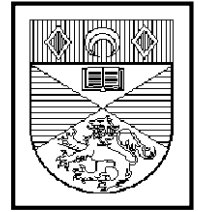


University of St Andrews
School of Computer Science



Health & Safety Policy

Edition 14

This edition is valid until 31st March 2016.

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Authorization

Authorized by S. Linton, Head of School:

(signed) _____ (dated) _____

What to do in an emergency

How to call the Emergency Services

- 1 Dial **9999**. This connects you with an emergency operator who will ask for information.
- 2 Tell the operator which emergency service you want (Fire Brigade, Ambulance etc).
- 3 Give the number for return calls: St Andrews **476161** followed by the number on the handset.
 - This number only works during working hours. Outside working hours, St Andrews followed by the number on the handset may work, depending on the handset.
- 4 Give the address where help is needed and any other necessary information:
 - i The building:
Jack Cole Building or John Honey Building, North Haugh, St Andrews; and
 - ii The room number, if appropriate.
- 5 Tell the university what's going on:
 - During working hours, call the Duty Janitor's mobile telephone no.07803647807 or contact extension 3985 (This extension is on a bleep system. Allow to ring three times only, then replace receiver and await a reply.)
 - Outside working hours:
Dial 0 from an internal line or 01334 476161 from an external line.

Fire

If you find a fire:

- 1 Raise the alarm:
 - Set off a fire alarm; or
 - Shout "FIRE!"
- 2 If it's safe for you to do so, phone the Fire Brigade (see above):
 - Say where the fire is. Give your name and phone number.

Fire alarm

If you hear the fire alarm (a continuously ringing bell, or shouts of "FIRE!"):

- 1 Get out of the building immediately by the nearest designated fire exit:
- 2 Go to your designated assembly point: Do not impede the access or activities of the emergency vehicles.
- 3 Await further instructions.

Medical & First Aid

Emergency first aiders

Name	Location	Phone
Alex Bain	Jack Cole 0.38	3242
Steve Linton	Jack Cole 1.32	3269
Graham Kirby	Jack Cole 1.20	3240
David Letham	John Honey 101	3234
Lisa Dow	Jack Cole 0.27	3256
James Park	John Honey 101	3274

Judith Malcolm	Jack Cole 0.28	3685
Victoria Davidson	Jack Cole 0.13	3273
Julie Dunsire	Jack Cole 0.01	1628
Ruth Hofmann	Jack Cole 0.09	3257

Trained users of the defibrillation unit

Name	Location	Phone
Alex Bain	Jack Cole 0.38	3242
James Park	John Honey 101	3274
Andrew Robinson	Jack Cole 0.03	3264
David Letham	John Honey 101	3234
Judi Robertson	Jack Cole 0.01	3251
Ian Gent	Jack Cole 0.23	3247

Health Care Rooms	Jack Cole Building: 0.37, John Honey building: Study Room (Goldfish Bowl).
First Aid Boxes	Jack Cole Building: Kitchen, and top floor on wall opposite toilets. John Honey building: Foyer area.
Defibrillator	Jack Cole building, End of foyer opposite front door.

If you think a medical problem is beyond First Aid, either:

- Phone Environmental, Health & Safety Services Unit (2750/1/2/3, working hours only); or
- Transport the casualty directly to St Andrews Memorial Hospital in Abbey Walk; or
- Call an ambulance (see above).

0 Preface

This section gives information about this document.

0-1 Aims

This document has been produced with the twin aims of (a) satisfying legal and university requirements, and of (b) demonstrating the school's commitment to high standards of health and safety.

The university requirements for a Health & Safety Policy are given in *Guidance notes on drafting a departmental or unit safety policy* [1.3] and *Health and safety policy statement of the University Court* [4.4].

This document, in conjunction with [4.4], satisfies the requirements for a written Health & Safety Policy given in the *Health and safety at work act 1974* and the requirements for recorded details given in the *Management of health and safety at work* [3.5].

0-2 Distribution

This document shall be issued to all staff and postgraduates. Copies shall be available in every undergraduate laboratory and shall be issued to undergraduates on request. Copies shall be issued to adjoining safety committees.

0-3 Scope

This document is to be reviewed and updated regularly please send your comments in writing to the School Safety Coordinator.

This policy covers all parts of the School of Computer Science. The buildings concerned are the Jack Cole Building and the John Honey Building.

0-4 Changes

The more substantive changes in the text, apart from those on the front and back covers, may be marked by a sidebar in future editions, e.g.

|<altered section>.

1 Introduction

This section introduces the topic and outlines the document structure.

The school is a part of the university, and does not operate an independent policy.

Instead, it has local arrangements which are detailed in this document. This document should be read as a specific case of the more general university policy. The university policy is summarised below:

It is the policy of the University Court, so far as is reasonably practicable:

- 1 to maintain any place of work under the University's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- 2 to provide and maintain a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- 3 to provide and maintain plant and equipment and systems of work that are safe and without risks to health;
- 4 to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- 5 to provide such protective equipment as is necessary for the health and safety at work of employees and students;
- 6 to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, students and visitors to the University;
- 7 to encourage all staff to set high standards of health and safety by personal example, in order that students leaving the University should take with them an attitude of mind which accepts good health and safety practices as the normal;
- 8 to provide adequate consultative procedures for health and safety matters within the University;

- 9 to assure any individual or group in the University that constructive comments will be welcomed on matters regarding health and safety;
- 10 to review regularly Health and Safety Policy and to publish amendments.

—*Health and safety policy statement of the University Court* [4.4]

The main sections of this document are as follows:

Section	Title	Contents
2	Organization	This section describes the organizational structure, identifies the people involved, and states their duties.
3	Risk assessments	This section identifies the hazards in the school, and assesses the risks associated with them.
4	Arrangements	This section describes the systems and procedures for safety within the school.
5	References	This section identifies the documents to which this document refers.
6	Web-based material	This section describes some of the material available, and how to access it.
7	Stress	This section describes the stress policy of the university.

2 Organization

This section describes the organizational structure, identifies the people involved, and states their duties.

This section (together with section 4) satisfies section 2(3) of the *Health and safety at work act 1974* and regulation 4 of the *Management of health and safety at work* [3.5].

2-1 You

You are required to follow the health and safety instructions, and to report danger or shortcomings in the health and safety arrangements. If you are concerned about any health or safety hazard, tell one of (in order):

- 1 Your supervisor/tutor/demonstrator; or
- 2 The School Safety Coordinator; or
- 3 The Head of School; or
- 4 The Environmental, Health and Safety Unit; or
- 5 Your union safety representative.

2-2 Head of School

Function	Person	Room	E-mail	Ext
Head of School	Steve Linton	JCB 1.32	S14	3269

It is the duty of the university to provide, so far as is reasonably practicable, a safe working environment. The Head of School has been delegated responsibility for implementing University policies.

2-3 School Safety Coordinator

Function	Person	Room	E-mail	Ext
School Safety Coordinator	David Letham	JHB 101	dl31	3234

It is the duty of the School Safety Coordinator to advise the Head of School on health and safety matters, to organize a consultative forum where matters of health and safety can be discussed by representatives of all categories of staff within the school, and to liaise with all adjoining safety organizations, including Physics and Astronomy, Mathematics and Statistics, Estates & Buildings, Library and I.T. Services.

2-4 School Safety Committee

The School Safety Committee was dissolved; the responsibility is now with the safety co-coordinator. The work is divided into various *hazard areas*, for each of which there is a hazard officer.

2-4-1 Duties of a hazard officer

A Hazard Officer should:

1 Comment on relevant parts of the School Health and Safety Policy.

To do this, the Hazard Officer should study this booklet and, if need be, the relevant requirements in the University Health and Safety Policy and in the Health and Safety publications in the library, and, if appropriate, suggest changes to the School policy.

2 Decide how to put the School Health and Safety Policy into effect.

To do this, the Hazard Officer may propose to the safety co-coordinator changes in working practice, purchase of safety equipment, training etc as appropriate. The safety co-coordinator may then discuss the proposal, amend it, and eventually put it to the Head of School, who ultimately decides whether to go ahead.

3 Do the work.

Once the decision has been taken to carry out some work, the Hazard Officer should do it or see that it gets done, reporting progress to the safety co-coordinator.

4 Monitor progress.

To do this, each Hazard Officer should carry out a regular safety inspection on their hazard area, resulting in a contribution to the written safety report which is sent to the Head of School and to the Environmental, Health and Safety Unit.

2-4-2 Assignment of duties

The hazard areas, and the assignment of duties, are as follows:

Hazard Area	Hazard Officer
General working environment	David Letham
Electricity	Jim Park
Machinery	Jim park
Fire	David Letham
Manual handling	David Letham
Display screens	David Letham

3 Risk assessments

This section identifies the hazards in the school, and assesses the risks associated with them.

The section is divided into each main type of *hazard*. A hazard is something which can cause you harm. The *risk* of each hazard is assessed. Risk is the likelihood that the potential harm of the hazard actually happens. The *extent* of the risk is evaluated. The extent identifies the categories of people who are exposed to the risk. The *arrangements*, which are the systems and procedures for dealing with the hazards, are described. The arrangements are the systems and procedures to follow.

Some apparent hazards turn out, on closer inspection, to present little or no risk. It is worth knowing this, if only to prevent endlessly re-assessing them. Without undermining the importance of this section, it must be said that this school is not particularly dangerous!

To quantify the extent of the risk, the following categories of people are identified. It should be noted that these categories are not exclusive: you may belong to more than one category, and you may belong to different categories at different times. The categories are actually defined by behaviour, not by occupational status. If you are behaving like a postgraduate, you are exposed to the same risks as a postgraduate.

- Academic staff
- Academic Related staff
- Clerical and Secretarial staff
- Technical staff
- Postgraduates
- Staff from other schools
- Visitors, eg telephone engineers
- Undergraduates in Computer Science classes
- Undergraduates not in Computer Science classes

The main subsections are as follows:

Section	Title	Contents
3-1	Electricity	Computers, workshops, systems engineering, other equipment, private equipment.
3-2	Machinery	Electromechanical printers, power tools.
3-3	Fire	Smoke, dangerous substances.
3-4	Explosion	Pressure vessels.
3-5	Manual handling	Transporting or supporting loads by hand or bodily force.
3-6	Display screens	All workstations.

This section satisfies regulation 3 of the *Management of health and safety at work* [3.5].

3-1 Electricity

3-1-1 Hazards

The main hazards in the use of electricity are shock, burns, and other injuries. Electricity can kill.

Excessive shock, especially on a path through the body which traverses the heart's pacemaker system, can lead to fibrillation. The danger is not confined to high voltages. In extreme cases of humidity or sweating (perhaps as the result of panic), or in a confined space, even 50V could not be regarded as safe.

Burns can be external or internal. There may be molten metal or conductors embedded in the skin. Burns are likely to be deeper than they look; some electromagnetic radiation (eg microwave) can burn at a distance.

Other injuries can occur for example when a person falls after a shock. The fall may be worse than the shock.

3-1-2 Risks

Risks arise in the following ways:

- The everyday use of computers throughout the school
- Systems engineering—repair and maintenance of computer systems throughout the school
- The use of other electric school equipment
- The use of private equipment brought into the school

In general, the electric equipment is safe in normal use, but may require regular examination for wear and tear. Risk is increased whenever water is present: for example a nearby cup of coffee, or in the use of an electric kettle.

3-1-2-1 Computers

There is virtually no risk of electrocution when computers are used correctly.

A cup of coffee beside the keyboard, however, increases the risk of electrocution. In fact this poses more of a danger to the computer than to the user. The most likely accident is that the drink is spilled over the keyboard, and most keyboards are merely input devices operating at perhaps 5V, so they are not dangerous even when wet. But some are, and it is not immediately obvious which is which. For example, a portable computer with an integral keyboard, connected to the mains, could be dangerous. Also, if a drink were spilled over the top of a computer—an accident which could easily happen if a cup is being carried around—the computer could become dangerous, and possibly even ignite or explode.

3-1-2-2 Systems engineering

This work—usually inserting or removing printed circuit boards—is safe provided the power is off. Often the PCB is so sensitive to damage from static electricity that it requires more stringent levels of "safety" than a person.

3-1-2-3 Other equipment

The school operates many other pieces of electric equipment such as photocopiers, overhead projectors, and floor polishers. Some of these present marginally greater risk than computers, where for example a trailing flex is necessary to use the equipment.

3-1-2-4 Private equipment

Privately-owned appliances brought into the school pose a risk.

3-1-3 Extent

All categories of people are exposed to these risks.

3-2 Machinery

3-2-1 Hazards

The school operates a small amount of machinery with moving parts, including electromechanical printers. The printer motors probably do not have sufficient power to do more than cut or bruise a finger.

3-2-2 Risks

The printers are safe provided that the covers and guards are removed only by competent people.

3-2-3 Extent

The Scientific Officers and Technical Staff are exposed to the risks of removing covers and guards on the printers.

3-3 Fire

3-3-1 Hazards

The main hazard of fire is smoke rather than flames.

3-3-2 Risks

The likelihood of fire is not particularly high—however the consequences of fire are extremely serious. We all need to follow the rules.

3-3-3 Extent

All categories of people are exposed to these risks.

3-4 Explosion

3-4-1 Hazards

Pressurized vessels present the possibility of explosion, particularly in the event of a fire. Several of the fire extinguishers, which are at clearly marked locations, come in this category.

3-4-2 Risks

In the event of a fire the building will be evacuated and only professional fire fighters will be present, forewarned of these very dangers. The risk of explosion in a fire of fire extinguishers can therefore be disregarded in this document.

3-4-3 Extent

People in all categories may be at risk from an explosion.

3-5 Manual handling

3-5-1 Hazards

The school moves loads from room to room, from building to and from cars, and occasionally unloads consignments of equipment from lorries or vans. Transporting or supporting loads by hand or bodily force can cause accidents and injuries, most commonly a strain or sprain, and often of the back. Full recovery is not always made: the result can be physical impairment or even permanent disability.

3-5-2 Risks

The risk of injury from manual handling is fairly high. There is always the temptation to carry more at a time than is safe.

3-5-3 Extent

All categories of people, except undergraduates, are at risk.

3-6 Display screens

3-6-1 Hazards

The school operates many display screens in laboratories, retiring rooms and offices. The hazards discussed here are not limited to the use of screen itself, but extend to the whole workstation.

The principal hazards are:

- Upper limb pains and discomfort
A range of conditions now described as *work related upper limb disorders*, from temporary fatigue or soreness to chronic soft tissue disorders like peritendinitis or carpal tunnel syndrome.
- Eye and eyesight effects
Using display screens is *not* associated with damage to eyes or eyesight, *nor* does it make existing defects worse. Some workers experience *temporary* visual fatigue leading to impaired visual performance, red or sore eyes and headaches; or the adoption of a posture which leads to upper limb problems.
- Stress
Many symptoms described by display screen workers reflect stresses arising from their task. They are more likely to be caused by poor job design or work organization and other factors. Attributing individual symptoms to particular aspects of a workplace can be difficult.

There are other, less likely, hazards:

- Epilepsy
Display screens do *not* normally induce epileptic seizures. Most people suffering photosensitive epilepsy (1 per 10 000 population) find that display screens are safe to work with, though there can be problems in rare cases.
- Facial dermatitis
Some users have reported skin complaints such as itching or reddening of the face or neck. These complaints are rare and may be associated with low relative humidity or static electricity near the screen
- Electromagnetic radiation
The levels of ionising and non-ionising electromagnetic radiation likely to be generated by display screen equipment are well below the internationally accepted safe levels.
- Effects on pregnant women.
There is no evidence that pregnant women need to stop working with VDUs. However, to avoid stress and anxiety, women who are pregnant or planning children and are worried about working with VDUs may discuss their concerns with an adequately informed adviser.

3-6-2 Risks

The risk is related to the frequency, duration, intensity and pace of spells of continuous use of the display screen equipment, allied to other factors such as the amount of discretion the person has over the extent and methods of display screen use. To deal with this the regulations define a *user* as *an employee who habitually uses a display screen as a significant part of his normal work*, and then go on to specify the protection that a user must have. Because it is a combination of factors that affect the degree of

risk, it is not possible to lay down hard and fast rules based on, say, hours of use per day, to decide who is or is not, a user.

However, it is clear that the likelihood of the principal hazards (upper limb pains and discomfort, eye and eyesight effects, and stress) affecting a user is high, unless steps are taken to prevent it.

3-6-3 **Extent**

This section attempts to identify users within the school.

Strictly speaking, undergraduates and postgraduates are not users, because they are not employees. However, the *Health and safety policy statement of the University Court* [4.4] makes it clear that risk assessment must also cover people who are not university employees, when those risks arise out of the university's undertaking. This clearly includes undergraduates and postgraduates.

- Academic staff
All members of this category are users.
- Academic Related staff
All members of this category are users.
- Clerical and Secretarial staff
All members of this category are users.
- Technical staff
All members of this category are users.
- Postgraduates
Although there is much variation within this category, it is reasonable to assume that all members qualify as users.
- Staff from other schools, eg janitors & cleaners
Whether staff from other schools use display screens in their normal work is not the responsibility of this school.
- Visitors, eg telephone engineers
Whether visitors use display screens in their normal work is not the responsibility of this school.
- Undergraduates
All members of this category are users.

4 **Arrangements**

This section describes the systems and procedures for safety within the school.

This section (together with section 2) satisfies section 2(3) of the *Health and safety at work act 1974* and regulation 4 of the *Management of health and safety at work* [3.5].

4-1 **General working environment**

In general matters the school conforms to the university standards. A few specific items are detailed below.

4-1-1 **Induction training**

All new staff and postgraduates are advised to read the school's health & safety induction document sent out at the start of each academic session.

4-1-2 **New and expectant mothers**

Expectant mothers, new mothers or mothers who are breast-feeding must inform the Head of School and Personnel Services of their condition, so that appropriate health

and safety measures can be taken. See *Guidance on health and safety aspects of new and expectant mothers at work* [4.7] for more information.

4-1-3 Safety inspections

The school shall carry out annual safety inspections to determine whether the arrangements described in this document are working; and if not, to recommend changes.

4-1-4 Drinking water

All supplies shall be labeled to indicate whether they are for drinking. In the Jack Cole Building and John Honey building, there is an approved supply of drinking water in the kitchen and from water coolers located in the buildings.

4-1-5 Temperature

Thermometers shall be available from school offices to measure room temperature.

4-1-6 Accident, incident or ill-health

Deal with any emergency aspects first (see back cover). Report all accidents, incidents or ill-health to the School Safety Coordinator. Details of accidents must be reported on the University of St Andrews Accident Report Form and sent to the Safety Advisor. A copy is retained in the school files and also on the University web site (URL: <http://www.st-andrews.ac.uk/services/safety/webpages/Accident-Rep-Form.rtf>)

The university is obliged to report certain cases to the Health and Safety Executive.

Health care rooms are available to give any ill person a private place to rest, recover, receive First Aid, or await medical help. See the back cover for details.

4-1-7 Waste disposal

There are regulations governing the disposal of waste. Most of our waste is in the category called *controlled waste*: this includes household waste, scrap metal, surplus substances, building or demolition waste, things which are broken, worn out, contaminated or spoiled. You can dispose of this in the waste bins in the usual way. The category of *special waste* includes medical products available only on prescription, and substances which are highly flammable or dangerous. If you have special waste to dispose of, please contact the School Safety Coordinator. Non-compliance can result in a fine of up to £2 000.

4-2 Electricity

In general the *University local rules for electrical safety* [8.2] shall apply.

The rules are in two main sections: fixed wiring installations and portable appliances. These are described separately below.

4-2-1 Fixed wiring installations

Fixed wiring installations include components such as switches, circuit breakers, fuses, and cables, supplying items such as wall sockets, fixed lights, and extractor fans.

Laboratories

Each laboratory shall be fitted with a residual current circuit breaker, clearly labeled, and tested regularly.

4-2-2 Portable appliances

Portable appliances are appliances which you plug into the mains supply. This includes not only obvious cases like computers, but also adaptors, extension leads, and anything electrically connected to them. Even battery-powered appliances are covered by the law.

Which appliances do the rules apply to?

It depends on who owns (or more precisely, is responsible for) the appliance, and where the appliance is being used.

The rules apply to appliances owned by:

- the school (in use anywhere), or
- a research group in the school (in use anywhere), or
- an employee or student (in use on school premises).

The rules do not apply to appliances owned by:

- contractors (such as visiting field engineers), or
- other university schools and units (such as Estates and Buildings).

The safety status of portable appliances is checked periodically by the University's Estates and Buildings department.

Privately-owned appliances can be brought into the school, provided the appliance is subject to the same test procedures as the school's own appliances. For these test procedures to be carried out, Jim Park should be consulted first. The university is not responsible for the condition of privately-owned appliances.

Note that the use of open bar fires is not permitted within the school. Where portable supplementary heating is necessary convector type heaters should normally be used.

The University's rules for the introduction and use of domestic electrical equipment in University property specify that:-

- (i) Equipment and connecting leads must be serviceable and in a safe condition.
- (ii) Plugs must be wired in the correct manner and incorporate fuses of the correct rating for the equipment.
- (iii) A plug must supply only one piece of equipment.
- (iv) If extra sockets are required, multiway distribution boards with 13 amp shuttered sockets must be used.
- (v) The total load on a wall socket must not exceed 13 amps.

In any event, a technical representative should be consulted.

4-3 Machinery**4-3-1 Power tools**

Power tools shall be used only by suitably qualified staff.

4-3-2 Printers

Electromechanical printers and copiers shall be serviced only by the Scientific Officers or Technical Staff using masks, and shall be clearly labeled to this effect.

4-4 Fire

A separate document, *Emergency Evacuation Plan* [9.1], describes the provisions for emergency evacuation of the Computer Science buildings.

4-4-1 Alarm system test

The Alarm System is tested every Monday at 3pm in the Computer Science buildings. The purpose of the tests is to check that the alarm system works. The tests are not Evacuation Drills, so you don't have to leave the building or stop whatever you are doing. You should hear the alarms ring for no more than 10 seconds. If the alarms go

on for more than 15 seconds, it is not a test. This tight limit means we don't lose vital seconds in an emergency.

A notice entitled *Alarm system tests* is displayed on all notice boards to describe this procedure.

4-4-2 Alarm system failure

Faults in the alarm system are to be reported immediately to Estates and Buildings, normally through the School Safety Coordinator. If a fault cannot be quickly repaired, all occupants will be informed. This will be done immediately by word-of-mouth, e-mail and by posting notices.

4-4-3 Evacuation drill

An Evacuation Drill is carried out periodically in the Computer Science buildings.

4-4-4 Fire extinguishers

Fire extinguishers shall be inspected regularly.

Fire extinguishers shall be suitable for a fire in the area where the extinguisher is kept. For example, an extinguisher in a laboratory shall be suitable for electrical fires. The suitability of fire extinguishers shall be clearly marked on the extinguisher.

4-5 Explosion

Cylinders of compressed air, nitrogen etc shall be handled only by suitably qualified staff, and shall be labeled clearly to this effect. A label attached to the cylinder shall warn of the dangers of heating.

4-6 Manual handling

The following advice is culled from various university publications [7, 8]:

In this school the most commonly moved items are pieces of equipment, paper in various forms, and less often, furniture. All staff should avoid manual handling where reasonably practicable, by using barrows, trolleys etc. No member of staff should attempt to lift or move a load if they are in any doubt as to their capability to do so without risk to their health and safety.

If you think that routine manual handling carried out during the course of your work may put you at risk, contact the School Safety Coordinator.

4-7 Display screens

The school follows *Guidance notes for safe use of display screen equipment* [11.2]. In addition, the following arrangements are made.

4-7-1 Information

Copies of *Guidance notes for safe use of display screen equipment* [11.2] shall be provided to all employee users in the school, and to all laboratories.

4-7-2 Training on use of VDUs

All employee users in the school are now required to follow the web-based Display Screen Equipment (DSE) Computer Training Program. The certificate, produced on completion of the quiz at the end of program, should be passed to the School Safety Coordinator.

4-7-3 Non-employees

The following paragraph is drawn to your attention:

The Display Screen Equipment Regulations do not apply to students, unless the student becomes an employee of the University. Nevertheless, it is recommended that the provisions of the Regulations are extended to students, visiting workers and other appropriate non-employees, in all aspects other than the provision of corrective appliances.

—Environmental, Health & Safety Services, CSA/VMS, 23 Apr 93

4-7-4 **Faulty equipment**

If your workstation is faulty, please report it to the Scientific Officers or the Technical Staff.

4-7-5 **Eyesight tests**

If you wish an eyesight test (see §5, *Guidance notes for safe use of display screen equipment* [11.2]), please ask the School Safety Coordinator to arrange one for you.

4-8 **Project supervision**

Supervisors of undergraduate and postgraduate students must consider health and safety aspects of their projects. The university recognizes the following categories of project:

- A Those where work may not be started without direct supervision.
- B Those where work may not be started without the task supervisor's advice and approval.
- C Those with risks (other than categories A & B) where extra care must be observed, but where it is considered that workers are adequately trained and competent in the procedures involved.
- D Those where the risks are insignificant and carry no special supervision considerations.

Most honours undergraduate and postgraduate projects centre on the use of a workstation and do not introduce any new risks beyond those associated with merely being in the building. They fall in category C, and reading the school *Health & safety policy* and the university's *Guidance notes for safe use of display screen equipment* [11.2] is adequate training. It is the supervisor's responsibility to ensure that this training is provided.

Most sub-honours undergraduate projects fall in category D.

Any project which is an exception to these will need an individual risk assessment. Please discuss it with the School Safety Coordinator during the project planning stage, so that there is time to take any necessary action before the project begins.

5 **References**

The following documents are available in the Library, under class mark *Ref H*.

5-1 **Administration**

- [1.1] *Five steps to successful health and safety management*, Health & Safety Executive, 1992
- [1.2] *The health and safety system in Great Britain*, Health & Safety Commission, 1992
- [1.3] *Guidance notes on drafting a departmental or unit safety policy*, Computing Laboratory, University of St Andrews, 1992

5-2 Bibliographies

- [2.1] *Access to occupational health and safety information*, Health & Safety Executive, 1992
- [2.2] *HSELINE*, Health & Safety Executive, 1990
- [2.3] *Organisations concerned with health and safety information*, Health & Safety Executive, 1992
- [2.4] Summary of safety legislation, (no publication details)

5-3 General

- [3.1] *Offices, shops and railway premises act 1963*, Her Majesty's Stationery Office, 1963
- [3.2] *Essentials of health and safety at work*, Health & Safety Executive, 1992
- [3.3] *The Health and Safety at Work act*, Scriptographic Publications Ltd, 1989
- [3.4] *Workplace health, safety and welfare: approved code of practice*, Health & Safety Executive, 1992
- [3.5] *Management of health and safety at work*, Health & Safety Executive, 1992
- [3.6] *Workplace (health, safety and welfare) regulations 1992: guidance for the education sector*, Health & Safety Executive, 1996.
- [3.7] *Welfare at Work: guidance for employers on welfare provisions*, Health & Safety Executive, 1999.
- [3.8] *Safety Signs and Signals: The Health and Safety (Safety Signs and Signals) Regulations 1996*, Health & Safety Executive, 1996.
- [3.9] *Health and Safety guidance when working overseas*, University and Colleges Employers Association and Universities Safety Association, 1998.
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- [5.3] *Health and safety in offices: guidance for staff*, Environmental, Health & Safety Services, University of St Andrews, 1995

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- [7.1] *Everyone's guide to RIDDOR '95*, Health & Safety Executive, 1996
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6 Web based material

A significant amount of useful material on health and safety is now available on the web, and can be accessed under Environmental, Health and Safety Services on the University of St Andrews home page

(URL: <http://www.st-andrews.ac.uk/services/safety/webpages/Pagea.html>).

The references that can be obtained by following the publications link include the Health and Safety Policy Statement of the University Court (1999), Guidance Notes - Safe Use of Display Screen Equipment (January 1993), and Health and Safety Law - What You Should Know (HSE leaflet, 1999). There is also a link on the publications page to the Display Screen Equipment (DSE) Computer Training Program (see §4.7.2 above).

7 Stress

Work related stress is now cited as a major health and safety factor.

The Health and Safety Executive (HSE) defines stress as *the adverse reaction people have to excessive pressure or other types of demand placed on them*". While pressure is part and parcel of all work activity and helps to keep workers motivated excessive pressure can lead to stress which undermines performance and can cause illness.

The University's Staff Survey 2003 identified stress as being a being a serious concern for a significant number of staff in a wide range of groups within the University.

Following receipt of this survey report the University has implemented a range of measures designed to manage workplace stress. Guidance documents which include details of these measures have been produced and published jointly by Human Resources and the Occupational Health Service.

These documents are also available on the Human Resources webpages at the following address. <http://www.st-andrews.ac.uk/hr/support-advice/policies>

Action by Staff

Staff who experience any of the physical symptoms related to stress should take prompt action. Guidance for staff on this matter is provided in a leaflet entitled, 'A Guide to Stress Recognition, and Reduction'. This document is available on the Human Resources webpages at the above address.

Action by Managers

Work related stress is a workplace hazard and must therefore be risk assessed and controlled like any other workplace hazard. Guidance for managers on this matter is provided in a leaflet entitled 'Managers Guide to Monitoring Stress'. This document provides information to managers on the causes of stress in the workplace and possible steps that can be taken to avoid stress in the workplace. This document is available on the Human Resources webpages at the above address.

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 keep 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 staff have deemed this 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. Outwith 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).