

- Have approval and a risk assessment is completed considering lone working.
- Ensure that if no one else is in the department that all lights are switched off, windows are closed and outside doors are locked when leaving.

Accident Reporting - First Aid

If you or a colleague has an accident, involved in a dangerous occurrence or any other incident, contact the main reception asking for a first aider.

There are first aid kits located in the Kitchen and Laboratory.

If a situation arises whereby someone is seriously injured or becomes ill you must treat this as an emergency and call 999.

Emergency Services are trained in dealing with emergency situations. You must stay calm at all times; depending on the situation you will be asked a number of relevant questions, which will enable them to evaluate the situation and initiate the appropriate response.

All accidents are required to report, no matter how trivial, to course Tutor, School Safety Officer or Health & Safety Services. This information will be recorded on our Safety and Security Management System Shield^{SSMS}.

Hazard Reporting

Should you identify any hazards you should make your course Tutor, School Safety Officer aware so that they can record and take action for this to be addressed and take necessary action accordingly.

Signage

The University has appropriate safety signage throughout, you must always pay attention and conform with health and safety signs and notices on Campus.



Portable Electrical Appliance Testing

Students should ensure that personal portable electrical appliances are inspected and fit for purpose. Free checks will be provided at the start of each semester.

Housekeeping

It is important to ensure good housekeeping to prevent slips, trips and falls and remove materials which could fuel fires.

Should you identify any concerns, this should be reported to either your Tutor, School Safety Officer or Reception.

Waste Disposal

Ensure that any waste is disposed of in the correct waste recycling receptacle and do not drop litter on floors or in the grounds.

Smoking

The University has a Smoke Free Policy; smoking is prohibited in and within five metres of buildings, this including electronic devices.

Vehicles

The Campus operates a maximum speed limit of 20mph.

Parking is only permitted in designated areas.

The use of mobile phones when driving on Campus is strictly prohibited.

Parking and driving must be done in accordance with local signs and restrictions.

You must only use identified walkways and pay attention to vehicle traffic.

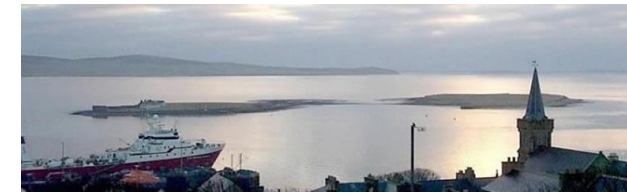


Emergency Contact Details

Main Reception 01856 850 605
Stromness Medical Surgery 01856 850 205

Heriot-Watt University
The Old Academy
Back Road
Stromness
Orkney, Scotland
KW16 3AW

e-mail: icit@hw.ac.uk **Website:** www.icit.hw.ac.uk



Further health and safety advice and support can be obtained by contacting the ICIT Safety Officer or Health & Safety Services by emailing:

healthandsafety@hw.ac.uk or calling 0131 451 3900.