

School of Psychology and Neuroscience

Safety Manual

Contents

1.0 General Introduction	2
1.1 Introduction	2
1.2 Who to contact for further assistance	2
2.0 General Safety Procedures	2
2.0.1 Risk Assessments	3
2.0.2 Out of Hours Work.....	4
2.0.3 First Aid	4
2.0.4 Accident/Near Miss/Dangerous Occurrence Reporting Procedures.....	5
2.1 Fire Safety Procedures	5
2.1.1 Fire Alarm Testing and Maintenance.....	5
2.1.2 In the Event of a Fire Alarm	5
2.2 Electrical Safety.....	6
2.3 Hazardous Materials Safety	6
2.4 Display Screen Equipment Safety	6
2.5 Work-related Stress	7
2.6 Noise at Work	7
2.7 Manual Handling Safety.....	7
2.8 Suspicious Packages.....	7
2.9 SMAU Safety	8
3.0 Specialized Equipment/Machinery	8
3.1 Waste Disposal.....	9

4.0 South Street Library.....	9
5.0 Training of Research Students and Staff.....	9
6.0 Annual Inspection Procedures.....	11
7.0 School Safety Co-ordinator.....	11
8.0 Annual Safety Report.....	11
9.0 Further Information.....	12

1.0 General Introduction

The School of Psychology and Neuroscience take the responsibility for safety and a healthy working environment for all students and staff very seriously.

The intent of this manual/policy is to provide a clear set of procedures and guidelines to ensure not only that all University regulations are adhered to but to exceed those guidelines to ensure a safe and productive working environment.

To that end, this document was prepared with the specific needs and activities of the School of Psychology and Neuroscience in mind. The hazards particular to the School are detailed as well as the implemented control measures and monitoring procedures to ensure their effectiveness.

1.1 Introduction

This policy/manual contains procedures specific to the research and teaching activities of the School, and should be consulted in conjunction with the University safety guidelines, specifically the health and safety forms and publications. Further information can be sought from Environmental, Health and Safety Services (EHSS) and the School Safety Co-ordinator.

Under the University policy, each Head of School (or Unit) is ultimately responsible for the existence and maintenance of, and compliance with, the School/Unit's own policy. This manual/policy was prepared based on Guidance Notes on Drafting a Departmental or Unit Safety Policy 1996 (available from EHSS).

1.2 Who to contact for further assistance

- School Safety Co-ordinator: Shona Deigman, School Manager, ext 2092
- Electrical Safety Officer: Brian Kirk, ext 2078
- Chemical/Biological Safety Officer: Dr David Tait, ext 2088
- Head of School: Professor Gareth Miles, ext 2050
- Radiation Protection Officer: Dr Karen Spencer, ext 2096
- Environmental Health and Safety Services Director: Hugh Graham, ext 2751

2.0 General Safety Procedures

All staff and students working in the School should be aware of the nearest fire alarms and equipment,

escape routes, and know what to do in event of fire (see Fire Action Notices that are posted throughout the School).

In addition, each supervisor shall endeavour to identify any potential health or safety hazard, no matter how minor, using University risk assessment procedures, and provide appropriate information and training for those whose work they supervise. Supervisors are full-time members of academic staff who supervise undergraduates, graduate students or research staff, and/or the principal investigator named on any research grants.

2.0.1 Risk Assessments

The University is obliged by law to write risk assessments when appropriate for its employees. In practice, however, this is delegated to managers or supervisors who oversee an employee/students' work. Risk assessments are not about stopping certain types of work, trips etc but are put in place to keep staff and students safe. In the event of an accident or incident, Health and Safety Executive inspectors may be called in and the first thing they will ask to see are the relevant risk assessments.

Risk assessments should be proportionate to the risks associated with work activities. Thus, climbing a ladder to reach the first floor of a building will require less detail than scaling a tower block to clean windows, traveling to a conference in Italy will require minimal information whereas a visit to Afghanistan will require a much more detailed risk assessment. All activities must be assessed in written format using the risk assessment forms found on the University webpages and the following Moodle site gives general guidance on when, why and how to write them <https://moody.st-andrews.ac.uk/moodle/course/view.php?id=3582> . Written risk assessments must be completed by a competent person and reviewed by the Safety Co-ordinator plus other relevant persons as required.

Outlined below are examples of when risk assessments are required.

Fieldwork

Fieldwork is considered to be any work conducted outside the University including work in other universities, and must be risk assessed using the University Policy on Travel Abroad (including Fieldwork) document and the University Travel Abroad Risk Assessment Form found on the Moodle site Travel and Fieldwork. The risk assessment forms require the identification of risks as well as appropriate control measures for those risks. Completed forms are signed off by the supervisor/manager and in the case of higher risk work, are further approved by the Head of School or nominated deputy. All risk assessment forms should be sent to the School Manager for recording. Travel bookings should be undertaken only after risk assessments have been approved. Contact numbers and dates of travel should be provided to the School Office for addition to the School calendar. It is also necessary to indicate how you will contact the School in your absence and how you can be contacted ie via Skype, email, mobile etc.

High risk cases may be referred to the University Fieldwork Committee for further approval. Provision of insurance for travel and work activities may not be covered if competent risk assessments are not carried out and approved by the relevant person.

Research Activities

Projects requiring ethical approval from the School of Psychology and Neuroscience Ethics Committee (SEC)

may also require a risk assessment if there are significant risks identified in the project. If a risk assessment is required, it should be approved **prior** to submission to the SEC.

Travel Abroad to Conferences or Other Institutions

A risk assessment form must be completed when travelling abroad to conferences or other institutions. Completion of Section one of the Travel Abroad Risk Assessment Form is required and is relatively light touch. Points to consider include mode of transport, never travel alone at night, familiarise yourself with the University travel insurance policy, where appropriate consult the FCO web pages.

Please remember to let the School Office have travel dates and contact details.

Manual Handling

To comply with legislation, a risk assessment must be suitable and sufficient for the task. Manual handling refers to lifting, lowering, pushing, pulling, carrying and moving loads.

Pregnancy

A risk assessment is required during pregnancy. For example, they might not normally require a risk assessment, but may now be effected by lifting boxes or exposure to chemicals that could harm the foetus.

Display Screen Equipment (see below)

2.0.2 Out of Hours Work

For safety and security reasons, colleagues who work in the School when the buildings are locked, after 5pm and on weekends and holidays are responsible for signing in and out in the logbooks provided in the Psychology foyer and at Door D of the Carnegie Wing, Bute Building. All staff and postgraduate students should be aware of the appropriate procedures in the event of accident or emergency after-hours. All occupants of the building should be aware that to contact the emergency services the number is 9-999 from a university phone line. If a call is made to the emergency services it should be followed up with a call to the Security and Response Team on (0) 1334 468999 from an external line or ext 8999 if calling from an internal line, to advise them of the situation.

2.0.3 First Aid

Staff and students should be aware of the particular rules and procedures in the event of accident or injury (see below). The School Safety Co-ordinator and/or the University Safety Adviser should be advised of any injury at once after obtaining appropriate first aid.

First aid boxes are located in the School Office room 1.23, at the front door of the Psychology Building, the common room (2.03), the Electronics Workshop (0.10), the top floor of the Psychology building (SMAU) and in the Janitor's Office and C27 in the Bute building.

Trained First Aiders

Paula Miles, Room 0.52, Ext 2089

Toni Ellen, School Office, Room 1.23, Ext 2070

Rob MacKenzie, Workshop, Room 0.10, Ext 2078

Mike Kinnear, Workshop, Room 0.10, Ext 3219/2078
The Janitorial Staff, Front Desk, Exts, 2094/2853/3590

If a medical emergency seems to be beyond the capacity of a first-aider telephone for an ambulance (dial 0 or 9-999 on an internal line during working hours or 999 on an outside line). A phone is available at the Porter's desk in the Psychology foyer.

2.0.4 Accident/Near Miss/Dangerous Occurrence Reporting Procedures

Any situation that arises in which an accident or dangerous situation occurred or nearly occurred must be reported to the EHSS using the appropriate form. Any incident at work that directly causes a person to be absent from work for 7 days must be reported to the Health and Safety Executive (HSE) by the University. This seven day period does not include the day of the accident, but does include weekends and rest days.

It is important to report this information as it helps to identify causes of accidents and may prevent future accidents occurring.

Report forms are available on the University webpages and must be completed and passed to the School Safety Co-ordinator who will inform EHSS.

2.1 Fire Safety Procedures

2.1.1 Fire Alarm Testing and Maintenance

University policy requires a weekly test of the fire alarms which is carried out by the Janitorial staff. Testing in the Psychology building is carried out on Friday mornings at 9am and on Mondays at 1pm in the Bute building.

Staff are not required to evacuate the building during testing. Malfunctioning alarms or automatic fire doors must be reported immediately to Janitors.

In the event of a fire alarm failure, the School Safety Co-ordinator and Estates (ext 3999) should be contacted immediately. If the fault cannot be remedied quickly, school staff are required to inform building occupants by word-of-mouth and by conspicuous notices posted in public places.

The Notices should state, "The Fire Alarm at [location] is out-of-order. Please be extra-vigilant. Should you discover a fire raise the alarm by shouting "FIRE" and when at a safe location, telephone 9-999. State the precise location of the fire and your name and the telephone number you are calling from."

All staff will insure that "high-risk" areas are patrolled until the Fire alarm system has been restored.

2.1.2 In the Event of a Fire Alarm

In the event of a fire alarm, staff and students should follow the instructions given in the Fire Action Notices posted throughout the School and congregate at the Assembly Points given in the Fire Action Notice. Psychology and Bute Buildings - St Mary's Quad., Jeeves Labs – the School Office in the Psychology Building or St Mary's Quad depending on the location of the fire.

All staff are reminded to treat fire alarms with the utmost seriousness. Even in the event of a false alarm, the

Fire Department is compelled to come to the building once an alarm has been activated. No one should re-enter the buildings until the Fire Officer present has indicated it is safe to do so.

Occupants of offices and laboratories are responsible for knowing where the nearest fire alarm is situated, the emergency exits and alternative escape routes. For individuals who exit onto Westburn Lane, please move to the front of the Psychology building near St Mary's as quickly as possible. If anyone believes they know of someone inside the building after evacuation appears complete, please advise the School Safety Co-ordinator or Head of School immediately who will report to the Fire Officer present.

It is essential that staff recognise their responsibility in ensuring that individuals under their supervision are aware of these rules, and the locations of the nearest fire alarms, extinguishing equipment and exits. In the event of a fire alarm staff are required to direct other occupants in that area to the nearest available exit and to ensure that the area has been cleared.

2.2 Electrical Safety

All electrical appliances/equipment brought into the School must be tested in the Electronics workshop and must satisfy all standards of the Electricity at Work Regulations 1989. Please note that this regulation also applies to personal electrical devices such as radios, laptops, kettles as well as research and teaching-related devices. In addition, all electrical appliances located in the School are safety tested on a periodic basis, in situ, by Estates.

Concerns about the safety of a particular electrical device should be brought to the attention of the Electronics workshop immediately and should not be used until appropriate checks are carried out.

2.3 Hazardous Materials Safety

Any laboratories and workshops using chemicals must have at hand a copy of the University of St Andrews [‘Guidance on Chemical and Biological Safety - Part 1 Chemical Safety’](#)

This handbook outlines relevant material from The Control of Substances Hazardous to Health (COSHH) Regulations 2002 and the responsibilities of individuals within departments relating to the identification, handling, and disposal of hazardous materials.

The supervisor, for work activities that involve the use of hazardous substances, should produce a risk assessment. All staff who intend to handle hazardous materials must read and sign the risk assessment form for that work activity on the CHARM website <https://www.st-andrews.ac.uk/ehss/charm/home.htm>

New hazardous substances purchased for use in the School must be risk assessed prior to purchase. At the time of purchase, consideration should be given to costs associated with the safe storage and disposal of waste products as this may make the product cost prohibitive.

2.4 Display Screen Equipment Safety

In order to protect users of display screen equipment (primarily PC screens), UK legislation entitled Health and Safety (Display Screen) Regulations 1992 as modified in 2002 has been enacted.

Individuals who are required to work at PC workstations should read the University Policy and Guidance on the Safe Use of Display Screen Equipment found on the Moodle site DSE Workstations. All staff who are DSE 'Users' must undertake the online [Cardinus Workstation Plus Training Programme](#). The Head of School or nominated deputy has a responsibility to ensure all staff carry out a risk assessment of their own equipment and therefore has access to the results of this online training and assessment programme. Not carrying out the risk assessment may reduce the assistance occupational health can give in the event of a problem.

2.5 Work-related Stress

The University is committed to providing a healthy and safe working environment for all staff and recognises that excessive levels of work-related stress as well as stress caused by external factors are a potential cause of ill-health. Stress, therefore, constitutes a hazard that has to be managed by both the School and the University. Information about the University's Occupational Stress Policy and associated guidance can be found in the EHSS webpages [Safety and well-being policies | Current Staff | University of St Andrews](#)

2.6 Noise at Work

Individuals in the School concerned about high levels of noise should consult the School Safety Co-ordinator as soon as possible. A copy of the Health and Safety Executive Guide on The Control of Noise at Work Regulations is available [here](#).

2.7 Manual Handling Safety

Members of staff whose duties require lifting or transporting materials are required to consult the Guidance Notes for Manual Handling Operations. <http://www.st-andrews.ac.uk/staff/policy/Healthandsafety/Publications/Manualhandlingoperations/>

In the School, those individuals most at risk of an injury as a consequence of incorrect manual handling are the Mechanical and Electronics workshop staff. The workshop supervisor should ensure that all aspects of the regulations are complied with in the day-to-day manual activities of staff and that adequate training and supervision is provided.

Training in Practical Manual Handling Awareness is available from Environmental, Health and Safety Services on request.

2.8 Suspicious Packages

Postal bombs take many forms and may come in any shape or size; parcels, envelopes or padded 'jiffy bags'. They may explode or ignite before or during opening. In addition to being posted, such devices may be delivered by hand or arrive by courier.

All staff who are required to open mail should make themselves aware of the following potential warning signs:

- Grease marks on the envelope or wrapping.
- An unusual odour such as marzipan or machine oil.

- Visible wiring or tinfoil, especially if the envelope or package is damaged.
- The envelope or packaging may feel very heavy for its size, weight distribution may be uneven or the contents may be rigid in a flexible envelope.
- The item may have been posted from an unusual place.
- The package may have excessive wrapping, poor handwriting, spelling or typing.
- The item may be wrongly addressed or come from an unexpected source.
- There may be too many stamps for the weight of the package.

If you suspect that a package or parcel is not what it should be, you should:

- If handling it, put it down gently and walk away from it. Do not let anyone move it, touch it, place it in anything (including water) or place anything on top of it.
- Do not close doors giving access to the suspected item, switch off lights or transmit a personal radio or mobile phone within 20 metres of the suspect device.
- Evacuate the immediate area by sounding the fire alarm so that occupants of the building gather at the normal fire assembly point
- Telephone 9-999 (NOT from a mobile phone) and inform the police.
- Take no further action until the police arrive.

Advise the Head of School immediately who will inform the Principal's Office of the incident.

2.9 SMAU Safety

Due to the nature of the research techniques used in the SMAU, the School recognises that appropriate training and supervision of new and continuing students and staff is of paramount importance. It is the supervisor's responsibility to ensure that details of all new personnel, who will have any duties in SMAU, are provided to the Facilities Manager at least 4 weeks in advance of any work being carried out. This is to allow the required checks and inductions to be arranged and completed in good time prior to work commencing. Information required is name, email address, estimated start date, and if not permanent staff, an estimated end date. Email smau@st-andrews.ac.uk

During the induction process, the Senior Technician will ensure that new staff/students have read and are familiar with the in-house safety documents and the Code of Practice for workers using the facility, but the supervisor remains ultimately responsible for safety.

3.0 Specialized Equipment/Machinery

In the School of Psychology and Neuroscience, some specialised equipment is housed in SMAU and the Workshop that requires appropriate training and careful use. Consequently, workshop equipment, the mechanical lifting equipment, autoclave, and any gas cylinders can only be used and transported by experienced technicians or individuals appropriately trained and who have been supervised for an appropriate period of time (see section 2.7).

The autoclave is safety tested annually as part of a contractual agreement. Contractors who are engaged by Estates test local Exhaust Ventilated equipment and lifts regularly. Staff should inform the School Safety Co-

ordinator if they are aware these inspections are not performed according to schedule.

3.1 Waste Disposal

All hazardous substances must be disposed of in accordance with the Risk Assessment form for that substance. For further information, please consult the 'Guidance on Chemical and Biological Safety - Part 1 Chemical Safety' (Chemical Safety – University Guidance) and Part 2 Biological and Genetic Modification Safety or contact the Safety Office Ext 2750.

Broken glass, used scalpels and any other sharp material should be disposed of in labelled sharps containers. Unbroken glass can be disposed via the janitorial staff. Used batteries should be disposed through the Environmental Health and Safety Office.

Confidential waste paper sacks can be obtained from the Janitorial staff, other waste paper can be put into the bins provided.

Further information about waste disposal can be found at <https://www.st-andrews.ac.uk/environment/recycling/>

4.0 South Street Library

Because of its proximity to the School of Psychology and Neuroscience, the Fire Safety of all subdivisions of the South Street library complex are considered to be the joint responsibility of the School, the Main Library and the School of Divinity. The complex consists of the King James Library, Parliament Hall, the West Room, and the Senate Room.

The Senior Library Assistant is responsible for the safety training of new library staff in consultation with the School Safety Co-ordinator and/or Safety Co-ordinators of the Library and Divinity. Of particular concern for the School are the appropriate procedures necessary in case of a fire alarm, including de-activation of the Security system, in the West Room. Library staff must leave the building on hearing the fire alarm and are not responsible for checking the occupancy of other areas in the complex.

The Senior Library Assistant is also responsible for informing students of the locations of appropriate fire exits during tours of the South Street library. Students should be informed that they may be questioned at any time by library staff or Safety committee members about the location of exits and fire alarms.

An additional responsibility of the Senior Library Assistant is coordinating communication between the Divinity Safety Co-ordinator, Main Library Safety Co-ordinator and the School Safety Co-ordinator.

Arrangements should be made for the Senior Library Assistant to inform the School Safety Co-ordinator of changes in staff and inform any incoming Senior Library Assistant of this document and the responsibilities outlined above.

5.0 Training of Research Students and Staff

The School of Psychology and Neuroscience recognises the importance of comprehensive orientation for new members of the School appropriate to the working conditions and techniques to which they will be exposed. In addition to this initial training, it is important that all staff be periodically reminded of their

responsibilities and the resources available to them concerning safety in the workplace.

In particular, trainee technicians, undergraduates and first year postgraduates will need to be supervised closely for extended periods depending upon the potential risks of their work in the School and the experience of the trainee/student.

The School Safety Co-ordinator will inform new members to the School of this Safety manual/policy, where it can be found, fire alarm procedures, what to do in case of injury, and the existence of the Safety Committee.

Accordingly, the following individuals will be responsible for initial and continuing education of new postgraduate students and research and teaching staff. Undergraduate research students are considered the responsibility of their research supervisor and will be discussed below.

Supervisors in the Animal House

Supervisors are responsible for additional training in the following areas where appropriate: Security measures, animal handling and care, first aid, the handling of hazardous materials specific to their activities and any other particular in-lab concerns and precautions necessary to promote the highest reasonable level of safety and security in their laboratories.

Supervisors in non-Animal House Laboratories

Supervisors will ensure that health and safety concerns relevant to their laboratories and research activities within and outwith the School be fully explained to their students and staff and that adequate precautions are maintained through the academic year. **If the supervisor is absent for a period of a week or more** all postgraduate students should be directed to another appropriate member of staff, by agreement, for advice and supervision regarding health and safety.

Supervisors of students doing fieldwork

If the work is to be performed outside of the United Kingdom, it is the responsibility of the supervisor to ensure that the student is fully aware of the need for, and agrees to obtain, immunisations and any appropriate preventive medical treatments. All students performing fieldwork must complete a risk assessment form to be signed off by the supervisor and forwarded to the School Safety Co-ordinator. In the case of higher risk work, the Head of School or designated deputy must sign the form.

Supervisors of students doing primate work

Supervisors are required to read the School document Starting Primate Fieldwork which outlines suggestions for health and safety while working in tropical or subtropical environments.

New staff

All existing members of the School are strongly encouraged to supply new staff with all information necessary for optimal safety in the set-up of new laboratory/research facilities. New staff are strongly encouraged to consult with the School Safety Co-ordinator and other members of the Safety Committee

(where appropriate) upon arrival in the School.

6.0 Annual Inspection Procedures

It is University policy that Schools must conduct a self-inspection of their workplace on at least an annual basis.

The aim of the inspection is to assess school health and safety performance against predetermined standards, to recognise achievement, or, when necessary, to take and document remedial measures. Inspections are not intended to replace routine checks of safety within the School.

Composition of inspection teams, how to and when to, conduct the inspections and preparation of a departmental check-list and report are outlined in the Guidance on Workplace Health and Safety Inspections document.

The Inspection team should consist of two or three people, including the School Safety Co-ordinator who will be responsible for the preparation of a report. The report will contain the date, names of team members and a list of the exact areas/activities inspected. Positive and negative findings will be noted, and recommendations for remedial action (including time scale and priorities) will be made, including detailed responsibilities for each action.

Constant revision and updating of the inspection procedures should be carried out. The reporting process should in no way delay immediate remedial action when necessary. Copies of the report should go to the Head of School and the Director of EHSS. Inspections of all areas will be conducted annually. Electronics, Woodworking and Metalwork Workshops will be formally inspected once a year, although informal inspection procedures by the School Manager and/or the Senior Mechanical Workshop Technician will continue on a regular basis.

7.0 School Safety Co-ordinator

The responsibility for organising and maintaining annual inspections, fire evacuations, this policy, and the annual report are the duties of the School Safety Co-ordinator. When a new School Safety Co-ordinator is appointed, it is the responsibility of the outgoing School Safety Co-ordinator to provide adequate instruction and training (either personally or through EHSS) to allow for continued effective performance of duties. It is important that the new Safety Co-ordinator is identified to the University Safety Adviser so that appropriate induction training can be provided.

All staff should be informed of the hand over and all documentation to be amended accordingly.

The School Safety Co-ordinator who can make amendments to this manual at any time, must ensure that staff are aware of any changes to the document.

8.0 Annual Safety Report

It is University policy that the Head of School or designated deputy should complete the Annual Safety Report issued by EHSS.

9.0 Further Information

In the event of any safety concerns, please contact the School Safety Co-ordinator or alternatively the University Safety Adviser can be contacted via <http://www.st-andrews.ac.uk/ehss/staff/>

Shona Deigman
School Manager

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