

Fire Procedure

A If you hear the fire alarm

- 1 Stop what you are doing
- 2 Evacuate the building – Walk quickly – Don't run
- 3 Do NOT return for valuables
- 4 Do NOT re-enter the building until told to do so by Estates personnel

B If you discover a fire

- 1 Do NOT attempt to fight it
- 2 Leave the room
- 3 Close the door to contain the fire
- 4 Operate the nearest Break Glass call point to evacuate the building (Security & Reception will call Fire Brigade)
- 5 Evacuate the building – Walk quickly – Don't run
- 6 Inform the first member of staff you meet or the Fire Brigade of the location and type of fire
- 7 Do NOT return for valuables
- 8 Do NOT re-enter the building until told to do so by Estates personnel

Our Health & Safety team operate across all Campuses but the main office is located on the 2nd floor of the Barbour Building Room A213.

George Robertson 0141 848 4068
Health & Safety Manager

Billy Cassidy 0141 848 3920
Health and Safety Officer

Fiona McNairney 0141 849 4375
Health & Safety Officer

Audrey McLaughlan 0141 848 3922
Secretarial Assistant
Andy Kerr 0141 848 3974
Fire Safety Officer

While you should first discuss any health & safety concerns with your course supervisor, please do not hesitate to contact one of the team if you feel that your concerns have not been properly resolved.

Remember you have a duty to ensure your own health and safety and that of others who may be affected by your acts and omissions. You are required to inform the University of any health and safety concerns.

ResilienceandSafety@uws.ac.uk

Essential Information for your Health and Safety



April 2018

www.uws.ac.uk

First Aid

The University has trained personnel at Ayr, Dumfries, Hamilton, London and Paisley campuses as well as at University sports facilities.

If you need First Aid for yourself or for someone else who has been injured then

- > Call 2222 on ALL campuses (except London Campus)
- > 0141 848 3505
(From any phone including mobile phones)

- > Give full details of where you are, including your campus, what the injury is and how serious it is. A First Aider will be contacted and sent
- > Keep calm and keep the injured person calm
- > Do not let them leave until seen by the First Aider.

If you think that an ambulance is required then ask for one when you request First Aid and one will be sent for.

**REMEMBER TO REPORT INCIDENTS TO THE
RESILIENCE & SAFETY TEAM**

ResilienceandSafety@uws.ac.uk

Accidents/Incidents

It is essential that you report all accidents which occur in the University (including within University accommodation) or while you are on University activities, e.g. Field Trips.

An accident is any incident where someone was injured (no matter how minor the injury), could have been injured or where buildings, property, equipment or personal belongings were damaged or could have been damaged.

Report all accidents either through your department office or directly to Resilience & Safety. Use the University Incident Report form available from the Staff Intranet website.

Remember, the University is required by the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 to keep a record of all accidents and take appropriate action.

HELP US TO COMPLY WITH THE LAW

Smoking Policy

The University Campuses are designated as “No Smoking Areas”. This means that staff, students and visitors are not allowed to smoke anywhere within the University of the West of Scotland Campuses. This includes all University grounds, buildings and vehicles.

The Smoking Policy will be enforced by Security (and other) staff.

A copy of the full text of the Smoking Policy may be obtained from Resilience & Safety.

The restriction on smoking also applies to E-Cigarettes and other Electronic Nicotine Dispensing Systems.

**YOUR COOPERATION WITH THE SMOKING
POLICY WILL BE GREATLY APPRECIATED**
