

COMMON AREAS SAFETY POLICY

This policy describes the specific safety rules for common parts of the building; stairs, corridors, lecture theatre, seminar rooms, tutorial rooms, interview rooms, staff kitchens, open plan areas and the computer cluster. This policy does not replicate any of the standing University policies.¹

1. **Ownership.** This policy will be reviewed by the School Operations Manager who will implement mitigating measures as required.

2. **Notification to staff.** All relevant policies should be published for all building users to read and visitors to see. New staff should be made aware of these rules during induction. Specific rules that only affect contractors will be briefed to them on request.

3. **General Safety.** Individual employees and students have a duty to carry out their work and studies in a safe manner to prevent injury and ill health either to themselves or to others who may be affected by their acts or omissions. Individuals are required to comply with the University Health and Safety Policy as it relates to their activities and to take appropriate action in case of an emergency. A list of rules would be extensive however the following principles should be applied by all people at all times:

- a. Take time to read the fire notices and establish where the fire escapes are.
- b. Move round the building in a considerate and controlled manner, particularly on stairs.
- c. Do not leave items lying where others may trip over them.
- d. Spilled liquids should be marked and cleaned up as soon as possible.
- e. Electrical appliances should be used according to the manufacturers advice.
- f. Drinks and food should not be carried in open containers in busy areas.
- g. Do not post notices over safety notices, fire escape signs or fire bell buttons.

4. **Procedures for Raising Health and Safety Problems and Queries.** An employee, or student, with a health and safety problem, or any queries about work related health and safety, should initially refer this matter to; the immediate supervisor, the local Safety Co-ordinator or the Head of School. In cases involving students the Student Support Service office should be informed if there are implications for student welfare or discipline.

¹ Catering, Chemical and Biological Safety, COSHH, Contractors, Cryogenics, Display Screen Equipment, Electrical Safety, Manual Handling Operations, use of minibuses, New and Expectant Mothers, Guidance for Staff on Health and Safety in Offices, Personal Protective Equipment (PPE), Placement of Students, Radiation Safety, Laser safety, Student Placements and Safety in Other Institutions, Workshops or Young People at Work

University of St Andrews - School of Medicine Handbook

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
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