Psychology

Faculty of Natural Sciences

Health and Safety Policy
Psychology Health and Safety Policy Statement

The Division of Psychology recognises that, while overall responsibility for Health and Safety is held by the University Court, part of this responsibility is devolved to the Head of this Division. The Division of Psychology is therefore committed to do all that is reasonably practicable to provide a safe and healthy environment for employees, and for others who may be affected by its activities such as students, contractors and visitors to the University.

The Division of Psychology aims to:

- Make sure it is complying with current health and safety law and where possible set its own higher standards through continual improvement. The responsibilities for managers and staff will be detailed in the Safety Organisation and Responsibilities document.

- Provide sufficient time and financial resources to enable and support the Division's Health and Safety arrangements.

- Ensure all staff are informed of the Division and University Safety Policy and arrangements for Health and Safety and that all new staff complete the Fire and Safety Induction course provided by the Safety Office.

- Seek competent specialist advice on Health and Safety issues, when required.

- Carry out risk assessment on divisional activities and equipment to ensure safe standards are maintained at all times.

- Plan and provide suitable training, information, instruction and supervision to ensure the competence of employees and that a safe working practice is maintained.

- Commit to involving staff and safety representatives and will make arrangements to consult between staff and management on health and safety issues relevant to the Division and when necessary, to report any health and safety issues to the University Safety, Health and Environment Committee.

- Ensure that all accidents, significant near misses and potential hazards are reported to the Safety Office without delay.

- Plan and carry out Health and Safety inspections and initiate remedial action where required.

- Review the Health and Safety Policy annually.
Introduction

Health and Safety

The Division takes issues of health and safety and best practice for risk management very seriously. All research projects, including undergraduate dissertation research and postgraduate research should complete a risk assessment form. All researchers should be aware of the specific needs of their research for compliance with health and safety legislation. The Division carries out Safety inspections annually to ensure a safe working environment. All staff should ensure that they have received basic training in Health and Safety; the University online safety training module should be completed on an annual basis.

Psychology / University contact numbers

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Head of Division:</strong> Professor David Donaldson</td>
<td>Ext: 7657/6371</td>
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<tr>
<td><strong>Division Safety Adviser:</strong> Stephen Stewart</td>
<td>Ext: 7672</td>
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<tr>
<td><strong>Workstation Assessors:</strong> Stephen Stewart</td>
<td>Ext: 7672</td>
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<tr>
<td><strong>First Aiders:</strong> Dr Paul Dudchenko</td>
<td>Ext: 7664</td>
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<tr>
<td>Samuel Bennett</td>
<td>Ext: 6368</td>
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<tr>
<td><strong>Building Defects</strong></td>
<td>Ext: 2444</td>
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<tr>
<td><strong>University Safety Adviser</strong></td>
<td>Ext: 7079</td>
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<tr>
<td><strong>University Fife Officer</strong></td>
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The Head of Division is responsible for the day to day management of all aspects of health and safety within the division.

The Division Safety Adviser coordinates safety arrangements, provides advice on health and safety issues to staff/students and acts as a point of contact between Operational Risk and Environmental Sustainability (OR&ES) and the Division. Workstation assessors provide support for workstation issues and check that University procedures for the health and safety of computer users are followed.
**Risk Assessment**

All staff are expected to consider whether the activities in their area of responsibility present a significant risk of injury or ill health to those involved in the activity or affected by it. Where an activity presents a significant risk of injury or ill health the person responsible must undertake a risk assessment to identify the hazard(s), who might be affected and how, and put in place control precautions to reduce the risk to an acceptable level.

All fieldwork and student placements are required to complete a risk assessment, a guidance document on student placement and risk assessment is available from the Universities & Colleges Employers Association (UCEA). Research activity within the playgroup requires students to obtain PVG clearance and a research passport. Contact the Insurance Section of the Finance Office (insurance@stir.ac.uk) to check that you have appropriate insurance cover.

Completed risk assessments must be communicated to and signed by the supervisor, staff and students to whom it is relevant, the signed form should then be forwarded to the divisional safety adviser for review. The risk assessment will then be stored on BOX for reference and also to provide access to emergency contact details.

Risk assessments which are deemed High Risk will be passed to the head of division for further assessment.

Risk assessments should be reviewed on a regular basis to ensure that they remain relevant and effective.
Travel

Overseas Travel

A risk assessment is required for all overseas travel. Staff should also be aware of the need to inform the Insurance Section of Finance (insurance@stir.ac.uk) the following details prior to departure:

- Dates of trip
- Destination
- Where they will be staying
- Purpose of trip
- Pre-existing medical conditions

Check the [Staff Student Travel Insurance document](mailto:Staff%20Student%20Travel%20Insurance%20document) for more detail.

Vehicles

Drivers should ensure that they are on the Approved Drivers List, (contact the Psychology Office). It is the driver’s responsibility to check tyres, brakes, lights, windscreen wipers/washers of department vehicles before commencing their journey.
Drivers using their own vehicles whilst on University business e.g. attending off campus meetings should ensure that they have the relevant cover with their insurers.

[Motor Vehicle Insurance details](mailto:Motor%20Vehicle%20Insurance%20details)
Workstation Assessments

All staff that use a computer are required to undertake training on the use of display screen equipment (DSE). OR&ES provide an online based DSE training course which must be completed. Workstation assessors are available to carry out assessments for all computer users in the department. Contact Stephen Stewart.

Monitoring Safety

Each year, the division undertakes a safety inspection of office and teaching space. The inspection is undertaken by the Head of Psychology, the divisional safety adviser and staff members relevant to the particular area of inspection. The aim of the inspection is to identify ways to improve safety within the division and rectify any physical or procedural issues.

First Aid

Information on current first aiders is located throughout the department. First Aid boxes are also located in the Psychology office 3A91, issue office 3B104 and electronic workshop 2B82.
Training

Details of Safety training courses can be found on the Operational Risk and Environmental Sustainability website. New employees are required to complete the university Fire and Safety Induction training course within 2 months of being in post and this course should be completed by all staff annually.

Accident Reporting

All accidents should be reported using the University's online system. The system can be accessed from the portal on the Report an Accident/Incident link via the My Portal – I Want to section, alternatively complete an accident report form which should be passed to the Head of Division and to OR&ES.
Emergency Numbers / Contact numbers

Emergency:

Fire, Police: Dial 2222 (mobile: 01786 467999)
Ambulance: Dial 999

Emergency Procedures

Emergencies (Fire/Police) DIAL 2222 (mobile: 01786 467999)

Be prepared to state the service you require, the extension from which you are calling, the location of the emergency, your name and any other relevant information.

Emergencies (Ambulance) DIAL 999

After making the 999 call contact the Security Control Room on extension 2222 (mobile: 01786 467999)

Discovering a Fire

Activate the fire alarm system

Telephone the emergency extension 2222 (mobile: 01786 467999).

Leave the building by the nearest safe exit closing any doors that you pass through.

Do not use lifts.

Make your way to the nearest assembly point and await further instructions.

Do not return to the building until it is safe to do so.
Fire Evacuation

On hearing the fire alarm leave the building by the nearest safe exit closing any doors that you pass through. Do not stop to collect personal belongings.

Do not use lifts.

Make your way to the nearest assembly point and await further instructions.

Do not return to the building until it is safe to do so.

Fire Alarm Testing

The fire alarm is tested in Cottrell building every Tuesday between 08:15 and 09:00

Full evacuation procedures can be found in the University Emergency Procedures Booklet.

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