 2 years)

**Students –** fire/emergency/first aid/DSE information

**Health & Safety training matrix for staff:**

Completion of the [health and safety training matrix](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/training/Pages/training-matrix.aspx) which provides examples of the range of ways (including training and experience) for individuals to achieve the required level of health and safety competence for their particular job role.

**8. Monitoring of the School/Service Health & Safety Policy**

A self-inspection (safety audit) of the School/Service will take place every 6/12 months to monitor the effectiveness of the health and safety policy. The inspection will be made by \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

All staff and students encountering any kind of health and safety hazard should report these promptly to \*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Room \_\_\_\_\_\_\_\_\_\_\_\_\_ or in his/her absence, to any senior member of staff.

*\* Safety Co-ordinator*

**9. Other specific health and safety hazards**

*To be completed by School/Service and should relate to the activities within the School/Service e.g. travel, electrical, experiments etc.*

**As Dean of School/Director of Service I have been delegated with responsibility for implementation of the University Safety Policy Arrangements within this School/Service.**

“The responsibility for the day-to-day management of health, safety and welfare within their respective areas of control is devolved through the Court/ULT to individual Deans of School and Directors of Service ([Health & Safety Management](http://staff.napier.ac.uk/services/governance-compliance/healthandsafety/guidance/Pages/Management-of-Health-and-Safety.aspx): guidance for Deans of School/Directors of Service).

* Ensuring that all staff and students within their area of responsibility receive necessary health and safety induction, information and training.
* Supporting the local Health & Safety Co-ordinator to achieve the above arrangements.
* Ensure that ***suitable and sufficient*** risk assessments are carried out for ***all work activities*** within their area of responsibility and relevant control measures are implemented to manage the risk and must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum. The effective health and safety management in the university is the management action taken by individual schools and professional support services. Nearly all of the activities of the university which give rise to significant risk take place under the university schools and professional support services. Each Dean of School/Director of Service is responsible for developing, implementing and maintaining an effective health and safety management system which is appropriate for the school/service.”

[*Section 4*](https://staff.napier.ac.uk/services/governance-compliance/healthandsafety/policies/Pages/Organisation-and-Responsibilities.aspx)*: Health & Safety Policy: Organisation and Responsibilities for Health & Safety*

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| Signature of Dean of School/ Director of Service: |  |
| School/Service: |  |
| Date: |  |