



University of
Strathclyde
Humanities &
Social Sciences

CENTRE FOR LIFELONG LEARNING (CLL)

SAFETY REGULATIONS

[Revised August 2024]

**THE QUEEN'S ANNIVERSARY
PRIZES 2019 & 2021**
For Higher and Further Education

**UNIVERSITY OF THE YEAR
2012 & 2019**
Times Higher Education

**SCOTTISH UNIVERSITY
OF THE YEAR 2020**
The Times & The Sunday Times

1. EMERGENCIES

Security Control extension **2222** (or 0141 548 2222).

(General enquiries extension 3333 or 0141 548 3333).

For urgent medical emergencies where an ambulance is required, 999 should be called as soon as possible and then Security Services to advise them that an ambulance has been called and to request first aid support.

In the event of an accident involving injury or illness:

- Summon the assistance of colleagues
- Telephone 2222 and state:
 - your own name and department
 - the exact location of the incident: building, floor, room number
 - the exact nature of the incident and the extent of injury or illness
 - whether a doctor or specialist support is required
- Assist and comfort the casualty
- Arrange any necessary transport - taxi or ambulance. A staff member should travel with the patient to the nearest A&E Department if that is required.

2. UNIVERSITY SAFETY POLICY

Occupational Health and Safety training is mandatory for all staff. See the training catalogue here:

<https://www.strath.ac.uk/safetyhealthwellbeing/training/>

All members of staff must make themselves aware of the contents and purpose of the University's Occupational Health and Safety Policy, available here:

<https://www.strath.ac.uk/safetyservices/documentationforms/occupationalhealthandsafetypolicy/>

All members of staff, including part-time tutors, should make themselves aware of the contents of the Centre for Lifelong Learning Safety Regulations.

Part-time tutors should make themselves aware of the Safety Procedures and exit routes pertaining to the buildings in which they teach.

3. FIRST AID

A First Aid box is located in the Centre for Lifelong Learning General Office/Reception (GH759).

University Security Staff are all fully trained in First Aid.

4. INCIDENT REPORTING

All staff, students and visitors must report all incidents (includes accidents, fire, near miss events, occupational ill health, unsafe acts or conditions, dangerous occurrences, and physical violence / verbal aggression at work) which may affect the health or work of any person, or cause damage to any equipment within CLL to the immediate responsible person (line manager or DSC) as soon as possible. This will then be reported to University Safety Services via SIRIS (the University's online incident management system) to enable a prompt response and ensure that any necessary remedial action is taken.

5. FIRE PREVENTION

Fire safety awareness training is mandatory for all staff. See the training catalogue here:

<https://www.strath.ac.uk/safetyhealthwellbeing/training/>

To minimise the risk of fire:

- Obey signs prohibiting smoking.
- Switch off all electrical equipment when it is not in use.
- Close all windows and doors at the end of the working day.
- Do not store items near heaters.
- Do not allow waste materials to accumulate
- Know the location of fire extinguishers and how to use them.

6. EVACUATION OF THE BUILDING

- Read carefully and assimilate the Fire Regulations displayed in each building
- Know the meaning of audible fire alarms
- Know every escape route in the building
- Vary your escape routes at different fire drills (NB there are **Escape Route** plans posted in teaching rooms). Special procedures are in place to evacuate persons with mobility impairment. Staff and tutors affected by this must ensure that they are familiar with these procedures.

If you discover a fire or see evidence of a fire:

- **If** it is a small fire **and** you judge that you could tackle it **and** there is an extinguisher nearby of the correct type **and** you are trained and feel confident in its use then you may attempt to put the fire out.
- When you evacuate a room or space, close the door and raise the alarm by activating the nearest 'break glass' fire alarm point, or inform the Security Wardens on extension 2222.
- Do not use lifts.
- Do not re-enter the building until you are informed that it is safe to do so.

7. ELECTRICAL EQUIPMENT

Portable Appliance Testing is carried out on a regular basis. However, please note the following:

- All members of staff are responsible for reporting to the appropriate person faults in electrical equipment in their own offices, or provided specifically for their own use, or which becomes faulty when they are using it.
- Do not interfere with electrical equipment. Faulty equipment should be taken out of use immediately and reported to the DSC.
- Do not overload power points.
- Never place clothing or other items over or near heating appliances.
- Do not place electrical kettles or similar appliances on the floor.
- Unplug all equipment before inspection, adjustment or cleaning.

8. USE OF DISPLAY SCREEN EQUIPMENT

Display Screen Equipment awareness training (including self-assessment) is mandatory for all staff. See the training catalogue here: <https://www.strath.ac.uk/safetyhealthwellbeing/training/>

9. LONE/LATE WORKING

Staff working alone or outwith normal CLL opening hours should only do so by prior arrangement with their Line Manager. The Lone Worker should telephone Security Control if working after 6pm and again to confirm when leaving the office. Secure door entry via keypad is available in some rooms (see section 12).

10. OBSTRUCTIONS

Working and access areas (including fire doors) should be kept clear of materials likely to impede passage or create a hazard. Cables should not be routed across aisles or walkways unless properly guarded.

11. LIFTING & HANDLING

Manual handling awareness training is mandatory for all staff. See the training catalogue here:

<https://www.strath.ac.uk/safetyhealthwellbeing/training/>

Heavy items must not be stored high up on racks or shelves. When accessing high shelves or similar storage use a purpose-designed stool or step.

If any task involves a significant proportion of lifting and handling or occasionally requires lifting or handling of an awkward or heavy item then please contact the DSC who will arrange a risk assessment.

12. KEYPAD ACCESS

For the protection of lone workers and security of CLL property, keypad access is available in the following areas:

- GH759 (Reception/General Office)
- GH747 (Genealogy team office)
- GH741 (Tutors' Resource Room)
- Level 2: all teaching rooms.

Access codes are available to CLL staff who will ensure that areas are opened and closed at appropriate times.

13. SAFETY ROLES IN CLL

CLL staff members have been assigned required safety roles as follows:

Head of Centre: Alix McDonald

Departmental Safety Co-ordinator: Claire Hill

Fire Safety Co-ordinator: Janice MacWhirter

Fire Marshalls: Claire Hill, Joanne Dobbs, Lynda Scott

Department Disability Co-ordinator: David Pettigrew

Emergency First Aiders: Alix McDonald, Claire Hill

PEEP Assistants: Lisa Donaldson, Linda Anderson, Joanne Dobbs

Evacuation Chair Operators: Alix McDonald, Clare Hennessy, Claire Hill, David Pettigrew, Janice MacWhirter, Jennifer Campbell, Joanne Dobbs, Lynda Scott, Tahitia McCabe.

14. GENERAL INFORMATION

Please find links below for more information:

Safety, Health & Wellbeing webpage: <https://www.strath.ac.uk/safetyhealthwellbeing/>

Safety, Health & Wellbeing Programme: <https://www.strath.ac.uk/safetyhealthwellbeing/training/>

HaSS Faculty Safety, Health & Wellbeing SharePoint site (staff only): <https://strath.sharepoint.com/sites/hasshsw>