



THE UNIVERSITY *of* EDINBURGH

School of Molecular and Clinical Medicine
Division of Clinical
Neurosciences

Health and Safety Policy

Name:

Signature:

Date:

I confirm that I have read, fully understand and will comply with the regulations and guide on Health and Safety Matters prescribed by the Division of Clinical Neurosciences, the University of Edinburgh and The Lothian University Hospitals NHS Trust.

(Please sign this form and return to Helen Cullion, Division Administrator. Retain the remainder of the document for reference).



THE UNIVERSITY
of EDINBURGH

DIVISION OF CLINICAL NEUROSCIENCES
HEALTH AND SAFETY POLICY

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Note: These rules will only be circulated to appropriate staff – copies are available on request from Helen Cullion, Division Administrator, or Dr Ian Marshall, Department of Physics

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Local Safety Rules

Note: These rules will only be circulated to appropriate staff – copies are available on request from Helen Cullion, Division Administrator, or Linda McCardle CJD Health and Safety Representative.

Section 8: Archive Store - Liquid Nitrogen Store Basement

Local Safety Rules

Note: The Liquid Nitrogen Store is based in the basement of the Microbiology Building. Adjacent to the store is the Clinical Neurosciences Archive Store. These rules will only be circulated to staff who have access to the Archive Store. Copies are available on request from Helen Cullion, Division Administrator.

Section 9: Chancellors Building, Little France

Local Safety Rules'

Note: The rules will only be issued to staff working at the Little France Site. The local Health Safety Contact for the site is Mr Lindsay Murray (Lindsay.murray@ed.ac.uk) who will contact individuals relating to health and safety induction and training for the area.

Appendices:

<i>Appendix 1</i>	<i>Accident, Incident or Dangerous Occurrence Report Form (available on line at www.safety.ed.ac.uk)</i>
<i>Appendix 2</i>	<i>Fire extinguishers and how to use them (Page 49)</i>
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For information: On-line forms available:

COSHH Risk Assessment Forms

http://www.safety.ed.ac.uk/safenet/COSHH_form_HS1.htm

Risk Assessment Forms

<http://www.safety.ed.ac.uk>

Workstation Risk Assessment Forms

FOREWORD BY THE PRINCIPAL, UNIVERSITY OF EDINBURGH

It has often been said that it is better to be safe than sorry, and whilst this is easy to say, the reality of it requires

- *structures and responsibilities*, across the University e.g. Health and Safety Committees, for ensuring the implementation and maintenance of health and safety standards
- *every individual* to take personal responsibility for their own and their colleagues' safety and health, being aware of potential hazards and acting to ensure they are eliminated, managed or avoided
- *policies and guidance* that explain what should and should not be done
- *observance* of procedures established to ensure we work in an safe environment

All incidents should be avoidable given forethought, and taking the appropriate actions or following the correct procedures. The Health and Safety Policy gives you all the essential guidance you need. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study the Policy now – it is too late once an accident or ill health as occurred. The University of Edinburgh has an excellent record for health and safety, and I want this to continue. Every one of us, whether staff, students, or visitors has a right to be in a safe and healthy environment within the University, and has a contribution to make towards this goal. It would be a difficult burden to bear, knowing that a colleague had been injured or suffered ill health as a result of a hazard or situation that you had recognised but had not done anything about.

Professor Tim O'Shea, Principal

FOREWORD BY THE HEAD OF DIVISION

Members of Clinical Neurosciences undertake all kinds of activities in relation to their university teaching, research and administrative responsibilities.

As Head of Division, it is of utmost importance to me that you are safe within the workplace. Under my direction, the Health and Safety Committee work in conjunction with the University of Edinburgh and Lothian Health Board Health and Safety personnel to review all health and safety practices and seek to ensure that you can fulfill your responsibilities safely, without risk, and - above all – without unnecessary red tape.

However, everyone has a part to play in achieving this aim, so please do read this Health and Safety Manual and keep safety in mind and be safe in your daily activity.

**Professor Siddharthan Chandran
Head of Division**

SECTION ONE - ORGANISATION AND GENERAL ARRANGEMENTS

1.1 The University Court

The University Court has a responsibility in terms of the Health and Safety at Work Act for the health and safety of the staff and students of the University and of any members of the general public having access to University premises, and in particular assumes responsibility for:

- (i) keeping under review the University Health and Safety Policy;
- (ii) allocating resources for health and safety measures;
- (iii) maintaining the organisation for the successful implementation and monitoring of the University Health and Safety Policy;
- (iv) identifying and allocating the health and safety responsibilities of individual members of the University.

The University Court is advised in these matters by a Health and Safety Committee appointed in part by the Court and in part nominated by recognised Trade Unions and by the Students' Association.

1.2 University Health and Safety Committee

The University Court has appointed a Health and Safety Committee that includes members representing Trade Unions recognised by the University. This Committee is responsible for advising on all matters concerning health and safety in the University and will draw attention to the University's legal obligations relating to health and safety. The Committee will send forward to the University Court recommendations for such action as is thought necessary to ensure that reasonable steps are being taken to promote the health and safety of employees, students and others entering the precincts of the University.

In particular, the Health and Safety Committee **will consider any matter referred to it by a departmental safety committee and will assist in the development of local health and safety policies and safe systems of work.** The Committee will also be responsible for ensuring that the complete record of instances of occupational ill health, accidents and dangerous occurrences is maintained and for organising the provision of appropriate first aid facilities and training and, where deemed to be necessary, for setting up appropriate health surveillance procedures. The Committee will also, where necessary, consider reports from Inspectors of Enforcing Authorities under the Health and Safety at Work, etc., Act, reports from the University's insurers and reports from Trade Union Safety Representatives.

The executive officer of the University Health and Safety Committee is the Director of Health and Safety.

1.3 Division of Clinical Neurosciences Health and Safety Committee

Division of Clinical Neurosciences Health and Safety Committee is responsible for ensuring the health and well-being of all members of University and Hospital Staff, students and visitors who are situated within Department premises. The group will devise and implement policy to ensure that all aspects of the University of Edinburgh and The Lothian University Hospitals NHS Trust are adhered to.

DIVISION OF CLINICAL NEUROSCIENCES HEALTH AND SAFETY COMMITTEE:

Head of Health & Safety:	Professor Siddharthan Chandran
Chair/BDB Representative:	Ms Helen Cullion
Department Fire Officer:	Mr David Perry
CJD Representative:	Ms Linda McCardle
SBRIC Representative:	Mrs Cathy Scott
NTUA Representative:	Mr Aidan Hutchinson
OPD2 Representative:	Ms Alison McInnes
IT Specialist Adviser	Mr David Perry
School Health and Safety Officer	Ms Karin Boers

1.4 The remit of the Health and Safety Committee

The remit of the Health and Safety Committee include:

- Being fully familiar with the University and Hospital Trust Health and Safety Policies and ensuring that all staff, students and visitors to the division comply with the regulations.
- Providing advice to members of the division/area on matters of occupational health and safety and formulation and revision of departmental health and safety policy procedures.
- Acting promptly to problems that cannot be resolved locally on a time scale commensurate with the risk.
- Liaising with the University and Hospital Trust Director's of Health and Safety and other central advisers for health and safety matters.
- Conducting or co-ordinating systematic health and safety inspections and accident investigations to identify unsafe or unhealthy conditions or work practices, and monitoring that preventative action is recommended and pursued.
- Ensuring that accidents, near misses and instances of occupational ill health are investigated and reported to appropriate Health and Safety representative.
- Disseminating health and safety information and reports to appropriate members of division or area staff and students.
- Ensuring that new members of the division or area receive adequate induction with respect to health and safety matters.
- Identifying members of the division/area for appropriate:
 - health and safety training events;
 - occupational health medical surveillance; and
 - liaison with other internal or external health and safety specialists.
- Ensuring that effective liaison is maintained with the University Fire Officer and the Division Fire Stewards
- Monitoring in the department that:
 - a high standard of housekeeping is maintained;
 - adequate precautions are taken regarding any special existing or new hazard;
 - adequate precautions are taken regarding any changes to be made;
 - equipment is maintained as required by any relevant statutory provisions;
 - staff and students are suitable informed, instructed and trained;
 - adequate health and safety records are maintained where appropriate,
 - safe working practices and procedures, together with any necessary risk assessments for project work (especially for postgraduate students), are complied with;
 - personal protective equipment needs are assessed and that sufficient suitable personal equipment is available and used;

- systems are set up and maintained to check that health and safety facilities such as first-aid boxes, fire fighting equipment, etc. are provided and maintained in a readily usable condition.

- Reviewing health and safety procedures within the department.

An employee or student with a health and safety problem or any query about health and safety in the Division should initially refer the matter to his or her immediate supervisor or Helen Cullion, Division Administrator. If, for any reason, satisfaction is not achieved at that level, the matter should be raised with Head of Division, Professor Chandran. If required, the matter will be dealt with, and minuted, by the Health and Safety meeting. It is open to all employees to raise the issue at any stage with a Trade Union Safety Officer.

1.5 Health and Safety of Postgraduate Students and Junior Research or Medical Staff

Academic staff who supervise experimental work carried out by postgraduate students, research assistants and technical staff, are required to give careful attention to the health and safety of those under their supervision. To fulfil its function, the degree of supervision must have reasonable regard to the level of training and expertise of the staff or students being supervised. The standards of health and safety in University or Hospital based research or teaching should not be inferior to those in good commercial or other professional practice.

1.6 Late Working and Access to Buildings

Research and teaching staff may have access to divisional facilities out of normal working hours if it is necessary. However, being in the division on your own can be a safety and security risk. Common sense precautions apply. Each area within the division has a policy on Lone Working and building access. Staff and students should refer to these sections for details.

Undergraduates and inexperienced technical staff will only be allowed to carry out work in the evening or at weekends if a senior member of the academic staff gives explicit permission on each occasion, and adequate supervision is employed.

Only under exceptional circumstances, and with prior permission from division Administrator, may persons using divisional premises bring young children into the buildings, especially outside normal working hours. However, if this is unavoidable, it is absolutely essential to provide strict and close supervision at all times. Children are not allowed into clinical areas or the Brain Imaging centre, other than in connection with open days, and work experience courses, and under strict supervision of a senior member of staff.

Dogs and other pets are not allowed in the Department, with the exception of guide dogs. Bicycles may not be kept in offices or departmental buildings but should be locked up in the designated cycle storage areas.

1.7 Mobility Impaired Persons

Persons who have any form of impairment that they feel might have particular relevance to their health and safety whilst working in the division should contact the Division Administrator, or Head of Division. Systems of work and precautionary

measures relevant to each individual's situation may then be discussed, and implemented, where required.

Divisional Fire Stewards will be instructed as to any additional duties they may have, where the area which they cover includes accommodation which is, or may be, occupied by an impaired person.

- Evacuation of Mobility Impaired Persons.
- Buildings should have effective exit routes for mobility-impaired persons.
- Staff in those buildings should have procedures for ensuring that mobility impaired persons are evacuated.
- The mobility impaired persons themselves should know what procedures are in place for their evacuation in any building in which they are working or studying.
- When working or studying outside normal hours mobility impaired persons must inform security of their whereabouts, to enable them to notify the Fire Brigade in the case of an emergency.
- University policy is that any mobility impaired person should be accommodated in area from which they can evacuate themselves to a place of safety.

It is Divisional policy in Clinical Neurosciences that mobility impaired persons will, where possible, be accommodated in a building situated on the ground floor to improve safe evacuation.

1.8 Visitors to the Clinical Neurosciences

All visitors to the division do so only with the permission of the Head of Division and will be given a copy of the Division Health and Safety Policy. This must be followed at all times.

1.9 Reporting of Accidents, Occupational Ill Health and Dangerous Occurrences

If you see a fault or defect, even if it occurs outwith your normal working area, please report this to the Division Administrator. Health and Safety in the division is everyone's responsibility.

All accidents, instances of occupational ill health, fires and dangerous occurrences must be reported to the Helen Cullion, Division Administrator who will complete the appropriate Incident/Accident form (*Appendix 1*) as soon as possible after the incident has occurred. This information will be forwarded to the Health and Safety office of the University and NHS Trust so that the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations may be met. **No accident or near miss should be considered too trivial to report.**

1.10 Work related travel

The University has a duty of care to ensure, so far as is reasonably practicable, the health and safety of their staff whilst they are traveling on business whether this be within the UK or overseas, There is also a duty placed upon the individual employee who is traveling to take reasonable care for his/her own health and safety and that of others who may be affected by their actions or omissions.

This is important when traveling or working away from the University, and especially when overseas, as the University has much less meaningful control over safety or health hazards that may face staff whilst away from University controlled sites. It is therefore important that staff make themselves aware of information regarding the

areas that they intend to travel or work in, if overseas this would include the laws of that country and any related safety, or health, issues.

The University Health and Safety Department have a comprehensive guide to traveling abroad including the appropriate travel risk assessment forms, guideline on travel immunisations and related links for travel insurance and the occupational health office. All staff who are obliged to undertake work related travel should read this section and adhere to the central policies. Any risk assessments should be passed to the Division Administrator.

1.11 Equality and Diversity

Within the Division we strive to promote a policy of equality and diversity ensuring individuals or groups of individuals are treated fairly and equally and no less favourably, specific to their needs, including areas of race, gender, disability, religion or belief, sexual orientation and age. We hope that by promoting equality this should remove discrimination in all of the aforementioned areas. Bullying, harassment or victimisation are also considered as equality and diversity issues. We aim to recognise, respect and value people's differences to contribute and realise their full potential by promoting an inclusive culture for all staff and students.

We can promote equality and diversity by:

- treating all staff and students fairly creating an inclusive culture for all people
- ensuring equal access to opportunities to enable students to fully participate in the learning process
- enabling all staff and students to develop to their full potential
- equipping staff and students with the skills to challenge inequality and discrimination in their work/study environment
- making certain that any learning materials do not discriminate against any individuals or groups
- ensuring sure policies, procedures and processes don't discriminate

If there are areas you think do not meet these responsibilities, please contact the divisional administrator and report it.

1.12 Health and Wellbeing

The University and the division are not only committed to the general safety of the staff but also to the general well-being and mental health of its employees, students and visitors. Many life events can trigger stress and anxiety and these can have an impact on an individuals attitude to work. Many supportive practices formulated by the Human Resources section are in place to help people during challenging times. The Divisional Administrator will try to assist with confidential support and advice. Additionally the University Occupational health service is open to everyone and can provide confidential (and free) advice and continued support during difficult (and ongoing) work related or personal problems. (email: occupational.health @ed.ac.uk)

SECTION TWO - FIRE SAFETY

Fire is probably the most serious danger that any individual will ever have to face. It can break out almost anywhere and can affect everyone. Nothing is truer of fire than the old adage "prevention is better than cure". Regular fire prevention routines are one of the simplest and most efficient means of preventing fire.

2.1 Division Fire Wardens

The nominated Division Fire Wardens are:

Chief Fire Officer:	David Perry
Bramwell Dott Building:	Kirsten Shuler Helen Cullion
OPD2 :	Alison McInnes
CJD Unit:	Margaret Le Grice, Sue Macdonald Alex Peden, Geraldine Stone
NTUA:	Aiden Hutchinson David Perry
BRIC Edinburgh:	Cathy Scott
BRIC Edinburgh Annex:	Yuehui (Terry) Tao

On a weekly basis, the Fire Warden should complete the on-line DCN Fire Check Service report (<http://www.dcn.ed.ac.uk/local/hs/firereport>). Any faults should be noted on the system and Helen Cullion will arrange for these to be attended to. An annual summary of the faults reported will be sent to the University of Edinburgh Chief Fire Officer.

2.2 On Hearing the Fire Alarm

Fire alarms should be regularly tested and on hearing the fire alarm (signal: bell, siren, or electronic sounder sometimes accompanied by a flashing light), leave the building immediately by the nearest available exit, closing doors as you leave. Do not stop to retrieve personal items and under no circumstances use lifts. The Area Fire Warden will direct you to the assembly area. If you suspect the fire alarm is not being checked on a regular basis please report this to Helen Cullion or the local fire officer.

2.3 On Discovery of a Fire

If you discover a fire:

- Operate the nearest fire alarm. If no fire alarm is provided, shout "Fire".
- Leave the building.
- The Area Fire Warden will instruct the hospital Security Services that the fire alarm is sounding and ensure that the **hospital Emergency Service (2222)** has been informed of the location of the fire. They will call the Fire Brigade.

2.4 Means of Escape

It is essential that the means of escape from a building should function efficiently. Exit doors should be fastened so that they can be easily and immediately opened from the inside without the use of keys. Exit routes must not be obstructed or used as

storage areas. Portable heating equipment or other sources of ignition must not be used in any part of an exit route.

Fire doors play an important role in the precautionary system; their purpose is to contain the fire, and to prevent the spread of smoke and toxic gases, which can be lethal even in small quantities. **Fire doors must not be propped or wedged open;** to prop open a fire door can cost lives if a fire breaks out. In addition, all fire/smoke doors should be closed when buildings are empty.

All personnel are well advised to become familiar with as many as possible of the exit and escape routes from the building in which they normally work. Lifts must not be used in the event of a fire.

2.5 Mobility Impaired Persons

Divisional Fire Stewards should all be involved in making appropriate arrangements for assisting mobility impaired persons evacuation in the event of a fire or other emergency.

Divisional Fire Stewards will be instructed as to any additional duties they may have, where the area which they cover includes accommodation which is, or may be, occupied by an impaired person.

- Evacuation of Mobility Impaired Persons.
- Buildings should have effective exit routes for mobility-impaired persons.
- Staff in those buildings should have procedures for ensuring that mobility impaired persons are evacuated.
- The mobility impaired persons themselves should know what procedures are in place for their evacuation in any building in which they are working or studying.
- When working or studying outside normal hours mobility impaired persons must inform security of their whereabouts, to enable them to notify the Fire Brigade in the case of an emergency.
- University policy is that any mobility impaired person should be accommodated in area from which they can evacuate themselves to a place of safety.

It is Divisional policy in Clinical Neurosciences that mobility impaired persons will, where possible, be accommodated in a building situated on the ground floor to improve safe evacuation.

2.6 Fire Fighting Equipment

Fire alarms should be tested regularly. The alarms can be signalled by a bell, siren, electronic sounder and may sometimes be accompanied by a flashing light. If you are concerned that your work area is not being tested regularly please report this to the Helen Cullion, Division Administrator. There are currently four types of fire extinguishers provided in the division. Each has a specific range of use and each is located adjacent to the related fire risk. The extinguishing media used are: water, carbon dioxide, vapourising liquid and dry powder. *Appendix 2* gives specific details of which extinguisher should be used for each type of fire. All fire extinguishers should now under the EEC regulation be red, but the external appearance of each type of extinguisher is different and each carries its own instructions for use. In certain buildings, hose reels are also provided. Fire blankets are provided in some locations and should be used for smothering fires involving flammable liquids or burning clothing.

Divisional personnel are well advised to know the location of the fire fighting equipment in their area of work, to know on what type of fire each piece of equipment

can be used and how each should be used. Each member of the division should undergo bi-annual fire safety training, including the use of the appropriate extinguisher. This will be arranged by the Helen Cullion, Division Administrator.

Whenever fire fighting equipment has been used, an immediate report must be made to the divisional Safety Adviser or to the University Fire Officer, so that the equipment may be recharged or replaced.

2.7 Fire Fighting

In all buildings, protection of human life must take priority over fighting fires. The person discovering a fire must promptly initiate the emergency procedures of raising the alarm. If possible, and without endangering personal safety, attempts can be made to contain and control a fire until the Fire Brigade arrives. Make sure that you use the correct type of fire extinguisher. The wrong choice can turn a minor incident into a major event. Delay can be fatal as, once a fire is out of control, it can spread rapidly and cut off escape routes. Always remember to take a position between the fire and the exit so that your escape route cannot be cut off. Be aware of what is happening in the surrounding area and take account of your own limitations. If possible, always make sure that someone else knows that you are tackling the fire.

Under no circumstances attempt to contain a blaze unless you are entirely confident that the fire can be extinguished immediately using the appropriate fire fighting equipment. Delay can be fatal as, once a fire is out of control, it can spread rapidly and cut off escape routes. Always remember to take a position between the fire and the exit so that your escape route cannot be cut off. Be aware of what is happening in the surrounding area and take account of your own limitations. If possible, always make sure that someone else knows that you are tackling the fire.

2.8 After a Fire

Even if a fire appears to have been successfully extinguished by staff, it will still be necessary to ask the Fire Brigade to check that the fire has not unknowingly spread, and that materials or the building fabric cannot re-ignite. Fire Wardens and Heads of Division must ensure that all fires within the division or building are recorded and reported to the Director of Health and Safety, using the University Accident and Incident Book.

2.9 Fire Drills

The hospital the fire alarm system is regularly sounded at a pre-arranged time. At least once a year, a fire drill will be organised in your area. The area Fire Wardens will have clear instruction of how to evacuate the building in a safe and orderly fashion. The University Health and Safety Department in consultation with the Division Administrator and Hospital Fire Officer, will co-ordinate these drills and report back any recommended improvements to the Division Administrator.

SECTION THREE - FIRST AID

3.1 General

The guidance given in this section can only be the simplest instruction in First Aid. In the event of a serious accident/incident always seek professional assistance. **The division first aid officer is Moira Henderson ext 33286.**

3.2 Shock

Trauma or Fluid loss

- Keep the casualty quiet, reassured and comfortable.
- Keep the casualty warm by a light covering but do not overheat.
- Do **NOT** give anything to eat or drink to the casualty as this may cause complications if medical attention is required.

3.3 Electric Shock

Do not touch the casualty until the current is switched off. If the current cannot be switched off, stand on some dry insulating material and use a wooden or plastic implement to free the casualty from the electrical source. If breathing has stopped, start mouth-to-mouth respiration and continue until the casualty starts to breathe or until medical help arrives.

3.4 Mouth-to-Mouth Respiration

- Lie the casualty flat if possible.
- Ensure no obstructions are in the mouth (remove dentures, etc.).
- Ease constrictions at the neck, chest and waist.
- Place a rolled jacket or pad under the shoulders to arch the neck.
- Pinch the casualty's nostrils and draw the chin forward to open the mouth.
- Take a moderately deep breath and breathe steadily into the casualty's mouth (chest will rise).
- Lift your own head and allow the casualty to exhale (see chest deflate).
- Repeat this cycle at a rate of 6 to 8 per minute.
- Continue until the casualty resumes breathing unaided or until qualified medical services take over.
- If breathing resumes, place the casualty in the Open Airway (Recovery) Position and treat as an unconscious casualty.

3.5 Burns and Scalds

Burns and scalds, however large or small and from whatever cause (including chemicals) should be cooled by flushing with copious amounts of cold water for at least 10 - 15 minutes (longer if necessary). The affected area should then be covered with a dry sterile dressing or cling film (this does not stick to burns and prevents air and airborne contaminants coming into contact with the burn). Never apply any lotions, ointments or anything similar to a burn or scald. **COLD WATER ONLY.** Do not burst blisters or attempt to remove charred materials from a burn. Always obtain medical attention.

3.* Eyes

Foreign bodies (including chemicals) in the eye should be flushed out using clean cool water for at least 10 - 15 minutes. Sterile eye wash bottles of the sealed cap type may be used if tap water is not immediately available. Casualties with eye injuries should always be sent to the hospital with the eye covered by a pad.

SECTION FOUR - HEALTH AND SAFETY IN OFFICES AND GENERAL AREAS

Although offices, libraries and general areas may seem at first sight to be relatively non-hazardous compared to other areas of the University or Hospital, they can be the scene of a substantial number of accidents, some of which could be serious. Virtually all such accidents are avoidable, and the specific points noted below should be considered in conjunction with the general safety advice mentioned elsewhere in the Department Health and Safety Policy.

4.1 Fire Hazards

As in most other areas, fire is a major potential hazard, and due care must be taken to prevent the outbreak of fire. Flammable liquids, e.g. stencil cleaner, should only be kept in small quantities, properly stored and labeled, and must never be brought near to a source of ignition. Solutions commonly used in offices, print rooms etc. should never be used in confined spaces without adequate ventilation. Large quantities of waste paper, boxes and other flammable materials, should not be allowed to accumulate, particularly in fire exit routes.

4.2 Manual Handling of Loads

Many accidents are as a result of the manual handling of loads. Sprains and strains, particularly of the back, are the injuries that most often occur. In many cases, these injuries result in a temporary absence from work but can sometimes be serious enough to lead to permanent disablement. It is often not appreciated that many manual handling injuries are cumulative rather than being directly attributable to any single handling incident. It is, therefore, vitally important that manual handling accidents are reported to the Helen Cullion, Division Administrator, so that hazardous operations can be promptly identified and remedial action taken to prevent repetition.

Many manual handling accidents can often be eliminated by the observance of a few simple rules when lifting and carrying or otherwise handling heavy and/or awkwardly shaped objects. Consideration should always be given to using a trolley or other lifting aid wherever practicable.

Regulations and associated guidance require that assessments are made of manual handling operations, so as to reduce the risks of injuries. These assessments should take into account four factors:

- the task:
- the load,
- the working environment
- individual capability.

Appendix 3 provides a more detailed account of the four factors.

4.3 Electrical Hazards

The potential risks associated with electrical equipment in use in offices and libraries etc. should be appreciated. Electrical circuits should not be overloaded by the use of adaptors to serve a number of appliances. Independently fused, fixed multi-socket plug boards should be used instead, where appropriate.

Plugs must be correctly fused for the power rating of the appliance, and plug cables should be securely fixed by cable clamps. Under no circumstances should amateur repairs on electrical equipment be attempted and only maintenance engineers should remove service panels from such equipment. Please report any breakdown in equipment to Helen Cullion, Division Administrator or David Perry, IT Manager.

Appliances should be switched off and unplugged after use and at night (unless the equipment concerned is designed to run continuously). If additional heating is required only suitable appliances approved or supplied by the Department may be used.

4.4 Portable Appliance Testing

All items of portable electrical equipment must be regularly inspected and tested for electrical safety in order to comply with the Electricity At Work Regulations, 1989. The test will be carried out by qualified engineers and will be organised by the Helen Cullion, Division Administrator.

4.5 Physical Hazards

Physical hazards may be presented by some office machinery and equipment. All guards on guillotines, duplicators, printing and other powered machinery, such as paper shredders, must be kept in place at all times when the equipment is in use. Great care should be taken to prevent long hair, ties and loose clothing becoming entangled in the moving parts of such machinery.

Care should also be taken to prevent trailing wires, cables, etc., from presenting a tripping hazard. Kettles must never be placed on the floor or in precarious positions on shelves or desks.

Materials should not be stacked on the floor where people may fall over them. Filing cabinets can often cause injuries and they should be so positioned as to prevent people coming into contact with sharp edges, corners, etc. Lower drawers of cabinets should be sufficiently loaded to prevent toppling when an upper drawer is opened, and drawers should be closed immediately after use. Tables and chairs, especially revolving chairs, should never be used to gain access to high shelving and shelves should not be overloaded, especially above head height. If access above head height is required, a proper set of steps should be used.

Care should be exercised when using doors that do not have a viewing panel, solid doors should be approached from the side away from the hinges, and staff should never barge through doors or run in corridor areas.

4.6 Personal Safety

Although the chances of you being the victim of a street crime are low, here are a number of measures which you can easily adopt to make you less vulnerable to being a victim of such crime.

Always be aware of your surroundings and the people around you. Walk in a confident manner and use busy streets and, at night, use those that are well-lit. If possible, carry a personal attack alarm. If confronted, throw it aside. This will stop an attacker struggling with you to get control of it, and distract his attention, giving you the opportunity to escape.

If you carry a shoulder bag, wear it with the strap across your chest and, if possible, under your coat or jacket. If confronted by someone demanding cash, jewellery or a bag, hand it over immediately. Property can be replaced and it is not worth risking injury to retain it.

Don't carry or display large sums of money. When using a bank cash machine, use one in a busy, well-lit location and be aware of anyone near you. Never stand at the machine counting the money.

Always carry the keys in your hand when approaching your car or home. This will allow you to unlock the door straightway without having to fumble in a pocket or bag.

Should you have the misfortune to be the victim of such a crime report to immediately to the police using the 999 emergency procedure.

SECTION FIVE - DISPLAY SCREEN EQUIPMENT

Display screen equipment, and particularly visual display units (VDUs), are now an integral feature of the office environment.

Before beginning to work at a workstation, you should receive adequate instruction and training in the use of your own particular workstation equipment, with particular emphasis on health and safety aspects, and you are encouraged to report any problems back to your supervisor for remedial action.

Bi-annually, each member of the department will be asked to complete a *Workstation Assessment exercise* (*Appendix 4 provides more detail of form available on line via Department website*) – Record of the inspection and any necessary modification required will be held centrally with the Helen Cullion, Division Administrator and reported to the School Health and Safety Officer, Karin Boers.

5.1 The Screen

Display screens should have easily read characters, and should be stable, with no visible flicker or swim. Screens should swivel and tilt easily, and you should have control of brightness and contrast. The screen should be free from reflective glare.

There is no evidence to suggest that display screens cause damage to the eyes or eyesight, or make existing eye defects worse. However, some people find reading from a VDU screen is tiring even when other precautions, such as preventing poor positioning with respect to overhead lighting and windows, resulting in glare, have been taken. If you are in any doubt about your eyesight you should have an eye test. *Appendix 4* provides further information on obtaining an eye test.

Studies by responsible expert bodies such as the National Radiological Protection Board in the United Kingdom indicate that radiation emission from VDUs is negligible, being very much less than that from natural environmental sources such as the sun. There is no reason to suspect that work with VDUs can affect the reproductive functions in either men or women. Talk to your doctor if you have any doubts or worries in this regard.

5.2 The Keyboard and Work Surface

Unless the user has specifically requested a laptop, the keyboard should be separate from the screen and tiltable, for maximum operator control, and your work surface should be sufficiently large for a flexible arrangement of the components of your workstation, and should be of low reflectance. A suitable document holder can be provided, if required.

5.3 Seating

The height of your chair and the angle of the chairback need to be adjustable so that the whole design of the workstation is suited to the physique of the operator, so as to provide a comfortable working environment. If required, a suitable footrest can be provided. There is no doubt that ergonomic and visual fatigue problems can be aggravated by long periods of work. A transfer to other activities for around 10 minutes in every hour is generally regarded as a good way of avoiding such problems. Flexibility in the work regime is the key, taking into account the requirements of both the individual operator and the work in hand.

5.4 Work Environment

Your work environment, in terms of space considerations, lighting, reflections and glare, noise, temperature and humidity, must be such that a comfortable workstation is provided, which is acceptable to you. Software employed must be appropriate to the task, and adapted to the capabilities of the operator. You should never be subject to clandestine surveillance of your work performance; any such monitoring must only be carried out after full consultation with you.

Regulations and much guidance on working with display screen equipment, particularly VDUs, is now available and may be obtained from the University Health and Safety Department.

5.5 Eye Tests

The University of Edinburgh has a policy for staff using VDUs to have an annual eye test. (*Appendix 5*). Any member of the Division who wishes to undertake an eye test with their own optician will only be re-imbursed under exceptional circumstances, and if agreed, in advance, with the Head of Division or Helen Cullion, Division Administrator.

5.6 Audit

David Perry, the divisional IT manager regularly initiates a work-station assessment exercise. Staff are given the opportunity to complete a full work-station survey and report any problems to Helen Cullion or, if required, the University of Edinburgh Occupational Health Service. **Telephone:** 0131-650-8192/8190. Staff can request training from Occupational Health on the proper way to sit at your work-station to avoid damage or injury.