LIDA Health and Safety Information

This information has been put together for those visiting LIDA and using the Safe Room facilities.

Please sign at the bottom of this form to indicate that you have read and understood this information

The University of Leeds is committed to the health, safety and wellbeing of its staff, students, visitors and contractors.

The University's Health and Safety policy can be viewed here.

David Kennedy (d.kennedy@leeds.ac.uk) is the H&S Manager for the Faculty of Medicine and Health; this faculty provides the overall co-ordination of Health & Safety for LIDA.

A link to Health & Safety Law information for employees can be found here.

Basic H&S information regarding the following can be found on the H&S notice boards as you enter the building at level 4 main entrance and on the level 7 entrance as you approach the building:

- Employer and Employee requirements
- The H&S Enforcing Agency for the University
- Employers and Public Liability Insurance
- Trade Union H&S representatives.

Fire Safety

In the event of a Fire Alarm sounding please proceed down your nearest staircase immediately and wait at the assembly point on the pavement opposite the entrance on Clarendon Way until either the fire alarm stops sounding OR you are notified by Security or a Fire Warden that it is safe to re-enter the building.

Please DO NOT use the lifts to evacuate.

You will be notified in advance if a fire drill or testing are planned (Worsley Building fire alarm testing usually takes place on a Wednesday morning around 8.15am). If the fire alarm sounds and you have been given no such information, evacuate the building immediately.

Individuals who may require assistance in exiting the building during an emergency will be provided with a Personal Emergency Evacuation Plan (PEEP). Please contact David Kennedy if you require this provision.

If you discover a Fire, raise the alarm by activating the nearest fire alarm call point to your location. These are positioned at all fire exits. Alternatively, shout 'FIRE' to alert staff nearby who can then activate the alarm.
DO NOT wait to be told to evacuate or stop to collect belongings, but exit the building via the nearest staircase.

DO NOT attempt to tackle a fire yourself; there are trained fire wardens who will assess whether it is safe for them to do so.

Certain items are prohibited in the work place as they present a high risk of fire. These items are:

- Naked flames
- Block plug adaptors
- Heaters with an open bar heating element or any access to the heating element

Smoking

Smoking is strictly prohibited:
- Within all University buildings
- At entrances to University buildings, including doorways and covered walkways
- In vehicles owned and operated by the University
- In leased vehicles during University business

For further information relating to fire safety in LIDA, please contact LIDA Fire Wardens Kim Wright (k.l.wright1@leeds.ac.uk) or Marlous Hall (m.s.hall@leeds.ac.uk).

Alternatively, you can contact the Fire Safety Manager on (0113 34)38004 or email safety@leeds.ac.uk.

First Aid

If first aid is required, please see the first aid notice at reception for who to contact.

There are first aid boxes located at the LIDA Reception desk, photocopying machine, and the breakout areas.

The nearest defibrillator is located on Level 9 outside the cafe. There is also a defibrillator located on level 7 in the lobby by the double lifts, Worsley Building.

In case of an emergency, please call 999 in the first instance and then contact security at (0113 34)32222 if you can. For further information about the University's first aid protocols, see http://leeds.ac.uk/safety/first aid/index.htm

Accident reporting

In the event of an accident or a near miss, please report to Kimberley Wright or Kylie Norman, without delay, for assistance and recording on the online system, Sentinel.

Panic Buttons

There is a red panic button in each of the LIDA safe rooms for raising the alarm in any of the following situations:

- Your personal safety or that of someone with you is under threat
- You suspect an intruder is trying to gain access to your safe room
- A security breach is in progress
- You or a colleague are experiencing a medical emergency

The panic button should only be used in an EMERGENCY and can be activated by pushing the button. Once you have done this the following will happen:

1. An alarm will sound on both sides of the building to alert colleagues and call for aid. A signal is also automatically sent through to the University Security team who will respond in person.
2. A member of staff from LIDA will only silence the alarm after the cause has been investigated and the threat dealt with. If there is no one at reception and you do not require assistance, please re-set the panic button by pulling it out towards you. Please then call the number for Kim Wright which is given on a notice in the rooms (feel free to take the notice out with you to make the call as phones are not allowed in the rooms) who will give you the code to deactivate the alarm in recepton.

If you have any Health & Safety concerns whilst at LIDA, please feel free to raise these with a member of staff at reception who will then liaise with the appropriate member of staff.

I declare that I have read and understood the above:

Print name: _____ Signature: _____ Date: / /