

## Health and Safety Induction for Staff

Departmental Health and Safety Officer (DSO): Clodagh Sheehan ([csheehan@ic.ac.uk](mailto:csheehan@ic.ac.uk))

### 1. College Health and Safety Policy:

- i. Health and Safety is an important aspect of our lives and one for which we are **all** responsible.
- ii. It is perhaps particularly important in a specialised environment like Imperial College.

### 2. Staff and Students:

- i. Responsibility to tend to the personal health and safety as well as that of others.
- ii. Should you like any hand sanitizers or disinfectant sprays for your personal area please email the DSO to arrange a collection

### 3. Must comply with:

- i. Codes of Practices ii. Procedures iii. Departmental Rules iv. Co-operate with College Staff holding safety responsibilities.

### 4. Focus on safe practices:

- i. Be organised.
- ii. Be sensible with your work time.
- iii. Be successful without damaging your health.

### 5. In the event of an accident:

- i. **Do not** call an ambulance yourself – they will not be able to locate you.
- ii. **Alert** college security services – they will direct the paramedics. They have first aiders on site 24/7.
- iii. (Internal phone: **4444**, Mobile: **020 7589 1000**)

### 6. First Aid on Campus:

- i. Each floor has a designated First Aider who can be contacted when necessary.
- ii. First Aid boxes can be located by the printers in Huxley, on the corridor in William Penney and in the kitchen in Acex.
- iii. If possible, take the person to the College Health Centre (<https://www.imperialcollegehealthcentre.co.uk/>) iv.

If closed, bring the person to an A&E Dept:

Chelsea and Westminster, Fulham Road  
St. Marys Hospital, Paddington

### 7. Accident Reporting:

- i. If an accident, a dangerous incident or a potentially dangerous incident occurs it must be reported.
- ii. If the event occurs on college premises or during a college activity you should:

- a) Report it to the Departmental Safety Officer
- b) Complete an Accident report on SALUS  
(<https://www.imperial.ac.uk/safety/safety-by-topic/accidents--incidents/>)
- iii. Elsewhere, report to the responsible person:
  - a) Hall manager or Warden, Students Union Manager, Facilities site manager at the Sports Centre, grounds, or other sporting facilities.

#### 8. Fire:

- i. In the event of an emergency an alarm will sound accompanied by vocal instructions. You are **always** required to follow the instruction given.
- ii. **Never** tamper with Fire extinguishers iii. If you have used one – report it. If you know of one that has been used, report it safety or security staff (anonymously, if you wish)

#### 9. Fire evacuations:

- i. Make yourself familiar with fire escape routes and evacuation procedures in your department.
- ii. Refer to the notices displaced in all college buildings for location specific information. You must follow any instructions given to you by Emergency wardens, DSOs, Security and Emergency Services.
- iii. **Do not** use lifts.
- iv. Do not re-enter building until permission is given by
  - a) Emergency services
  - b) Security
  - c) Departmental Safety Officer
- v. If you evacuate at **Queens Gate**, turn right and move to the area clear of any windows directly above your head. vi. Please be aware of anyone in your working area or corridor who might need help:
  - a) Anyone with a long-term disability.
  - b) Individuals who might not hear an alarm.
  - c) People with impaired eyesight
  - d) People with a short-term disability (in a cast)

#### 10. Discovering a Fire:

- i. **Immediately** raise the alarm – follow the instructions to the nearest fire point and warn those in your immediate vicinity.
- ii. If the fire is small and without personal risk – **Disconnect** the electrical supply. **Attempt** to extinguish it with an appropriate extinguisher. **Leave** the area and close all doors behind you.

#### 11. Fire Provision in *Huxley Building*:

- i. Fire alarm call points – red ‘break-glass’ units in corridors ii. Evacuation routes – follow green signs to the nearest emergency exit:
  - a) Level 4 & 5 – exit via stairs to a lower level.

- b) Level 3 – to walkway.
- c) Level 3 – to physics.
- d) Level 2 – to Queensgate Street.
- e) Level 1 – to rear of building.
- iii. Fire extinguishers are located in the corridors.

## 12. Fire Prevention:

- i. All staff and students have an active duty to report any defect or situation on college premises with the potential to cause or spread fire, or one which would impede evacuation.
- ii. If practicable, you should take the immediate action to remedy the situation yourself, such as disconnecting equipment which has overheated.
- iii. Report any used or damaged fire extinguisher.
- iv. Fire doors **must never** be wedged open – They help prevent the spread of fire and the restrict the propagation of smoke. If you see a fire door open – **Close it.**
- v. Accidentally activating a fire alarm:
  - a) **Do not panic** (it can and does happen)
  - b) Check that it was you – did you activate a ‘break glass’ unit or did you get smoke in the smoke detector.
  - c) If so – go to the nearest security point and tell them.
  - d) If not – follow standard evacuation procedure.

## 13. Visual Display Units:

- i. Computers can damage your health.
- ii. Every year there have been several cases of Cumulative Trauma Disorder (CTD) in staff and students ~ Imperial College Occupational Health Department.

## 14. Avoiding CTD:

- i. Breaks – take a five-minute break every hour.
- ii. Intersperse computer time with other things – writing/reading, proof-reading, photocopying, talking, phone calls and coffee breaks.
- iii. Avoid a whole day on computer-based activities.
- iv. Keep your desk tidy – maintain enough clear space to move your mouse and use your keyboard with enough space to rest your arms on the desk.
- v. Keep most frequently used items in close proximity to avoid reaching.
- vi. Adjust your workstation to suit you:
  - a) Adjust your seat so your arms are horizontal and avoid flexing/extending risks.
  - b) Adjust your chair to provide back support.
  - c) Your feet should rest on the floor (use a footrest if necessary)
  - d) Set your screen to a comfortable height, usually with the top just below eyelevel, so you do not over stretch your neck.
  - e) Position your screen to avoid reflections from ambient light.
  - f) Avoid twisting your spine, sit face-on to the screen.

- g) If using a laptop, work with it on a table, never on your lap.
- vii. Avoid long hours – mental or physical fatigue causes loss of concentration, drowsiness, mistakes and/or accidents.

**15. Eye tests for computer users:**

- i. Under the college policy – All staff and students working with computers may have a free screening test.
- ii. Contact the occupational health department to make an appointment (<https://www.imperial.ac.uk/occupational-health/health-protectionatwork/computer-health/>).

**16. Electrical Safety:**

- i. All electrical equipment brought into the workplace must be tested before use – Check with the DSO or the Electrical Safety Test Engineer as to what needs to be done.
- ii. Faculty College electrical equipment must be reported to CSG Help Desk – Never tamper with faulty equipment or attempt to upgrade/change boards in PCs without supervision.

**17. Personal Safety:**

- i. Never attempt to tackle an intruder – they may be armed.
  - a) Look.
  - b) Observe.
  - c) Make notes.
- ii. Call security on **4444 or 0207 594 1000** when safe to do so.

**18. Important Contacts:**

- i. Health and Safety Officer: Clodagh Sheehan, Room 436.
- ii. Display Screen Equipment Assessor: Geoff Bruce, Room 306.
- iii. Manual Handling: Estates, Soft Services
- iv. Facilities Manager: Joseph McPherson, Room 306
- v. CSG Helpdesk: Room 306, Email [Help@doc.ic.ac.uk](mailto:Help@doc.ic.ac.uk).
- vi. Emergency Numbers: 4444 – from a college phone, 020 7589 1000 from a mobile.

**19. More information on Health and Safety in the Department of Computing:**

- i. <https://www.imperial.ac.uk/computing/health-and-safety/>

**20. More information on Health and Safety at Imperial College:**

- i. <https://www.imperial.ac.uk/estates-facilities/health-and-safety/>

**21. Health and Safety introduction video**

- i. [View video](#)