Health and Safety – some basic information.
In an emergency dial (9)999.

Department First aiders.

David Letham	John Honey JH110	3234
Nicol Thomson	John Honey JH110	3235
Kasim Terzic	Jack Cole 0.15	1630
Alice Toniolo	Jack Cole 1.11	1639
Simon Dobson	Jack Cole 1.17	1626
Judith Malcolm	Jack Cole 0.21	
Lisa Dow	Jack Cole 0.27	3256
Anne Marie Brand Paton	Jack Cole 0.01	1628
Ann Campbell	Jack Cole 0.21	
Wendy Boyter	Jack Cole 0.01	3273
Alex Bain	Jack Cole 0.38	3242

Trained users of the Defibrillator unit.

Name	Location	Phone
Alex Bain	Jack Cole 0.38	3242
Ian Gent	Jack Cole 0.19	3247
David Harris-Birtill	Jack Cole 0.10	3260
Graham Kirby	Jack Cole 1.20	3240
David Letham	John Honey 101	3234
James Park	John Honey 101	3274
Julie Dunsire	Jack Cole 0.01	3251

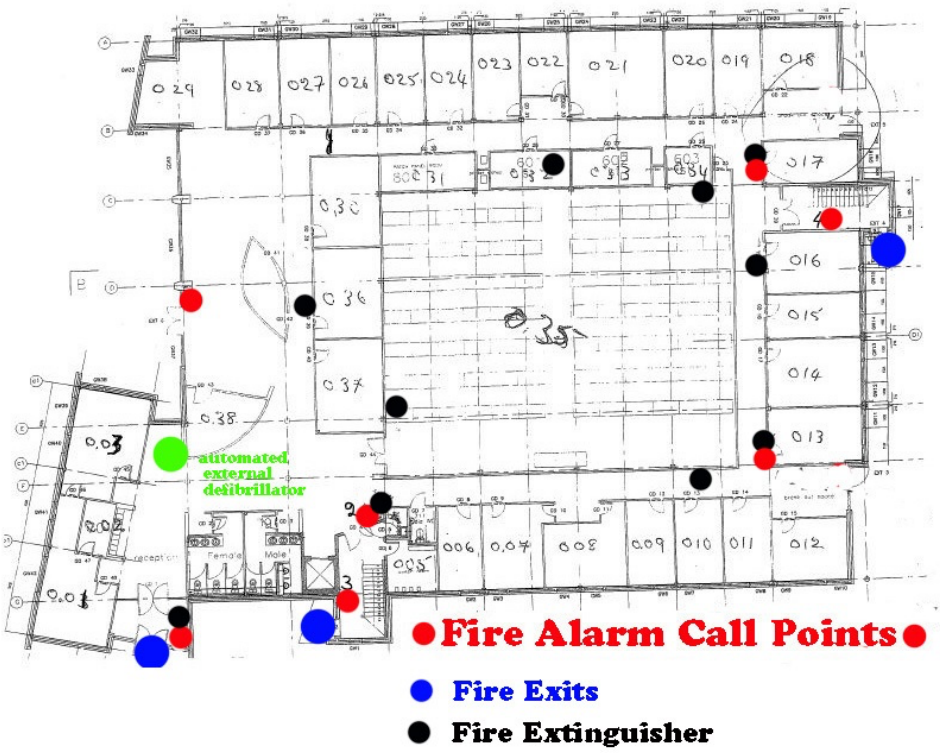
First aid boxes are located in the foyer of the John Honey building, Next to the ground floor toilets in the Jack Cole building and opposite the toilets on the top floor of the Jack Cole building.

The fire Alarm is tested frequently. The alarm will sound for a few seconds. If the alarm lasts longer than this or sounds outwith this time please assume that there is a fire, the muster point is the grass area outside the maths building.

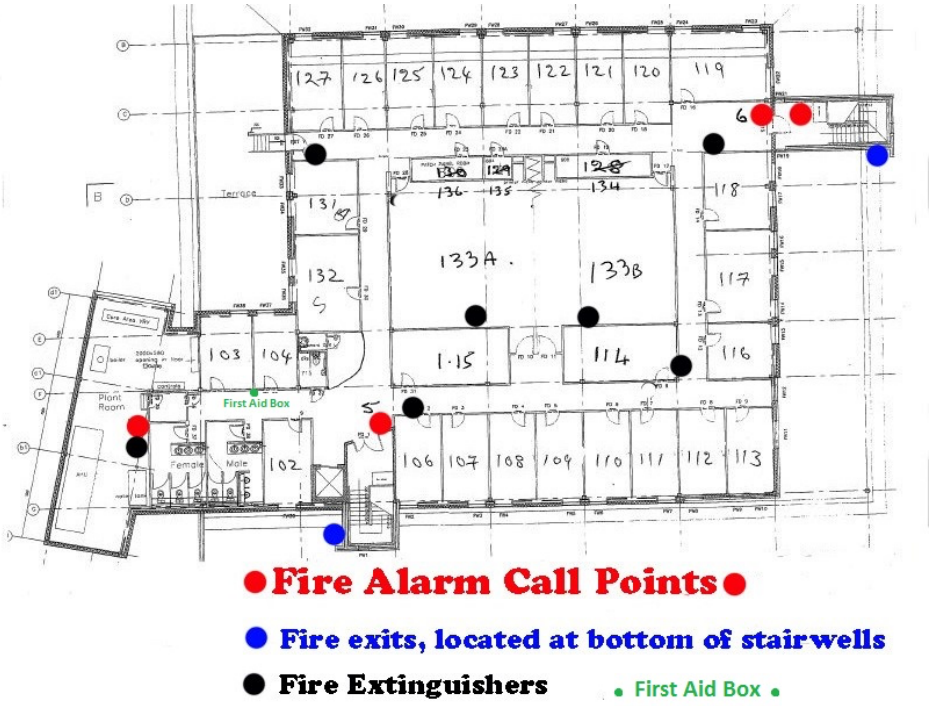
Do not block fire exits or fire extinguishers.

The maps below show the locations of the fire alarm call points in the Jack Cole and John Honey buildings and the location of the defibrillator unit in the Jack Cole building.

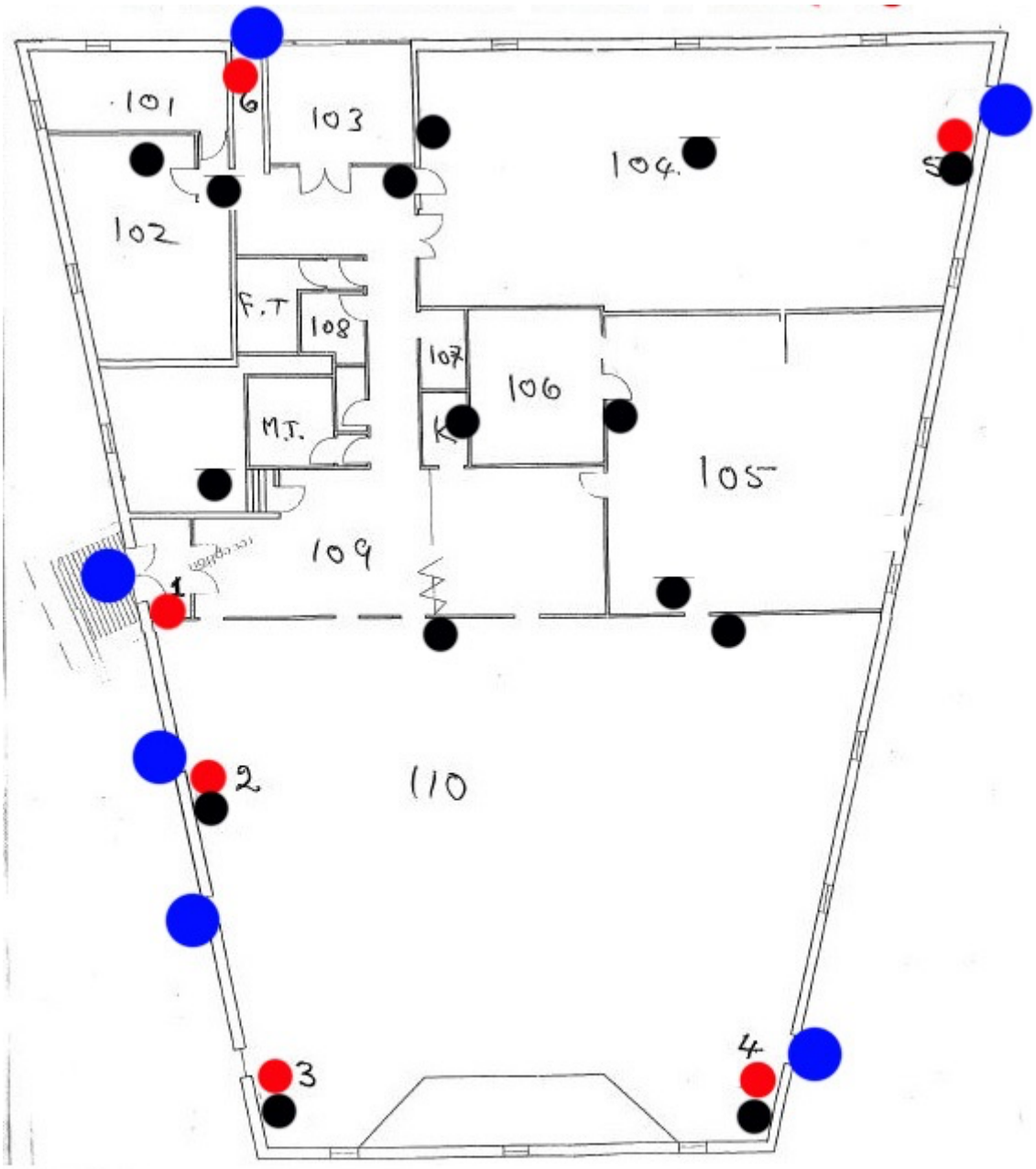
Jack Cole Ground Floor



Jack Cole Top Floor



John Honey.



The departments health and safety policy can be found here:

https://studres.cs.st-andrews.ac.uk/Library/Health%20&%20Safety/policy.pdf

These procedures focus on evacuation of occupants as a result of a fire or other building emergency.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
2. Begin immediate evacuation of the building or area when outlined in building emergency procedures.
3. Take your keys and valuables and close doors behind you as you exit.
4. Evacuate via the nearest stairwell or grade level exit. Do not prop doors open; doors must remain closed to keep prevent smoke migration in the event of a fire. Do not take elevators or go to the roof.
5. Go to your pre-determined Evacuation Assembly Point (EAP), typically outdoors a safe distance from the building and out of the way of emergency services. Note: some high-rise buildings have indoor EAPs. See Section 6 for specifics.
6. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to an area of evacuation assistance (see section 5).

Evacuation Route Maps

Evacuation floor plans help to identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken. Your building's floor plans and evacuation routes are posted throughout the building. Emergency Procedures

Fire/Explosion

All fire alarm activations should be taken seriously. Never assume an alarm is false. Building occupants must evacuate when the alarm sounds.

Fire/Explosion

- If something is on fire, use the **nearest call point** to **activate the fire alarm** then **call 999**. Communicate the details you know.
- **Use a fire extinguisher for small fires only.** Before you fight a fire, make sure that you:
    - Have **called 999**/or pulled the fire alarm.
    - Have been **trained to use an extinguisher**
    - Have an **evacuation route** planned
- If **trapped by smoke or fire**; **stay low** and try to **cover your mouth** with a wet cloth.
    - **Find a room** where you can **seal the cracks under the door** and **call 999**
    - If **near a window**, open but **do not break** it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire; **STOP, DROP and ROLL** to smother the flames.

All Fire Alarms

- If you hear the fire alarm, **evacuate the building or area**. Closing all doors as you go.
- **Do not use elevators.** Evacuate by using the **nearest stairwell**.
- **Go to your evacuation assembly point** (EAP).
- **Report to the evacuation warden**, evacuation director, or the fire department.
- **Do not re-enter the building** until authorized by emergency personnel.

What to do in the event of a suspected or actual gas leak

Introduction: This procedure is intended to provide guidance in the event of a suspected or actual gas leak.

In all cases, users should prohibit switching on or off any electrical equipment or lights and ventilate the affected area(s) by opening windows or doors wide.

This guidance relates to internal gas leak - if the leak is suspected of being external to the building then please keeps doors and windows shut to prevent ingress of gas into the building.

A general building evacuation will be signalled unless the suspected leak can be traced to a small, localised source with limited potential for harm. (In the latter case, staff should simply leave that area and establish a cordon well out with the perimeter of the affected area to prevent others from entering until the situation is resolved by estates.)

For avoidance of doubt, any suspicion of a mains supply leak, any significant leak from a compressed flammable gas cylinder, any widespread leak or odour, or an apparent worsening of the situation will trigger a general building evacuation.

1. **Signalling an evacuation.**

   Access as many occupied areas of the building as possible, shouting "GAS LEAK – LEAVE THE BUILDING NOW" before leaving the building yourself.

   The fire Alarm may sound if it has deemed to be appropriate.

2. **Stay a safe distance from the building.**
   Once outside the building, staff and students will be instructed by Fire Wardens, Fire Marshalls, Building Officers and H&S co-ordinators to assemble at the Gas Assembly Point. (Area outside the physics building).

   Please note that the Fire Assembly Point will is too close to the building and should not be used in case of gas leaks.

3. **Seek help from specialists.**

   From well out with the area of the suspected leak, notify the Building Officer or other member of the management team and phone Estates Helpline on 01334 463999 if the event is between 0800 and 1700hrs Monday to Friday. Out with those times, or during University closures, notify Out of Hours on 01334 476161. An Estates Gas Safe Registered Engineer will attend site within 1 hour (which is the same response time as Scottish Gas Networks).

Electricity.

7.3 Multi-way Distribution Boards.
Multi-way distribution boards with 13 amp shuttered outlets may be used from a socket provided the total load does not exceed 13 amps. This requirement is most important in situations where there is a possibility of water coming into contact with a live outlet. **In no case should more than one adaptor be used in a socket.** Note: Multi-way cube adaptors are not permitted as they present a fire risk.
https://www.st-andrews.ac.uk/policy/health-and-safety-hazard-identification-and-risk-assessment/electrical-safety.pdf

Smoking

Smoking is not allowed within University Buildings. This includes any device or substance that may be used for the purpose of smoking including but not limited to, e-cigarettes, herbal cigarettes and pipes. Vaping is also included within this policy.

The policy can be found on the University website.

Please do not smoke at the no smoking areas outside. These areas are signed and are the front of the Jack Cole building, the front of the John Honey building and the Jack Cole patio area.

In Scotland there is a fixed penalty fine of £200, which can go up to £2,500 if the fine isn't paid.
Can you also put your finished cigarette in the bin (after it is extinguished) , littering is an offence, It is an offence to drop litter in any place open to the air, including private land, and land covered by water. A person found guilty can be fined up to £2,500.