

University of St Andrews



**School of Classics
Health, Safety and Security Policy
(updated November 2017)**

1. Introduction

Information on the university's health and safety policy, in line with health and safety legislation, is available here:

<https://www.st-andrews.ac.uk/media/environmental-health-and-safety-services/policies/Health%20and%20Safety%20Policy%202017.pdf>

This local policy for The School of Classics has been produced in compliance with that material.

The local policy for the School is available on the school's webpage at <http://www.st-andrews.ac.uk/classics/handbooks/hss/>

2. School of Classics

The School of Classics is committed, so far as is reasonably practicable, to providing a high standard of health and safety to its staff and students.

This policy document details the health and safety organisation and arrangements which are in place to ensure compliance with the University Health and Safety Policy.

Each member of staff and students should take reasonable care for their own health and should not put the health and safety of anyone at risk by their acts or omissions.

A copy of the School's policy is available to every member of the School on the School's webpage.

This health and safety policy will be reviewed annually unless circumstances require an earlier revision.

3. School Health and Safety Organisation

The Health and Safety Policy Statement of the University Court delegates responsibility to Heads to ensure that the Court's Policy is implemented in all areas under their control.

In the case of the School of Classics the ultimate responsibility for Health and Safety issues lies with the Head of School who delegates the day-to-day duties of monitoring Health and Safety issues within the School to their Health and Safety Coordinator. The Health and Safety Committee for the school is made up of the Head of School and the School Health and Safety Coordinator who meet at least annually.

Any member of the school with safety concerns should bring these directly to the attention of the School Health & Safety Coordinator. Health and Safety issues can be raised at Staff Council and items for the agenda should be submitted to the Head of School.

If any members of staff have a health concern, then they should contact the university Occupational Health Adviser directly. However, should a staff member consider that aspects of work may be a contributory factor; concerns should be discussed with the Head of School.

Staff are able to refer any health & safety concerns either to their trade union representatives or to the Director of EHSS for consideration by the Health & Safety Assurance Group. Similarly the Head of School may wish to refer concerns, when an identified significant health and safety problem has not been easy to resolve.

Duties of the Health and Safety Coordinator comprise the following:

1. Being fully familiar with the Health and Safety Policies of the University and the School of Classics.
2. Providing advice to members of the School on matters of occupational health and safety and, in particular, advising the Head of School on the formulation and revision of the School's health and safety policies and procedures.
3. Acting with the delegated authority of the Head of School in matters of urgency.
4. Referring promptly to the Head of School, or the University Safety Adviser, any health and safety issues which cannot be resolved locally on a time-scale commensurate with the risk.
5. Liaising with the University Safety Adviser and other central advisers for health and safety matters.
6. Attending (ex officio) meetings of the School of Classics Staff Council as Health and Safety Coordinator.
7. Conducting or coordinating systematic health and safety inspections and accident investigations to identify unsafe or unhealthy conditions or work practices, and making sure that preventative action is recommended and pursued.
8. Ensuring that accidents and near misses are reported and investigated.
9. Disseminating health and safety information and reports to appropriate members of School of Classics staff and students.
10. Monitoring in the School of Classics that:
 - a high standard of housekeeping is maintained;
 - adequate precautions are taken regarding existing or new hazards;
 - adequate precautions are taken regarding any changes to be made;
 - staff and students are suitably informed, instructed and trained;
 - adequate health and safety records are maintained where appropriate, i.e. as required by relevant statutory provisions or by the University health and safety policy;
 - safe working practices and procedures, together with any necessary risk assessments for project work (especially for postgraduate students), are complied with;
 - systems are set up and maintained to check that health and safety facilities such as first-aid boxes, firefighting equipment, etc. are provided and maintained in a readily usable condition, and that other provisions which legislation or University and School policy may dictate are catered for;
 - such other health and safety duties which may be assigned by the Head of School.

4. Buildings Security

The School of Classics is located in two interconnected buildings – Swallowgate and Craigard – with the main entrance into Swallowgate leading from Butts Wynd, and the entrance into Craigard leading from The Scores. The buildings are open on weekdays from approximately 09.00 to 17.00, but remain closed at the weekends. A janitor may check that all buildings are secured out of normal opening hours. However, all resident staff, and lecturers using the

independently-booked class rooms, should ensure windows are closed and secured, lights are turned off and rooms locked (with the exception of two teaching rooms, Swallowgate S11 and Craigard C26, which remain unlocked). The main doors to both Swallowgate and Craigard should be secured if leaving after 17.00 weekdays and at all other times.

Security and working out of hours

In the interests of safety and security close and secure all open windows, switch off lights and lock all rooms (except Swallowgate 11 and Craigard 26) after use.

The lights to the main stairwell of Swallowgate and Craigard should be left switched on 24/7 in order to provide basic illumination in hours of darkness.

In the event of an emergency, individuals in the building outwith normal hours can contact the university's 'Out of Hours' service, as outlined on

<http://www.st-andrews.ac.uk/contacts/emergency/university/outofhours/>

Users of the buildings should exercise vigilance at all times. Strangers must never be admitted entry to the buildings. During office hours, any person/s appearing lost or acting suspiciously must be challenged. Everyone must take care to safeguard the security of their own rooms, most especially those close to outer entrances vulnerable to casual intrusion. In semester time wallets, handbags and computer equipment are open to theft by people taking advantage of the crowds; in vacation time computers, projectors etc. are vulnerable to intruders taking advantage of the absence of people in the building. Individual members of staff are reminded that they should lock their doors whenever they leave their offices, regardless of how long they will be out for.

5. Emergency Procedures

In addition to the information for staff below, all emergency procedures are outlined in the Health and Safety sections of the Staff Handbook, which is available on the staff intranet, and in the Undergraduate Handbook and Postgraduate Handbooks which are available to all students in the School on the School webpages. These handbooks are updated annually.

FIRE SAFETY - In the event of a fire, everyone should follow the instructions given in the University of St. Andrews Fire Action Notices that are posted in the School.

The fire alarm will be tested every Thursday morning during term-time. The test is organised and recorded by the School Health and Safety Coordinator.

A fire drill will be held at least once a year (and usually at least once a semester) and will be organised by the School Health and Safety Coordinator in co-operation with the University Fire Safety Adviser. The drill will be held without prior warning.

Swallowgate and Craigard are equipped with both water and carbon-dioxide fire- extinguishers. Note: only persons who have received appropriate training should use fire-fighting equipment.

FIRE SAFETY TRAINING

It is a legal requirement that all employees should receive suitable and sufficient training in fire safety. Fire safety training, covering all aspects of fire safety, is provided at regular

intervals to all members of staff by the University Fire Officer.

FIRST AID

In the event of a first-aid emergency, all staff should follow the instructions given on the University of St. Andrews 'First-Aid Emergency' notices that are posted in the School. A First Aid box is located in Swallowgate 7 (first floor) and also the foyer of Swallowgate.

Details of current First Aiders are indicated on the First Aid Emergency Notices.

As with fire procedures, first aid and safety issues are outlined in the *General School Booklet* for students of the School of Classics.

BOMB THREATS

Procedures for the treatment of suspicious objects left in the buildings or received in the post are detailed on the university webpage:

<http://www.st-andrews.ac.uk/staff/policy/safety/security/bomb/>

Tags re 'Actions to be Taken on Receipt of Bomb Threat' are available for the attachment to the cords of all telephones in the buildings, giving instructions on how to receive and record incoming bomb threat calls.

6. Reporting Accidents and Dangerous Occurrences/Near Misses.

Incidents of accidents or dangerous occurrences/near misses should be reported to the Head of School/School Health and Safety Coordinator using the appropriate University form, which will be submitted to the Director of Environmental Health and Safety Services.

Incidents including reportable accidents or dangerous occurrences/near misses within the School will be investigated by the Head of School.

7. Risk Assessments of the Workplace.

In compliance with the University Health and Safety Policy, a systematic survey of the workplace to identify foreseeable hazards has been carried out.

The following significant hazards have been identified within the School work activities:

Fire;

Slips/Trips/Falls;

Electrical Equipment;

Display Screen Equipment;

Violent Situations;

Stress;

Work Outwith Normal Working Hours;

Lone Work;

Work Outwith the University;

Manual Handling Operations.

The Head of School will ensure that generic risk assessments and, where necessary, risk assessments to comply with specific legislation e.g. Health and Safety (Display Screen

Equipment) Regulations 1992, Manual Handling Operations Regulations 1992, are carried out.

The following serves as generic risk assessment of identified general hazards within the workplace.

Fire - Fire is a major hazard with the potential for causing fatalities or major injuries. To minimise the risks of a fire it is important that all potential ignition sources are kept at a suitable distance from combustible material.

The storage of combustible material should be kept to a minimum. Significant quantities of flammable substances should be kept in an appropriate fire resistant cabinet.

All protected escape routes and emergency exits must be kept clear at all times. Combustible material must never be stored in these areas.

Slips, Trips and Falls - are one of the main causes of accidents within the University. To minimise the risks associated with slips, trips and falls it is important to maintain a high standard of general housekeeping.

Where reasonably practicable, items should not normally be stored above head height and should never be stacked above head height. Where items are stored above head height a suitable means of access will be provided.

Electrical Equipment - All portable electrical equipment should be inspected and tested at the frequency approved by the University. If a member of the School identifies an item of electrical equipment that has not been inspected/tested, they should inform the School Health and Safety Coordinator who will arrange for appropriate testing to be performed.

Private electrical equipment such as radios or coffee-makers may be brought into the School. These items must be inspected/tested prior to use by Estates. This can be arranged directly or by contacting the School Health and Safety Coordinator. If there is any concern about the safety of an electrical item, it should be disconnected from the mains supply, clearly labeled "do not use", and tested by an Estates' electrician.

Note: It is University policy that electrical adapters and open bar electrical heaters must not be used within the University as they pose a significant fire risk.

Substances Hazardous to Health - Substances hazardous to health include both chemicals and biological agents.

Substances normally used within the School offices do not present a significant hazard to health. All members of staff should read and follow the health and safety instructions provided on the container by the manufacturer.

Where staff are exposed to substances hazardous to health or a substance that is suspected to be hazardous to health then a full COSHH risk assessment is required. The assessment should be performed using University computerized COSHH Risk management system. The risk assessment should include all the necessary details to eliminate or minimise the risks of the hazardous substance.

Violent Situations – On rare occasions it is possible that when dealing with University

students violent situations may develop. All violent situations must be reported to the University via the 'Incident Report Form' on the University Webpage. The Head of School must also be informed. (Training on violence/aggression is available on request from the Occupational Health Unit. Contact the University's Occupational Health Adviser.)

Stress - Stress is a foreseeable hazard to the members of staff. The Head of School will follow the University guidance online at:

<http://www.st-andrews.ac.uk/staff/policy/hr/managersguidetomonitoringstress/>

and will ensure that staff are aware of the University publication entitled 'A Guide to Stress Recognition and Reduction', available online at:

<http://www.st-andrews.ac.uk/staff/policy/hr/stressrecognitionandreduction/>

The following legislation requires individual risk assessments:

Health and Safety (Display Screen Equipment) (DSE) Regulations 1992 (As amended in The Health and Safety (Miscellaneous Amendments) Regulations 2002) - Specific DSE risk assessments will be performed on all DSE workstations. Guidance on the safe use of DSE can be found in the University publication entitled: 'Guidance Notes for Safe Use of Display Screen Equipment'.

All staff members are required to complete the University DSE training programme and a self-assessment of their workstation, and to rectify any defects found and/or submit their findings to the School Health and Safety Coordinator.

Where deemed necessary by the risk assessment of the workstations, the Head of School will arrange for it to be upgraded to meet the minimum requirements of the governing legislation.

All staff are advised that they should complete the University's web-based DSE training package, the use of which is monitored by the Head of School and the Health and Safety Coordinator.

Manual Handling - All manual handling operations will be assessed with respect to the risk of injury. Where there is a significant risk of injury then an appropriate risk assessment will be produced which includes the necessary control measures to avoid injury. A record will be kept of the written assessment. Members of staff within the Unit are to comply with the University guidance on manual handling which is published in the document entitled: 'Guidance Notes for Manual Handling Operations'. No member of staff within the Unit should attempt to lift an item that is beyond their capability.

Lone Work - Members of staff who wish to work outside normal working hours should observe due safety measures. They can log in and out with the out of hours janitor (01334 463985).

New/Breast Feeding Mothers - Pregnant women and breastfeeding mothers should inform the Head of School so appropriate risk assessment of their work activity can be performed. Guidance on performing this risk assessment is given in the University publication entitled: 'Guidance on Health and Safety Aspects of New and Expectant Mothers at Work'. A copy is available from the university webpage: <https://www.st-andrews.ac.uk/staff/policy/healthandsafety/radiation/9expectantandbreastfeedingmothers/>

Work Outwith the University - If a member of staff is required to carry out work

outwith the university, the Head of School should ensure that an appropriate risk assessment is carried out and recorded. Staff travelling in connection with University business should check they are insured. Details of the university's policy can be found at: <https://www.st-andrews.ac.uk/staff/money/procurement/policies/>

Given the nature of teaching and research duties in the School of Classics, members of staff are not ordinarily required to undertake work outside the University that entails a high degree of risk. However, it is envisaged that from time to time individual staff may undertake archaeological fieldwork that may entail significant risk. In such situations the staff should liaise with the Head of School to conduct a risk assessment before undertaking the work and comply with University guidance on fieldwork.

Workplace Inspections

To comply with the University Health and Safety Policy Statement, annual health and safety inspections of all the workplaces within the School are carried out. Where health and safety problems are identified, the Head of School will ensure that they are rectified. A written record of the inspection will be sent to Environmental, Health and Safety Services for monitoring purposes.

Signature of the Head of School:

A handwritten signature in black ink, appearing to read 'J König', written over a faint horizontal line.

Name: Professor Jason König

Date: 10/11/17