



TECHNICAL SERVICES

Local Health and Safety Management

Emergency Information for staff

<http://www.exeter.ac.uk/staff/wellbeing/safety/emergencyinformationforstaff/>

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Section 1:

Introduction

1. Technical Services is committed to ensuring the Health, Safety and Welfare of staff, students, visitors and all other persons accessing its laboratories, workshops, area(s) or services.
2. Technical Services recognises the significance and importance of Health and Safety (H&S) Legislation and is committed to ensuring all reasonably practicable steps are taken to understand where risks exist and developing suitable plans to reduce those risks to the lowest level available.
3. As a demonstration of its commitment, Technical Services have established a management structure for ensuring that all duties required by law are effectively implemented, controlled and monitored. Technical Services is also committed to ensuring that H&S responsibilities are set out clearly for staff and that all matters relating to H&S are effectively maintained within the scope of the primary functions of the University. Operations at the Penryn campus in Cornwall are covered under a separate policy managed by FXplus.
4. H&S Management is integrated into the daily operations of the University and this ensures that staff continue to recognise safety as an integral part of the work they do.

H&S Policy and Procedures

5. This H&S Policy is in support of the overarching [Health and Safety Policy for the University of Exeter](#) and sets out the arrangements for the management of Health and Safety across the University, Colleges and Services. Underpinning this, are various [safety standards](#) and [guidance](#) documents which give specific instructions for staff and managers.
6. **Health and Safety Legislation** - This is the collective phrase used in this policy to describe the Legal requirements by which Technical Services must comply. This phrase has been used in this policy to ensure the policy is clear and usable by all staff. Specific legislation being referred to in this policy as "H&S Legislation" includes (but is not limited to):
 - a. [The Health and Safety at Work Act 1974](#).
 - b. [The Management of Health and Safety Regulations, 1999](#).
 - c. [The Safety Representatives and Safety Committee Regulations, 1977](#).
 - d. [The Health and Safety \(Consultation with Employees\) Regulations 1996 \(As amended\)](#).

Policy Statement

8. Technical Services has a H&S management team in place. This team, led by the Head of Service, are responsible for safety, health and environmental (SHE) issues within Technical Services. Technical Services commits to providing a safe and healthy workplace and work environment for employees and others¹ who may be affected by its work.
9. Technical Services will:
- a. Comply with all statutory SHE requirements and those described in the University's H&S Policy and safety standards.
 - b. Adopt all reasonably practicable means to eliminate hazards and reduce the risk of injury and/or ill-health to staff and others² and the risk of damage to its property, arising from the College's work activities.
10. Technical Services has the following specific SHE objectives:
- a. To comply with all statutory SHE requirements.
 - b. To adopt all other reasonably practicable means to eliminate hazards and reduce the risk of injury (to the lowest achievable level) to its employees and others³, and the risk of damage to property in areas for which it is responsible.
 - c. to ensure that resources are made available to provide:
 - 1) plant, equipment and systems of work that are safe and without unacceptable risks to health;
 - 2) safe arrangements for the use, handling, storage and transport of articles and substances;
 - 3) a safe place of work with safe access to it and safe egress from it;
 - 4) a healthy working environment;
 - 5) adequate welfare facilities and arrangements; and
 - 6) Sufficient information, instruction, training and supervision to ensure all employees are aware of the hazards at their workplace together with the necessary measures to be taken to protect against these hazards.
11. Technical Services understands and accepts its responsibility for achieving these objectives. To do this we will ensure that a SHE management system is maintained which will:
- a. Ensure that staff at Technical Services understand their own personal responsibilities in H&S.

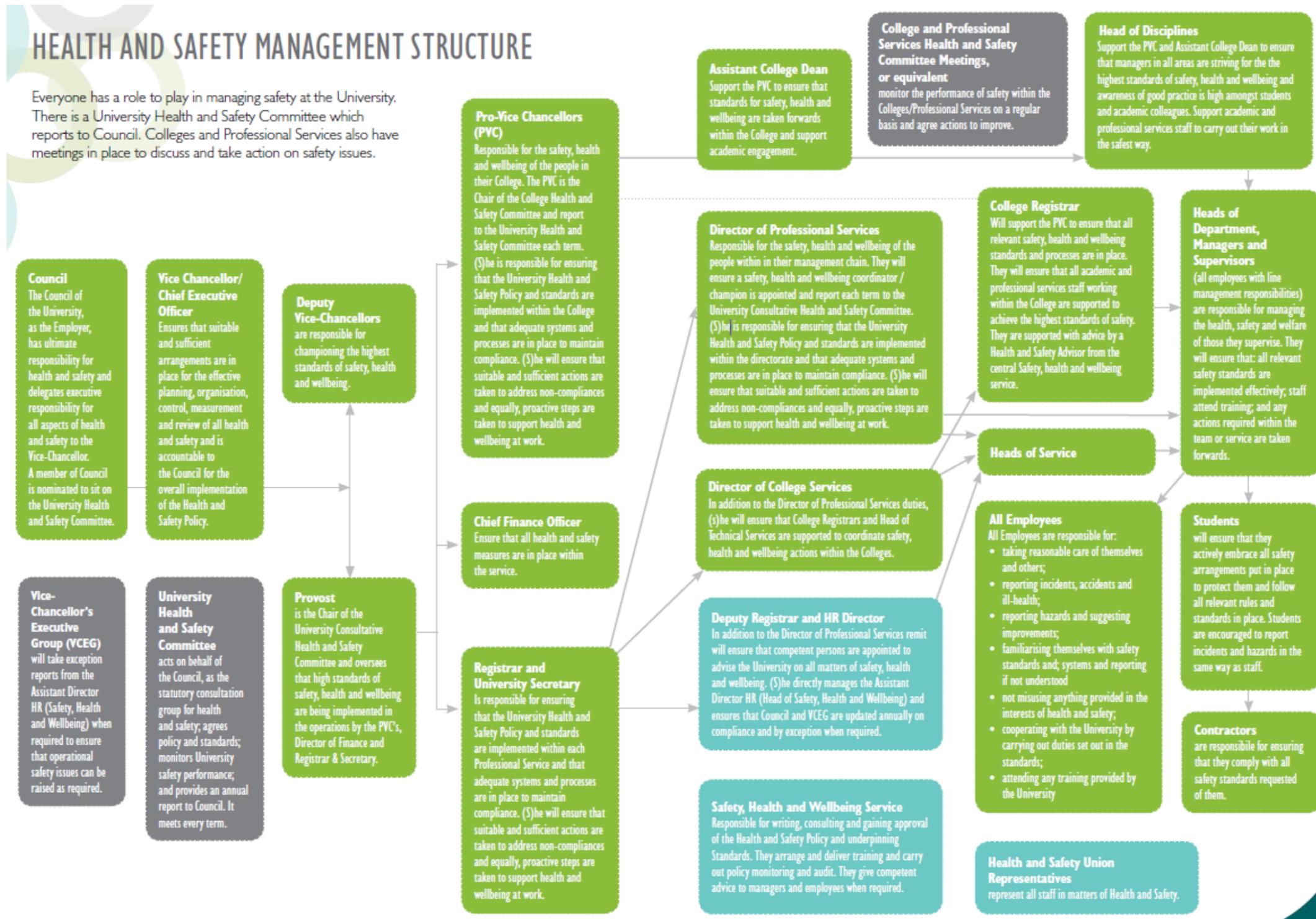
¹ Students, contractors, visitors, and members of the public.

² See note 1.

³ See note 1.

- b. Utilise a regular monitoring, inspection and auditing procedure to ensure the effective management of SHE throughout Technical Services; and
- c. Report progress in achieving the health and safety objectives and making recommendations for an annual rolling programme of improvements through the University SHE Committee. These recommendations will form the basis of an annual Safety Action Plan.

Section 2: Organisational Structure



12. All Unit of Activity managers are H&S coordinators. A list of staff in Technical Services can be found at the link below: <http://www.exeter.ac.uk/departments/technicalservices/contact/>

Head of Technical Services

13. The Head of Technical Services has overall accountability for ensuring that effective SHE Management systems are in place across Technical Services. In order to ensure success the Head of Technical Services has delegated operational responsibilities throughout the organisation.

14. The Head of Technical Services will:

- a. Ensure Technical Services representatives attend College Health and Safety Committees.
- b. Nominate staff within Technical Services who have delegated SHE duties and responsibilities.
- c. Delegate the duty to implement H&S Policy within each Unit of Activity.
- d. Seek, receive and act on SHE advice from competent and specialist staff, members of the University H&S Office and other members of the University (with H&S responsibilities) as appropriate; and
- e. Delegate any further H&S tasks as may be necessary.
- f. Report, on behalf of Technical Services, to the University H&S Committee.

Technical Services Management Team

15. It is the responsibility of the Technical Services management team to ensure that H&S safety standards are managed in accordance with the University H&S policy and supporting documents.

16. The Technical Services management team will:

- a. Ensure that Technical Services has access to competent H&S Advice and will ensure that the College H&S committees receive adequate assurance of compliance to H&S Legislation at least annually.
- b. Advise the Head of Technical Services, Pro Vice Chancellors and College Registrars on the formulation and revision of the College H&S Policy and procedures;
- c. Act with the delegated authority of the Head of Technical Services, and PVC in H&S matters of urgency;
- d. Liaise with members of the H&S Office and other staff with H&S responsibilities;

Technical Services H&S Coordinators

17. Will carry out duties on behalf of Technical Services and the College in which they operate.

18. The H&S Coordinator will:

- a. Schedule, and chair termly Health and Safety meetings for the areas/buildings under their charge (as required).
- b. Receive verbal reports from nominated staff in supporting roles to update on progress and any outstanding issues and actions that may be affecting them in their roles.
- c. Be familiar with both the University and other relevant H&S policies and ensure that all areas/zones have named lead and that leads are supported to carry out their role;
- d. Lead on maintaining the overall management structure for H&S and provide assurance to Technical Services and Colleges as required (at least annually), with evidence that compliance is being achieved;
- e. Ensure that there is an active H&S Committee and ensure that H&S Committee members are given adequate time to ensure their participation at the H&S Committee;
- f. Ensure that the H&S Committee is effective and that Terms of Reference are reviewed, assessed and approved annually;
- g. Advise members of their department/discipline on matters of Occupational H&S (with assistance from the H&S Advisor);
- h. Act with the delegated authority of the Head of Technical Services in H&S matters of urgency;
- i. Attend College H&S Committee meetings or nominate a deputy as requested;
- j. Ensure that accidents and incidents are reported correctly and investigated by University safety team;
- k. Disseminate H&S information to staff as appropriate;
- l. Ensure that new members of the service receive adequate corporate and local H&S inductions;
- m. Monitor the Unit of Activity such that:
 - 1) A high standard of housekeeping is maintained;
 - 2) Adequate precautions are taken regarding any existing or new hazard(s);
 - 3) Records of plant, equipment and processes are maintained as required by legislation/statutory provisions;
 - 4) Adequate H&S records are maintained;
 - 5) Records of written risk assessments carried out and reviewed as required by relevant statutory provision (e.g. the Control of Substances Hazardous to Health Regulations);

- 6) Personal protective equipment needs have been assessed and suitable equipment made available and used; and
- 7) Emergency safety equipment (e.g. first aid boxes, fire extinguishers etc) are in place and maintained;
- n. Carry out any other H&S duties that may be assigned by the Head of service (as agreed with the University Safety team); and
- o. Provide reports to the College H&S Committee on behalf of Technical Services.

Directors of Buildings

19. The duties of the Directors of Buildings are dictated by the Head of Estates. Associated terms of reference are associated with this role.

Other Managers/Supervisors

20. Managers and Supervisors are responsible for ensuring their staff are familiar with and adhere to University and other relevant H&S policies and guidance. They are also responsible for ensuring that:

- a. There is a local system in place where staff can access the up to date information.
- b. Staff have adequate training, supervision and instruction to carry out their role safely.
- c. Any member of staff who has been nominated to have extended duties in a particular aspect of H&S, have their support, time and a place to carry out this work.
- d. Information relating to accidents, incidents and all other H&S issues are communicated to staff and ensure that staff have an opportunity to openly discuss health and safety issues and improvements in their own work areas.
- e. Audits, measurement and inspections are carried out as required and any actions required as a result of these are acted upon. They will take advice from the H&S Coordinator and University safety team whenever necessary to ensure the safety of staff, students and visitors.

21. They assess the risks under their control. The assessment will:

- a. Identify any hazards.
- b. Identify who might be harmed by the hazards.
- c. Assess the level of risk.
- d. Evaluate the effectiveness of any existing control measures.
- e. Identify any further control measures considered necessary to make the risk acceptable.

- f. Record the significant findings of the risk assessment.
- g. Bring the significant findings to the attention of all staff (and others) affected by them.
- h. Ensure staff are trained on procedures or working practices introduced as a consequence of the risk assessment.
- i. Review and update the risk assessment regularly (annually or when working procedures alter significantly).

Duties of First Aiders

22. The duties and responsibilities of first aiders are detailed in the First Aid Safety Standard (<http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/firstaid/>). Names and location of persons qualified to give first aid are detailed on 'Your Nearest First Aider' notices displayed in areas throughout buildings.

Duties of Fire Marshals

23. Fire Marshals are volunteers who encourage others to evacuate the building when the fire alarm is activated. There should be sufficient numbers of Fire Marshals to cover all areas within buildings under the responsibility of Technical Services.

24. A Fire Marshal will:

- a. Assist in evacuating the occupants of the building without putting themselves at risk.
- b. Ensure the fire exit doors remain unobstructed.
- c. Stand outside; clear of the door and direct exiting occupants to the Fire Assembly point.
- d. Not allow occupants to gather in the vicinity of the door, obstructing the exit and impeding those still leaving the building.
- e. When safe to do so, and when authorised to, they will allow the evacuated occupants to re-enter the building.

All Staff and Students

25. All staff and students are responsible for ensuring they work to University, and local, safety standards and procedures and are familiar with the local system of accessing this information. Specifically, under the requirements of H&S Legislation, staff are required to commit to and carry out the following duties;

- a. Take responsibility for their own H&S and that of others who may be affected by their actions and omissions.
- b. Use all work equipment, materials, personal protective equipment and clothing provided in accordance with the information, instructions and training received.

- c. Not interfere with any of the work equipment, materials, personal protective equipment or clothing provided.
- d. Co-operate with Technical Services in fulfilling any relevant statutory H&S obligations.
- e. Participate in H&S reviews and incident reporting procedures.
- f. Inform line managers and/or safety representatives without delay, of any work situation which they consider represents a serious or immediate danger to the H&S of themselves or others.
- g. Inform line managers of any matter they reasonably consider represents a shortcoming in the H&S arrangements, even when no immediate danger exists.
- h. Make themselves conversant with those work procedures in place for reasons of H&S, which are relevant to their work. Staff should be aware of the H&S Procedures in place relevant to the tasks that they carry out.
- i. Those who visit other sites shall make themselves familiar with the H&S procedures and requirements of those locations and act responsibly.

Contractors, Visitors and Members of the Public

26. Technical Services owes a duty of care towards contractors, visitors and members of the public who may be affected by its activities. The University arrangements for H&S will ensure that contractors, visitors and members of the public are exposed to the lowest reasonably practicable risk of injury.

Section 3a: College Health, Safety and Environment Committees

Membership.

27. College H&S Groups will consist of representatives from within the College and Technical Services, including staff representation.

28. **The committee will consist of:**

- PVC (Chair)
- College Registrar
- Head of Discipline
- University Health and Safety Business Partner
- Technical Services Business Partner
- Other Health and Safety Representatives (as required)
- Union Health and Safety Representative

29. **Frequency.** The College Health and Safety Committee will meet termly.

Key Roles

30. To seek assurance for the College that all necessary health and safety systems, process and protocols are in place as required.

31. To approve any College health and safety local rules / safety documents / plans.
32. Ensure that all staff have attended all relevant mandatory training.
33. Ensure that all the College has all necessary staff in supporting safety roles in place as required (e.g. first aiders, Fire Marshalls, Radiation Protection Supervisors etc.).
34. Present the results of any internal audits/inspections.
35. Receive updates/reports from staff in supporting safety roles.
36. Monitor actions arising from health and safety walkabout inspections or other audits, govern action plans and sign off action plans when all actions are complete.
37. Receive a report (for approval prior to submission to the University Health and Safety Committee) from the University Safety team and make plans for improvement based on the results and findings.
38. Agree future health and safety projects required within the College.
39. Ensure decision making for safety improvement is risk based (managing the highest College risks first, so far as is reasonably practicable) and integrate safety risks into the College planning process to ensure funding for safety improvements is considered as part of the overall college planning process.
40. Develop internal communication strategies to disseminate University Health and Safety standards, processes or guidelines.

Reports to the Committee.

41. Receive a reports each term which outlines:
 - a. Incident, accident and ill-health referral data over time (qualitative and quantitative report) and discussion on the action required to improve where necessary.
 - b. Number of new staff who have attended safety induction.
 - c. Results and findings of either internal or external audits and inspections.
 - d. Action taken from any previous inspections.
 - e. Numbers of staff in supporting roles (first aid, fire etc.) compared to numbers needed.
 - f. Any other improvements made to the health, safety and welfare of staff and students in the reporting period.
42. Receive a report from the University Health & Safety team.

43. Radiation Protection. Receive the annual URPO / RPS joint report on current radiation protection compliance

Onward Reporting

44. The Committee will submit a report to the University Health and Safety Committee each term.

Section 3b: Building/Unit of Activity and Health, Safety and Environment Committee

Membership.

45. The Harrison and Physics H&S Group will consist of representatives from within Technical Services, including staff representation. Penryn has their own H&S structure and ToR. Follow link below for committee members:

<http://intranet.exeter.ac.uk/emps/healthandsafety/keycontacts/>

46. **The committee will consist of:**

H&S Coordinator (Chair)
Union Health and Safety Representative
Staff named as being a topic lead (e.g. Radiation Protection, Laser Safety, COSHH, Sustainability, Workshops, Teaching laboratories)

47. **Frequency.** The building/unit of activity Health and Safety Committee will meet termly – meetings are to be scheduled prior to the College H&S committee meeting.

Key Roles

48. To seek assurance for Technical Services and Colleges that all necessary health and safety systems, process and protocols are in place as required.

49. To advise on any health and safety local rules / safety documents / plans.

50. Promote and encourage that all staff have attended all relevant mandatory training.

51. Help ensure that Technical Services and the College has all necessary staff in supporting safety roles in place as required (e.g. first aiders, Fire Marshalls, Radiation Protection Supervisors etc.).

52. Present the results of any internal audits/inspections and detail actions being taken to address the findings.

53. Receive updates/reports from staff in supporting safety roles.

54. Monitor actions arising from Health and Safety Walkabout Inspections or other audits, manage action plans and sign off action plans when all actions are complete.

55. Propose future health and safety improvement projects required within Technical Services and the College.

56. Cascade and help implement University Health and Safety standards, processes and guidelines.

Agenda

57. The building/unit of activity H&S committee will have the following standing agenda items:
- a. Review and findings of safety inspections carried out this period (include inspection type [internal/external], date of inspection, summary of findings, actions required/comments). To include actions taken from any previous inspections.
 - b. Staff Safety Training (local induction training, mandatory training, specialist training requirements, first aiders, fire marshals). Numbers of staff in supporting roles (first aid, fire etc.) compared to numbers needed.
 - c. Accidents and ill health (including analysis of the accidents and detailing learning actions required to improve where necessary).
 - d. Other safety issues identified (against each safety standard). Radiation Protection Supervisors to report on radiation protection compliance.
 - e. Brief from staff in supporting roles to update on progress and any outstanding issues that may be affecting their role (Fire Marshals, COSHH assessor, First Aider).
 - f. Summary of H&S actions being taken forward, in your area, in the next period.

Reports to the College H&S Committee.

58. Building/unit of activity H&S report. By H&S coordinators.
59. Technical Services related H&S issues, actions, and progress. Receive verbal reports to update on progress and any outstanding issues that may be affecting the College/service.

Section 4: Communication

60. **Safety policy and standards.** The University publishes current health and safety standards on their website (<http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/>). Once safety standards have completed their consultation period and are published staff will be informed of updated policies and procedures via all staff emails. Staff and students should check the college and university websites frequently to ensure that they are fully up to date with important safety information.

Section 5: Safety Specifics

Detailed information about specific Safety Standards

61. Staff can find more detailed instruction about specific Safety Standards (e.g. radiation arrangements, COSHH, Lab safety, DSE etc.)
<http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/>.

62. Any Technical Services specific safety rules and procedures will be detailed in local inductions.

Legal Requirement

63. The Health and Safety Law leaflet is available from the HSE website:
<http://www.hse.gov.uk/pubns/lawleaflet.pdf>.

64. Staff should see their line managers for health and safety advice and can find H&S courses on iTrent Self-service.

Section 6: Training

University Induction

65. All new employees are required to attend the [University induction](#) and complete the [Introduction to Health and Safety course](#) when they start working at the University. Completion of this training is checked by the manager in the probation process (as soon as possible, but within their first 6 months of employment). All University Induction is recorded on Trent. Reports on training compliance, listing individuals who have not completed training or are out of date for training, are cascaded to the Technical Services management team.

College Inductions

66. College Inductions aim to provide the basic information needed to help you settle in to your new role; introduce you to key staff across the College; and put useful University information at your fingertips. This process is managed by the relevant Colleges admin staff.

H&S Local Induction

67. All staff (new and existing) must have a local H&S induction, as required in their role. All local inductions must be recorded locally and be carried out by the Unit of Activity manager, laboratory manager, or workshop manager according to the local management arrangements in place. If there are any changes in procedures/equipment records should be updated to reflect the changes. Managers must keep the records of local induction for the duration of the staff members' employment.

Laboratory/workshop inductions for cleaning staff

68. Cleaning staff should not enter laboratories or workshops unless they have been given a safety brief by the laboratory/workshop staff. This should be documented and a signed copy should be scanned and emailed to Unit of Activity Manager which will then be sent on to the relevant cleaning supervisors.

Specialist Training

69. Managers are required to identify any specific Health and Safety training required by their staff according to risks in their role (e.g. radiation protection, working at height, laser safety, and

bottled gas safety etc). Many of these specific courses are available centrally and can be booked via [Trent](#). In the event that a course is not available centrally, the Manager will discuss the requirement with the Health and Safety Department and a suitable plan will be developed to ensure training is received.

Refresher Training

70. All staff who have worked at the University for more than 3 years will attend a [mandatory update session](#) every 3 years to ensure they are kept up to date with all University Health and Safety arrangements

Competency for tasks and training

71. All employees must complete health and safety induction training when they start work, which will cover basics such as first aid and fire safety. Line managers may require you to conduct job-specific health and safety training. Training will be identified, arranged and monitored by line managers during the staff PDR process or on request.

72. You also have to provide training if risks change and refresher training when skills are not frequently used. Trent will be used to record your H&S training and will be interrogated by line managers to ensure that staff are kept current.

73. Workplace inductions will be carried out for new staff and then specific inductions for buildings/tasks.

Section 7: Health and Safety Audits and Improvements

74. The University management of H&S standard will be monitored annually by the Health and Safety Committee. As a minimum, Health and Safety coordinators will investigate and report on the following key components of this policy:

Annually the University Health and Safety Standard will be monitored and the following criteria will be measured to identify the effectiveness of the standard and the overall level of implementation:

- | | |
|----|---|
| 1. | The number of Colleges and Professional Services which have an active Health and Safety Committee or equivalent group in place to discuss and agree actions to improve health and safety compliance. Minutes of meetings are evident and discussions reflect the terms of reference. |
| 2. | The number of Colleges and Professional Services which have successfully reported using the standard reporting template to the University Health and Safety Committee each term. |
| 3. | The number of Colleges and Professional Services which have a document in place indicating how it manages health and safety (procedure or equivalent) which contains key criteria as set out in the University guidance "suggested content of a College and Professional Services safety document". |

4. The number of Colleges and Professional Services which can demonstrate effective processes are in place for ensuring that all staff receive health and safety training as required and there is evidence that staff are receiving training as required (compliance figures).
5. There is evidence from the College/PS that action is taken following audits and inspections and a process in place to monitor action plans until complete.

The results of the review will be shared with each College and Professional Service indicating compliance and action that needs to be taken. A summary of compliance will be reported to the Health and Safety Committee annually.

75. The results of the Health and Safety Policy Monitoring will be reported to the Health and Safety Committee annually. A compliance score outcome will be agreed by the Health and Safety Committee. The following compliance scoring methodology will be applied:

Percentage Compliance Range	Description of Compliance Performance	Description of Action Required
90-100%	Excellent Performance	No Action Needed
65-89%	Adequate Performance	No Action Needed
50-64%	Limited Performance	Action Required
Below 50%	Poor Performance	Action Required

76. In the event of limited or poor performance the Health and Safety Topic Lead will be required to produce an action plan, stating how this performance will be improved. The Health and Safety Committee will agree this action plan is suitable and monitor the action plan until complete.

77. The College has a system to monitor H&S in addition to monitoring undertaken by the UoE H&S Office. This will be achieved actively by conducting regular spot checks, safety tours with the Heads of Discipline and reactively by investigating any accidents or ill health.

78. Checks will be conducted of working conditions, ensuring safe working practices are being followed; we will carry out workplace inspections annually. As part of this review of work practices risk assessments will be updated.

79. Investigation of serious incidents with a consequence score of 3 or more (RIDDOR reportable) will be carried out by the UoE H&S Department. They may need assistance from a suitably competent and experienced person. This may mean a safety qualified person and input by the line manager and/or specialists. The H&S Advisor will assist in allocation of appropriate resource.

80. The same procedure will be adopted for investigating work-related causes of sickness absences.

81. All reports will be forwarded to the H&S Advisor and H&S Office who will determine actions on investigation findings to prevent a recurrence.

82. **Internal audits/inspections.** A programme of H&S audits has been established by the H&S Office. Other external audits take place in which H&S is a key component. Additional audits within Technical Services will be planned and carried out by the H&S Advisor (with specialist assistance as necessary) to monitor particularly those areas seen to be of high risk.

83. **UoE H&S Committee.** A meeting is held termly at which Technical Services is represented. A report will be submitted for each meeting (format of report is detailed by the UoE H&S Office).

84. **UoE Annual report.** A report will be prepared in liaison with the UoE H&S Office as a contribution to the UoE Annual H&S Report.

Section 8: Emergency Information for Staff

Exeter

In an emergency contact:	
Campus Services Helpdesk	01392 724552
Estate Patrol	01392 722222 (ext. 2222) Emergency number only 01392 723999 (ext. 3999)

Cornwall Campuses

In an emergency contact:	
Campus Services Helpdesk	01326 370400 (ext. 2704)
Campus Security	01326 251400 (ext. 1400) during the day or 07768 557779 at night

Fire

85. **On discovering a fire:**

- a. Sound the alarm;
- b. Call the Fire Service by dialling (9)999 (be prepared to give them the address of the building);

- c. Summon help and if possible (without taking personal risk and only if trained to do so) attack the fire with available equipment, turn off gas and electricity.
- d. **On hearing the fire alarm:**
- 1) Close your window and door;
 - 2) Check adjacent rooms and warn the inhabitants if they have not heard the alarm;
 - 3) Do not stay to collect any possessions;
 - 4) Leave the building quickly by the nearest available exit and warn the person in charge of any person known to be missing;
 - 5) Do not use the lifts;
 - 6) Go to the assembly point;
 - 7) Notify Estate Patrol.

Gas

86. If you suspect a gas leak within a building:

- a. Turn off the gas supply if possible;
- b. Do not operate electrical switches or fire alarms or create any sources of ignition;
- c. Open the windows;
- d. Contact Campus Services Helpdesk or Estate Patrol/Campus Security.

Asbestos

Never attempt to drill or tamper with University buildings (walls, floors, etc). In the event of discovering asbestos/suspected asbestos contact Campus Services Helpdesk and Estate Patrol immediately.

Suspicious packages

- Do not touch the package;
- Remove all persons from the area;
- Contact Estate Patrol/Campus Security immediately.

Security issues

Exeter Campuses: In cases of serious or imminent danger, contact the police on (9)999 immediately and also ring the Estate Patrol security team on their emergency number: ext. 2222,

(01392 722222). For non-emergency security and parking matters contact the Estate Patrol security team on ext. 3999, (01392 723999).

Cornwall Campuses: Campus Services Helpdesk: 01326 370400 (ext. 2704), Radio: 401; or Campus Security: 01326 251400 (ext. 1400) during the day or 07768 557779 at night.

First Aid

Posters are displayed in all buildings in the common areas which list the trained first aiders close by. Please see our list of [First Aiders](#) to find your nearest first aider.

In the event of a significant injury call an ambulance immediately on **(9)999** and then contact a [First Aider](#).

Exeter Campuses: Please also inform the Estate Patrol security team on **ext. 3999 (01392 723999)**, or on their emergency number, **ext. 2222, (01392 722222)**.

Cornwall Campuses: Please also contact Campus Security on **01326 251400** (ext. 1400) during the day or **07768 557779** at night.

Incident reporting

Report all incidents, accidents and ill-health using the [incident reporting form](#).

Reporting a Hazard

To report a hazard contact the [Campus Services Helpdesk](#).

Health and Safety Union Representatives

The University supports Health and Safety Union Representatives by arranging for allocated time to be spent on health and safety duties. All staff have access to discuss safety matters with their local union representative. The contact details for the Health and Safety Union Representatives

87. **Out of hours arrangements and key contacts.** The majority of buildings on campus have their access locked down to building staff only out of hours. Estate Patrol hold up to date emergency contact lists for Colleges and Services.

88. **Occupational Health management referral process.** Managers should follow University advice at <http://www.exeter.ac.uk/staff/wellbeing/oh/referrals/>.

89. **Employee Assistance Programme (Care First).** Care first provides confidential, impartial advice and support 24 hours a day, 365 days a year. The service is free for you (University of Exeter staff members), and your family (must be living at the same address as you), to access whenever you need. You don't need to ask permission from your line manager before contacting Care first. Visit <http://www.exeter.ac.uk/carefirst/>

90. Refer to the UoE website for information on actions required:

<http://www.exeter.ac.uk/staff/wellbeing/safety/hspoliciesandguidance/healthandsafetypolicyandmanagement/emergencyprocedures/>

<http://www.exeter.ac.uk/campusservices/insurance/continuity/plans/>

Review

91. This policy will be reviewed within two years as agreed by the Health and Safety Committee. Should changes occur within Health and Safety Legislation that require the policy to be updated this will render the stated review date obsolete.