



Psychology Safety Handbook

**School of Philosophy, Psychology & Language
Sciences
The University of Edinburgh**

UNIVERSITY COURT'S SAFETY POLICY

It is the University Court's Safety Policy, so far as is reasonably practicable:

1. To provide and maintain plant and equipment and systems of work that are safe and without risks to health.
2. To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. To provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees and students and visitors.
4. To maintain any place of work under the university's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks.
5. To provide and maintain a working environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
6. To provide such protective equipment as is necessary for the health and safety at work of employees and students.
7. To encourage staff to set high standards of health and safety by personal example, in order that students leaving the university should take with them an attitude of mind which accepts good health and safety practice as normal.
8. To monitor the effectiveness of health and safety provisions within the university, in consultation with the appointed Trade Union safety representatives, if any.
9. To keep the university Health and Safety Policy under regular review and to duly publish any amendments.

It is equally a duty under the Health and Safety at Work, etc., Act, for everyone engaged in university activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. Those who supervise work in laboratories, workshops, practical classrooms and elsewhere, at whatever level, have special obligations to ensure that they do not endanger the health and safety of students, technical staff, cleaners and other colleagues.

No person shall intentionally interfere with, or misuse anything provided by the university in the interests of health, safety or welfare.

Government legislation and Approved Codes of Practice in many cases establish the minimum standards for health and safety at work. However, the university recognises that these standards would be best maintained, developed and improved in consultation with persons providing professional, technical and medical advice to the university. Hence, every encouragement will be given to schools to formulate local health and safety policies specific to their needs.

INTRODUCTORY STATEMENT BY HEAD OF PSYCHOLOGY

It is a departmental requirement that all staff and all academic visitors who have been given facilities and accommodation in the department, should:

- make themselves familiar with departmental and university Safety Policy and Procedures
- obey the guidelines and adopt the principles set out in these safety documents
- adopt safe working practices
- report accidents and incidents at work, near misses, and instances of occupational ill health

Staff are expected to take a proactive approach to safety issues. They should think through the risks associated with new procedures (and, where appropriate, complete a formal risk assessment) and they should raise concerns about existing procedures with members of the Safety Committee.

As the Principal says in his foreword to the university Health and Safety Policy booklet: "It has been said that it is better to be safe than sorry, but it is even better to be well informed about health and safety hazards and learn to avoid them." Study the policies and think through the safety issues now as it is too late once an accident has happened.

PSYCHOLOGY SAFETY STATEMENT

Information on departmental safety issues will be provided to new members of the department (postgraduates, research workers, academic visitors who are joining the department for periods of 4 weeks or more, and new members of staff) by the department's Safety Officer.

LOCAL EMERGENCY PROCEDURES

On discovering a fire

Operate the nearest Fire Alarm Break Point and dial the **university emergency number 2222** from extensions on the **50/51** exchanges, or in an extreme emergency call **999** from a mobile phone.

Give clear and relevant information to the university emergency. They will contact the fire services and/or ambulance services as appropriate.

Evacuation procedures

On hearing the Fire Alarm, evacuate the building as quickly as possible, exiting the building by the nearest Fire Exit to your place of work. Proceed to the evacuation assembly point.

Evacuation assembly point (All occupants of the building)

Hugh Robson Building, 10 George Square.

Uni-Tots nursery assembly point

Neuroscience, 1 George Square, and thereafter, if required, Appleton Tower, ground floor.

Care of casualties

In the case of injury during evacuation, call for the nearest available First Aider whose names are displayed on posters throughout the department.

DO NOT RE-ENTER THE BUILDING UNTIL FIRE SERVICES GIVE THE ALL CLEAR

FIRE AWARENESS TRAINING

Fire awareness training

All staff and postgraduates shall undergo compulsory Fire Awareness training with in-house Fire Awareness training courses being organised on a yearly basis by the department Safety Officer. After training, the appointed Fire Steward (staff only) will then be required to police the area around their place of work in the event of the Fire Alarm sounding. Postgraduates will be required to police the area around their place of work, after hours and weekends in the event of the Fire Alarm sounding.

Undergraduate fire awareness

Second year students shall undergo Fire Awareness instruction during H&S talks given at the beginning of the 2nd year practical class introduction course. An electronic reminder will be issued at the beginning of each of the following years of their course.

Fire alarm testing

The fire alarm system is tested on a weekly basis.

Test time: 09.45 am, Wednesday morning.

Fire safety information

Fire safety posters are displayed throughout the building.

Fire safety inspection

This department undergoes an annual fire drill and fire safety inspection run by the university Fire Office.

Further fire steward training

Extra Fire Steward training may be required for all staff at the discretion of the university Fire Office.

Brief Detail on Fire Steward procedure at 7 George Square

Trained Fire Stewards at 7 George Square are each assigned to a specific area of the building close to their normal place of work. In the event of a fire alarm, they are required to police this area, checking that all persons are evacuated, before leaving the building themselves. On leaving the building, each Fire Steward must report immediately to the Fire Safety Officer, to confirm that their area is clear. Multiple Fire Stewards may be assigned to the same area; this duplication of responsibility is intended to ensure coverage in the event of a fire alarm. Constantly updated lists of Fire Stewards and their corresponding areas are posted around the building.

Brief Detail on Evacuation procedure for disabled persons at 7 George Square

A communications panel is situated inside front entrance. This panel is linked to Communication Call Points (CCP) in each of the Temporary Waiting Areas (TWA) which are provided in the following locations:-

TWA 1: Basement, by lift (through double doors adjacent to Room B06)

TWA 2: Ground floor, by lift (through double doors adjacent to PPLS Library)

TWA 3: Basement, at foot of stairs, adjacent to B23.

TWA 4: Ground floor, by East Wing stairs adjacent to the nursery.

TWA 5: Basement, adjacent to B34.

Instructions on the use of the Communication Panel and CCP's are provided on the wall adjacent to their locations.

Two (black) up-stair wheelchairs located at Refuges 3 and 5.

One (yellow) down-stair wheelchair located at Refuge 4.

Fire Action Notices for disabled people are provided in the building.

A Personal Emergency Evacuation Plan (PEEP) is confirmed with every known disabled person who uses the building. The PEEP will confirm what facilities are available and confirm with the disabled person their procedures for evacuation in event of fire.

Any disabled person visiting 7 George Square should read the Fire action notices and follow the detail provided in event of fire alert.

Recovery Teams are provided from building personnel to assist with the evacuation process. Such personnel have been trained in evacuation of disabled people and are conversant with the procedures for this building. One member will operate the Communications panel and the others will check the TWA's as part of the normal evacuation process.

In the event of a fire alert, a disabled person, who is unable to leave the building, should make their way to a TWA, and use CCP to communicate with the main communications panel, to notify the recovery team of their location. This will open the communication link between the panel and CCP.

The recovery team members will report to the main CCP as part of the evacuation process. If any TWA, is occupied, then two team members will be sent to that TWA to assist with the recovery of the disabled person, by means of an evacuation chair or other method, as outlined in the Personal Emergency Evacuation Plan. The team members will then reset the TWA call point once the evacuation is complete.

Anyone requiring further information on the evacuation process should contact Dr. Robert McIntosh (r.d.mcintosh@ed.ac.uk; EXT: 503444), the Recovery Team coordinator.

GENERAL FIRE SAFETY HOUSEKEEPING

Members of staff/pgs/students **MUST** not place any item in front of any Fire Exit or Fire Evacuation routes. These **MUST** be kept clear at all times. Fire extinguishers must not be used to prop open any door within the department. All Fire doors must be closed behind you when you exit the building in the event of an emergency. Anyone finding a blockage in any Fire Evacuation route **MUST** report it immediately to the department's Safety Officer.

HEALTH ISSUES, ACCIDENT INCIDENT AND NEAR MISSES REPORTING PROCEDURES

Accident, incident and near misses:

- Must be recorded by using the Accident and Incident book held in the mail room.
- All recorded accident or incident forms should then sent to university H&S department
- The department's Safety Officer should then be informed or any available member of the department's Safety Committee.

First aid officers

Psychology has several university trained First Aid officers, whose name and telephone numbers are displayed on notices throughout the building.

First aid room (G20)

This is based in G20, with a fully stocked First Aid kit.

Medical condition awareness

The department would be obliged if any staff/pg/student suffering from a medical condition notifies their supervisor or Occupational Health department. This will assist the department's First Aid officers in treating their condition in case of an emergency.

ACCESS TO 7 GEORGE SQUARE FOR PEOPLE WITH A PHYSICAL DISABILITY

Access to 7 George Square, avoiding stairs, is via the lift. This can be entered via the outside door on the West side of the building. On arriving at this door, pressing the call button will put you in contact with the servitor via the communications panel. It will then be possible for someone to bring the lift to the outside ground level, providing entry to the building. The ground floor and basement levels of the building are accessible via the lift. It is recommended that advance notice should be given to the servitor (6 508388) if you know that the lift will be required for entry to the building, in order to ensure that someone is available to operate the lift from inside.

Individuals with a disability that could impede personal evacuation in the case of a fire are requested to contact Michael Moore, University Fire Safety Adviser (6 513050), in advance of the first visit to 7 George Square. Michael Moore will organise a short meeting to discuss fire evacuation procedures, and to draw up a PEEP (Personal Emergency Evacuation Plan). Students may alternatively contact Louise Kelly (6 503340)

OUT OF HOURS WORKING (All staff/pgs/students)**Normal working week** (Servitor cover during these hours)

Monday to Friday - 8.00 am to 5.30 pm

After hours working (No servitor cover during these hours)

Monday to Friday - 5.30 pm to 9.00 pm

Saturday and Sunday - 9.00 am to 9.00 pm

Vacate building by 9.30 pm**Front gate locked by university Security at 10.00pm each evening Monday to Sunday****Building entry after hours**

Staff and pgs holding a university staff card and undergraduates (3rd and 4th years only) holding a valid matric card which allows access to the building, may do **normal work** in offices, computer labs and library out of hours.

The Late Working book (kept by the entry door) should **ALWAYS** be signed on entering and leaving the building.

RESEARCH WORK AFTER HOURS /NON PARTICIPANTS**(All staff researchers/pgs/students)**

Research work, which does not involve especially hazardous activities or the use of participants, may be carried out after hours, provided that explicit permission has been given by a supervisory member of the academic staff, after due consideration of the risks, and adequate supervision is employed.

RESEARCH WORK AFTER HOURS/PARTICIPANTS**(All staff researchers/pgs/students)**

Before any research work using participants is carried out within the department, the relevant ethical permission must be obtained. If the researcher is testing participants out of hours, then the following rules must be followed:

- 1) No participant may be admitted to the building less than one hour before the end of working hours. Thus, **the last participant access is 8 pm.**
- 2) Visitors and participants must be signed into the Visitors' book on arrival, and signed out on exit.
- 3) Participants must be escorted from the building by the researcher (i.e. the researcher must witness them leave the building).
- 4) If participant payment is offered, researchers should keep no more than one payment in the testing room. This is to minimise vulnerability to financial theft.
- 5) It is strongly recommended that researchers testing participants after hours should not work alone, but should work in pairs or groups, to minimise personal vulnerability.

Security checks

University Security have the authority to ask the identity of persons found in the building outside normal working hours and to check this information against entries in the late working book

RISK ASSESSMENT AND SAFE SYSTEMS (Within office and research lab areas)

Risk assessment

All staff and pgs are responsible for carrying out a risk assessment of their immediate work area, ensuring that the layout of their work area has no obstructions which may cause injury to themselves or others visiting their room.

See FAQ's Health Issues for more information on risk assessment.

Safe systems

All staff and pgs are responsible for carrying out a risk assessment of electrical equipment or any apparatus used within their immediate work area to ensure that all systems are safe for use by themselves or by anyone associated with the equipment.

Research lab responsibilities (Academics)

All academic staff allocated a room for research purposes, (electrical, biological or clinical research) are responsible for carrying out risk assessment and safe system appraisal of these areas before any research work is carried out.

Research lab responsibilities (Researchers /pgs/students)

All users of research labs **MUST** ensure, that before commencing work, they are satisfied that the academic responsible for the lab has carried out a risk assessment and safe system appraisal.

Computer labs responsibilities

The departmental Computing Officers are responsible for risk assessment and safe system appraisal before any work is carried out in the these labs.

Right to refuse

Participants have the right to refuse to participate in any research projects that they feel may be a risk to their health or well being.

MECHANICAL EQUIPMENT

All mechanical equipment such as **paper guillotines** and **paper shredders** should be adequately guarded, to prevent personnel coming into contact with potentially hazardous moving parts. Under no circumstances should **SAFETY GUARDS** on any mechanical equipment be removed by anyone before under taking a mechanical task.

ETHICAL PROCEDURE GUIDELINES

Ethical procedure guidelines for Uni-Tots nursery

Before working with any child in the Uni-Tots nursery the following ethical procedures must be followed.

- 1) Discuss project with supervisor
- 2) Uplift ethical forms and guidelines from the Psychology web address: http://www.psy.ed.ac.uk/psy_research/procedures_for_testing_children.php
- 3) Ethics Committee will inform you and supervisor of committee's decision in due course.

Ethics procedures for student and staff research projects

All research proposals must be submitted to the Ethics committee for review. Projects may only start once ethics approval has been granted.

Application forms and guidelines on ethics submissions can be found at:

http://www.psy.ed.ac.uk/psy_research/research_ethics.php

The above page also contains a link to the website on the BPS ethical guidelines for treatment of research participants.

Projects will not be approved unless the applicants can show that they have taken necessary precautions to maximise their own and their participants' safety. Projects that involve testing participants after normal working hours will be reviewed carefully to make sure the researchers understand the required working practices and procedures for bringing participants into the building.

Any project that involves working on NHS premises, or recruits NHS staff or patients, must gain approval from Lothian Health's Ethics committee. However, the PPLS committee still needs to know that the project is taking place. Therefore, submit copies of the project proposal and approval letter from the NHS, once obtained, to Fiona Graham.

Projects being led by University of Edinburgh staff or students but that are being conducted at a separate location (such as a different university) will have to seek approval from the local ethics committee where the work is taking place. Although the PPLS committee needs to know you are doing the research, and will keep a copy of your research protocol on file, the ethics approval will need to come from the testing site.

HEALTH & SAFETY IN THE UNI-TOTS NURSERY SCHOOL, PSYCHOLOGY

Health and Safety in Uni-Tots Nursery is the responsibility of the Nursery Manager, Ms. Audrey Cameron, who will take decisions in accordance with The Scottish Commission for the Regulation of Care (Scotland Act 2001). The Act establishes a system of care regulation and inspection of care services against a set of national care standards.

Undergraduates, postgraduates, research workers and staff who wish to carry out experiments with children in the nursery, must adhere to the current guidelines and follow procedures, completing:

- Form 1. Child protection policy
- Form 2. Confidential declaration of criminal record

- Form 3. Ethics committee submission
- Form 4. Guidelines for testing nursery children
- Form 5. Application to test children in the Uni-Tots nursery

These forms are available on the psychology web site at
http://www.psy.ed.ac.uk/psy_research/procedures_for_testing_children.php

A student/temporary staff handbook is available from the manager. Students are advised to read this before spending time in the nursery with the children.

Students must familiarise themselves with the nearest Fire Exit from the room they will be testing in before removing a child from the nursery. If the fire alarm rings students must leave the room immediately with the child and proceed to the closest exit and walk smartly to the front of the Neuroscience Building at No 1 George Square where they must report to the nursery manager. Thereafter, if required Appleton Tower, ground floor.

The fire alarm is tested every Wednesday at 09.45 am.

INSURANCE COVERAGE

Psychology department (Third party)

The University has a Public Liability Policy in force, which provides an indemnity in respect of the university's legal liability for injury to Third Parties or damage to their property, arising as a result of negligence on the part of the university.

External institution insurance cover (All staff/students)

A similar insurance Public Liability policy should be in place to cover all staff and students working in schools, hospitals and institutions on behalf of the department.

Home visits and on street data gathering. (All staff/students)

In the case of home visits and on street data gathering in the event of an actual incident on third party premises i.e. someone's house, in that case, it would be difficult to prove negligence against the University. Any claim would require to be directed to the owner of the premises where the incident occurred. Therefore, the following safety procedures should be followed at all times:

- 1) Supervisor must ensure they are not placing a person at risk in terms of health/safety and welfare by placing them with a host organization.
- 2) Supervisor should risk assess the suitability of the host organization and check that suitable arrangements are in place prior to placement
- 3) Supervisor must monitor activities during placement and keep in regular contact with placement.
- 4) Placement must report back any safety issues that may cause concern.
- 5) On street data collectors **MUST** work in pairs.
- 6) **DO NOT** collect data on street when it is dark.
- 7) Be in mobile phone contact with an emergency number.
- 8) Notify supervisor of departure and arrival times.

CLINICAL AND BIOLOGICAL RESEARCH PROCEDURES

Before any clinical or biological research can be carried out within the department of Psychology. The following procedures must be observed:

- 1) Ethical approval **MUST** be sought and given from the department's Ethics committee before any clinical or biological research can commence.

2) Further ethical approval may be required from Lothian Health Board Ethics committee before any research commences.

3) The department's Safety Officer and university Biological Safety Unit must be fully informed of all procedures connected with the research.

3) Once Ethical approval has given, the researcher must follow precisely the university's code of practice laid out on the university's web site.

<http://www.safety.ed.ac.uk/policy/part6/part6.shtm>

Or email Biosafety@ed.ac.uk for further information.

4) Clinical or biological researchers carrying out research in other institutions must follow precisely that institutions Code of Practice.

(a) Electrical risks

Participants are linked to an EEG amplifier with a high impedance input, but also to earth, and it is important that the recording and earth leads (particularly the latter) are appropriately isolated. Suitable optical isolation is provided by commercial EEG amplifiers that certify compliance with the appropriate British Standard (BS5724).

(b) Biological risks

Biological risks arise because surface electrodes must be placed in good, low impedance, electrical contact with the skin, using conductive paste or jelly, and skin is cleaned and sometimes mildly abraded to reduce impedance. This can potentially result in the seepage of whole blood, serum or plasma from the abraded area; although the risks in a university psychophysiology laboratory is presumed to be extremely low (there are no published estimates: Putnam, Johnson & Roth, 1992) experimenters must take precautionary measures to guard against transfer of infectious agents such as the viruses for HIV or hepatitis, or the agent causing CJD. Subdermal (needle) electrodes involve much greater risks than the surface electrodes typically used for EEG recording, but even surface electrodes must be disinfected before re-use. The risks associated with use of various types of electrode, and procedures for disinfection and sterilisation of standard electrodes are discussed in articles by Putnam, Johnson & Roth (1992) and EEG Society (1986).

References

EEG Society (1986). AIDS, hepatitis B and Cruetzfeldt Jakob disease: Guidelines for dealing with patients and electrodes in the clinical neurophysiology laboratory. *Journal of Electrophysiological Technology*, 12, 53-59.

Putnam, L.E., Johnson, R., Jr., and Roth, W.T. (1992). Guidelines for reducing the risk of disease transmission in the psychophysiology laboratory. *Psychophysiology*, 29, 2, 127-141.

BIOLOGICAL HAZARDS

The main biological hazard within this department involves the taking of blood samples from participants and bodily fluid contamination. A second area of potential hazard involves recording brain electrical activity through scalp electrodes, and there may (rarely) be experiments with non-human organisms which will impose specific risks.

Taking blood samples involves not only ethical constraints in permission from participants or participants guardians, but safety issues for both the participant and the experimenter. Procedures must minimise the risk of contamination by:

- a) Ensuring that blood is taken only by qualified personnel
- b) Ensuring that only sterile equipment is used, with sterile procedures
- c) All 'sharps' and contaminated materials are placed in suitable containers
- d) Disposal of such materials has been arranged

Experimentation with non-human organisms will always be subject to risk assessment and projected experiments **MUST** be cleared with the Biological Safety Officer.

Recording EEG and Event Related Potentials. Risks associated with recording brain electrical activity from scalp electrodes are of two kinds, electrical and biological.

CHEMICALS AND SOLVENTS

Before any chemical or solvents are used within the department the following guidelines must be followed.

The supplier of chemicals and solvents are required by law to provide material safety data sheets (MSDS), which provide technical and safety information relating to their products. Many organisations now provide access to safety data information online and these can be accessed via the 'Resources' section of the university H&S web site.

CHEMICAL AND BIOLOGICAL WASTE DISPOSAL

The University guidelines for disposing of chemical or biological waste must be followed at all times. Information on disposal can be found on the H&S website.

ELECTRICAL SAFETY TESTING WITHIN PSYCHOLOGY (see <http://www.safety.ed.ac.uk/policy/part3/index.html>)

All new electrical equipment coming into the department is safety tested and the results are recorded. The periodic safety testing of all existing departmental equipment is also carried out, and the results recorded. It is the responsibility of individuals bringing personal equipment into the department, to ensure that the equipment has passed a safety test before use. A sticker, showing the date that the equipment has passed the appropriate safety requirements will be attached to each piece tested. Any equipment, personal or departmental, without a sticker valid within the period of testing, will be removed when equipment is checked during safety inspections.

ANNUAL ELECTRICAL SAFETY TESTING

The university Works Department carries out the department's annual electrical equipment safety testing.

EXTERNAL CONTRACTORS

Before any building work commences within the department all external contractors must have a valid work permit issued by Estates and Buildings. Thereafter the

contractors will be made aware of the departments emergency procedures and any other safety requirements the department wishes the contractors to follow.

MANUAL HANDLING

Members of staff who in the course of their duties have to move heavy objects **MUST** participate in a "Moving and Handling Education" course organised by the university Safety Office. Further information can be obtained from **www.safety.ed.ac.uk/policy**

COMPUTER WORKSTATIONS

(see **<http://www.safety.ed.ac.uk/policy/part2/54.html>**)

- The monitor should have adjustable swivel and tilt and be at the appropriate height for viewing comfort
- The screen should be free from glare with adjustable brightness and contrast
- The keyboard should be separate from the screen and be at a comfortable height
- The chair should be stable (5 star base), easily movable (castors) and be adjustable
- The desk should be stable and horizontal with sufficient workspace and legroom
- Cables and wires should be secured (no tripping hazards)
- The unit should be tested for electrical safety on installation and periodically in accordance with departmental policy

FOREIGN TRAVEL GUIDELINES

If any member of staff, researcher or postgraduate is expected to travel on department business (conference, field trip, etc), the Occupational Health Unit will provide travel advice and immunisation if required. Otherwise, this service should be provided by your GP or travel clinic. For advice on work related travel, it is best to contact the OHU at least 6 weeks before travelling to allow enough time to get all the necessary inoculations if required. Further Advice on Foreign Travel can be found on the Governments Website **www.fco.gov.uk** or the public access website provided by NHS (Scotland) **www.fitfortravel.scot.nhs.uk**

FAQ's HEALTH ISSUES

Risk Assessment

How do I carry out a risk assessment?

The law requires employers to assess all risks involved in their work activity. Where there is a significant risk this assessment must be recorded. There are two main types of risk assessment, generic and specific. Generic risk assessments should be completed for hazards or activities that are common throughout the School. Specific assessments should be completed for particular tasks, procedures, equipment, locations, etc, which have specific significant risks. The essential steps that are taken in order to comply with these Regulations are:

- 1) Identify the hazards to health or safety arising from the activity or the workplace.
- 2) Decide who might be harmed and how.
- 3) Evaluate the risks and decide whether existing precautions are adequate or more need to be done.
- 4) Record your findings.
- 5) Review your assessment and revise it if necessary.
- 6) The Health and Safety Department has produced a number of model risk assessment templates to assist Schools complete risk assessments. These are available in the 'Safenet' section of the H&S web site.

Pregnancy at Work

I have found out I'm pregnant. Is it safe to carry on working?

When a woman finds out, or suspects she may be pregnant she should speak to her line manager and/or School Safety Advisor in order to ensure that a review of risk assessments is carried out as early as possible in the pregnancy.

This will enable the woman to discuss and review the activities she is involved in and raise any concerns she may have regarding her work during her pregnancy. The woman and her line manager should review the work activities as the pregnancy progresses in order to take into account any risks, which may arise at different stages.

Where a specific issue of concern remains, which the School can't address or if a woman wished to discuss matter in confidence, the Occupational Health Unit can be contacted for further guidance and advice on the occupational health related matters.

Health problems at work

I have a health problem, which I think may be caused by my work, what should I do?

Any employee who feels he/she is suffering from a health problem, which may be work related should contact the Occupational Health Unit to discuss the problem. A "Notification of a case of confirmed or suspected occupational ill health" form (found in the "Accident Incident Occupational Ill Health Report Book") should also be completed and sent directly to the Occupational Health Unit. If adjustments to your work are likely to be required, your line manager needs to be involved. It would therefore be advisable to talk to him/her first and ask to be referred to the Occupational Health Unit. You do not need to disclose any personal health information to your manager at this stage if you do not wish to do so.

Eye tests

I work with computers. Can I get my eyes tested?

University employees who are regular users of display screen equipment (DSE/VDU) are entitled to receive a vision test and eye examination. Employees who have previously been referred to the University appointed Optometrist should contact the Health and Safety Office on 51-4255 in the first instance, to obtain the necessary

paperwork before arranging the follow up appointment. All other employees should contact the Occupational Health Unit, 50-8190 to arrange an appointment.

Maximum and minimum working temperatures

What does the law say about minimum / maximum temperatures?

Health and Safety legislation states that the temperature in indoor workplaces during working hours shall be reasonable, although the Regulations do not specify a minimum or maximum temperature. However, in work areas where people work for more than short periods of time, the recommended minimum temperature is generally considered at least Celsius. However, the temperature in any work place will depend upon a number of factors including the nature of the workplace and type of work being carried out. In areas where heavy physical work is carried out the temperature should be at least 13 degrees Celsius. Although there is no maximum temperature stated in the regulations, the acceptable zone of comfort for most person is roughly between 13 degrees C (56F) and 30 degrees C (86F)

Freedom of information act

What health and safety information is available under the Freedom of Information Act?

The Freedom of Information Act entitles individuals to request information held by the University. To comply with the Freedom of legislation, the Health and Safety Department has made hey health and safety information available on the University of Edinburgh Publication Scheme. To make a Freedom of Information request, email Health.Safety@ed.ac.uk or write to Freedom of Information Practitioner, Health & Safety Department, Charles Stewart House, 9-16 Chambers Street, Edinburgh, EH1 1HT, with your query or request. We will respond within 20 working days of this department receiving your query, providing the answer or explaining which exemptions apply.

Loss of heating or water supplies

When a Department has a loss of Heating or Fresh Water Supply the decision to keep the department open is at the discretion of the Head of Department after he/she has valued the situation.

GENERAL SAFETY AND REPORTING PROCEDURES

If anyone has any concerns or issues they would like to raise regarding Health & Safety within the department, please contact the departmental Safety Officer in the first instance or email: hod.Psych@ed.ac.uk

UNIVERSITY HEALTH AND SAFETY CONTACTS FOR FURTHER ADVICE

University Health & Safety Department Office Charles Street House 9-16 Chambers Street Edinburgh EH1 1HT Web: www.safety.ed.ac.uk Email: Health.Safety@ed.ac.uk	Phone: 651 4255 Fax: 651 4260
Fire Safety Unit 41, Forrest Road Edinburgh EH1 2QP Email: Fire@ed.ac.uk	Phone: 651 1226 Fax: 651 4260
Occupational Health Unit Drummond Street Annexe Drummond Street Edinburgh, EH8 9XP. Email: Occupational.Health@ed.ac.uk	Phone: 650 8190 Fax: 651 9149
Biological Safety Unit Charles Stewart House 9-16 Chambers Street Edinburgh EH1 1HT. Email: Biosafety@ed.ac.uk	Phone: 651 4245 Fax: 651 4260
Occupational Hygiene Unit Charles Stewart House, 9-16 Chambers St Edinburgh EH1 1HT. Email: Occupational.Hygiene@ed.ac.uk	Phone: 650 8199 Fax: 651 4260
Radiation Protection Service Charles Stewart House 9-16 Chambers St Edinburgh EH1 1HT. Email: Radiation@ed.ac.uk	Phone: 650 2818 Fax: 651 4260

Individual members of the H&S department are also on the university phone and email system.

PSYCHOLOGY DEPARTMENT H&S CONTACTS

Head of Psychology	Prof Sergio Della Sala	651 3242
Dpt Safety Officer (temporary)	Dr Rob McIntosh	650 3444
Safety Committee Members	Dr Rob McIntosh (Convenor)	650 3444
	Dr Alex Weiss	650 3456
	Mr David Wilkinson	650 3434
	Mr Ken Vogel	651 1990

Fire Stewards

See constantly updated versions on notice boards.