Department of Accounting & Finance
Safety Regulations

1. Safety Committee

The members of the Department with H&S responsibilities are listed at the end of this document. Although, Krishna Paudyal (Head of Department) is ultimately responsible for departmental safety.

2. Safety Policy

All members of the Department should be aware of the contents of the University’s Occupational Health and Safety Policy, a copy of which can be found online (http://www.strath.ac.uk/media/ps/safetyservices/images/OHSP_2011.pdf) or there is a copy with Donna McDougall (DSC) in room 3.74. Each member should be familiar with any University Policy, which may effect him or her e.g. VDU Awareness. They should also have attended the Safety Policy and Fire Safety Induction Training given by the Safety Office, as it is obligatory for all newly appointed employees.

3. First Aid

First Aid is provided by the University’s Security Wardens who are all qualified to administer first aid and should be contacted in an emergency via extension 2222 or if phoning from a mobile 0141 548 2222.

Dressings and plasters may be obtained for minor injuries from first aid boxes at the following locations:

1. General Office room 3.56
2. MSc Office room 4.08

In the event of an accident you should summon a security warden by phoning the emergency number 2222.
State your name, department and the extension number you are calling from.
Give your location and brief details of the nature of the injuries or illness. If, in
your opinion it is serious enough to warrant a hospital visit then please state that an ambulance is required.

4. Accidents, Dangerous Occurrences and Occupational Ill Health

All incidents must be reported to the DSC on the S1 form without delay. Any serious incidents are then reported immediately by phone to Safety Services. Staff or students, when working away from University, including attending conferences, may be involved in an accident or dangerous occurrence. All such incidents must be reported to the site where it occurred and also to their Departmental Safety Convenor.

5. Fire

All members of the department should have read and understood the Fire Regulations displayed in the building. Know the meaning of the audible alarm and know where the nearest fire exit is situated. Please see appendix A for special instructions for the evacuation of non-ambulant persons and the special procedures for evacuation during an exam.

Fire Prevention

- All electrical equipment should be switched off at night. Equipment must not be left switched on overnight without prior permission of the Departmental Safety Convenor. If you are going to be away from your office for long periods of time all equipment should be switched off from the wall socket and the plugs pulled out.
- All windows should be closed at night.
- An airgap of at least four inches should be left between heaters and any table, desk, filing cabinet etc which is placed next to it. No paper, card, plastic, etc should be stored next to any heater or clothing or other flammable items placed on it.
- Waste materials such as paper, card and plastic e.g. computer packaging should not be accumulated in the office.

Reporting a Fire

If you discover a fire or evidence of one e.g. smoke.
- You should evacuate the room closing the door. Then raise the alarm by activating the nearest “break glass” fire alarm call point or call the emergency security number 2222.
• If it is safe to do so use the appropriate fire extinguisher the fight the fire while someone else raises the alarm.
• Leave the building by the nearest and safest escape route.
• Make yourself known to Security Staff attending the alarm, giving details of the location and nature of the fire.
• Do not re-enter the building until authorised to do so by the Security Staff or University Safety Services.
• The procedure for the evacuation of non-ambulant persons is in Appendix A of these regulations.

6. Electricity

• All electrical equipment should be PAT tested (portable Appliance Testing) at regular intervals. This includes any personal equipment brought in by staff e.g. kettles, radios and heaters although bringing in personal electrical equipment is discouraged. An appropriate record must be kept. The testing may be done by department staff if they have the relevant qualification.
• Plugs must be fitted by a competent person using the correct colour coding for cables. Fuses must have the appropriate rating for the appliance.
• Multi-outlet adaptors should not be used. 2 and 4 way extension boards can be used if required except however for plugging in heaters. They should be plugged directly into the wall socket.
• Do not use the equipment if you think it is faulty. Report the fault to the Departmental Safety Convenor.
• Never use kettles that are not automatic. All kettles and coffee makers should be placed on a suitable raised flat surface never on the floor.

Treating Electric Shock

First check if the casualty is still in contact with the supply. If so, switch of the appliance at the mains and pull out the plug. If this is not possible try to pull the subject away using insulated material such as a piece of wood, scarf etc. If there is a pulse and the casualty is breathing put in the recovery position and call for medical assistance.

7. Display Screen Equipment (DSE)

All “users” of DSE’s should be familiar with the University rules and guidance on the use of DSE’s and must attend the DSE training provided by Safety Services. NB. A “user” is defined as

• Someone who uses DSE more or less continuously as the main part of their job, or
• someone who averages over a period of a week 2 hours or more a day.
This is likely to include everyone in the department.

All workstations must be assessed and a workstation assessment form should be appropriately completed. These ergonomic assessments will be carried out by trained departmental assessors using the checklist provided by Safety Services. The minimum requirements for workstations include: -

- Display Screen – adjustable in swivel, tilt and contrast.
- Keyboard – separate from screen and adjustable in position and tilt.
- Work Surface or Desk – large enough to position equipment comfortably.
- Document Holder – should be provided if required or requested and adjusted for minimal head / eye movement.
- Chair – height and back should be adjustable. It should be stable and allow freedom of movement.
- Footrest – must be provided if requested.

Users should report to the DSC any health matters arising from the use of display screen equipment. They are entitled to a free eye and eyesight test to determine any requirement for corrective glasses for viewing DSE at a normal distance. If glasses are required, the department will pay up to £50 towards their purchase.

8. Working Environment

Factors to be considered include: -

- Position – consider light, heat and ventilation when positioning furniture. Avoid trailing cables.
- Space – provide adequate space for furnishings and equipment to avoid risk of accidents.
- Lighting – consider type and location of lighting sources to suit the needs of the user.
- Temperature – workrooms should normally be at least 16 degrees Celsius.
- Noise – ensure the equipment and background noise levels are not excessive or distracting.
- Shelves – Access to high shelves must be gained via a step stool or step ladder. Both can be found in our stationary cupboard. On no account use any type of chair to gain access to heights.


Handling tasks are carried out routinely by all categories of staff. The Generic Assessment for Low Risk Manual Handling Tasks is a general guidance aimed at reducing injuries to these people. These guidance notes are part of the Departmental Safety Manual and all staff required to do any manual handling e.g.
handling reams of photocopy paper, should be familiar with the proper procedure. Operations not covered by the generic assessment require assessment by a trained manual handling assessor.

10. Filing Cabinets

To prevent filing cabinets from tipping over, no more than one drawer should be open at any one time. Heavy objects should not be placed in upper drawers. Drawers should be shut when not in use as they can cause obstruction.

11. Maintenance Repair

Any broken or faulty equipment should be dealt with promptly, taken out of service where appropriate and arrangements made for repairs or replacement. Where the fault involves the fabric of the building a Maintenance Request should be sent to the Estates Management.

12. Access

Access to the department outwith normal working hours (0800-1700) is restricted. Entry to the building outwith normal working hours, when the main entrance is locked, must be made by contacting Security Control at 26 Richmond Street (ext. 3333). Anyone remaining in the building after lock up (2200) must telephone Security Control to inform them.

Guidelines covering access to the University by children under 16 and pet animals have been added to the University Health and Safety policy. Children are permitted to low risk areas during normal hours if accompanied by a parent or guardian providing constant supervision. School children may attend the University as part of the work experience program but you should refer to Safety Services Guidance Note 3- school pupil work experience.

13. No Smoking Policy

Smoking is strictly prohibited in all University buildings. This includes all sole/shared occupancy offices. The Head of Department is responsible for ensuring this policy is complied with. Smoking is also prohibited within 15 feet (4.6m) of any University building entrance, doorway, stairs or covered areas where this distance is within University property.

14. Emergency Arrangements

Discuss at H&S meeting
<table>
<thead>
<tr>
<th>Title</th>
<th>Named Person</th>
<th>Telephone Extension</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Head of Department</td>
<td>Prof Krishna Paudyal</td>
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<td>Departmental Safety Committee</td>
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<tr>
<td>Note: Roles appear in alphabetical order from this point</td>
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<tr>
<td>Display Screen Equipment Assessor(s)</td>
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<tr>
<td>Fire Safety Co-ordinator</td>
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