Contacts

Computer Science Reception
5th Floor room 5.25

Emergency Switchboard (24 hour)
222 from internal phones

Facilities & Operations Manager
JJ Giwa, room 5.25, x37214

Safety Officers & Senior Fire Evacuation Marshalls:
Dave Twisleton, room 4.18 x33667
Patricia Fenoy (Deputy), room 5.25 x37214

Head of Department:
John Shawe-Taylor, room 5.14, x37680 (PA x33675)

Departmental Address
Malet Place Engineering Building
University College London
Gower Street
London WC1E 7JG

Further Information

CS Safety Web Page:
(Departmental Safety Policy, Arrangements, DSE advice etc)
http://www.cs.ucl.ac.uk/safety

UCL Safety Services:
http://www.ucl.ac.uk/estates/safetynet

Health & Safety Executive:
(Health and Safety Law & Regulations)
http://www.hse.gov.uk

This leaflet is for new starters, visitors and temporary workers, with information on:

Our Safety Policy
First Aid
Fire Alarms
Emergency Evacuation
Safe use of Display Screen Equipment
Useful Contact
Further Information

Dave Twisleton, Departmental Safety Officer
Revised Feb 2014
http://www.cs.ucl.ac.uk/safety/handout.pdf
Health & Safety - Law and Policy

The Health and Safety at Work Act, 1974 sets out the **general duties** which employers have towards employees and members of the public, and **employees have to themselves and to each other**. The Management of Health and Safety at Work Regulations 1999 specify what employers are required to do to manage health and safety under the Health and Safety at Work Act.

UCL’s and the Department’s compliance with the Law is documented annually in our Statement of Safety Policy (SSP). This records our procedures for First Aid, Fire Evacuation, DSE assessment and other arrangements, as well as guidelines for safe working for the activities in the Department.

This information, and links to the Health and Safety regulations are on the Safety Web Page (see back page) or on the Safety notice board on the 4th floor.

**No work shall be permitted to start unless the risks arising from the work have been assessed and adequately controlled.**

**Please check the arrangements and contact the Safety Officer if you need advice.**

Visitors

Visitors to the Department should **sign in and out** at the 5th floor reception. Anyone who will be in the department longer than 3 days must be shown our Local Fire Safety arrangements by the person inviting them in.

Smoking

Smoking is not permitted on any UCL premises, including the areas outside doors and windows. There are detectors in many areas which will set off the fire alarm. Also for the comfort of other people, please move away from the building when you smoke.

Display Screen Equipment

Many people suffer from occupational health problems caused by frequent use of Display Screen Equipment (DSE for short) Symptoms can include eye strain, headaches, backache, painful wrists (sometimes known as Carpal Tunnel Syndrome or RSI) or other joints.

There are three main ways you can avoid these kinds of problems:

**Workstation and DSE setup**

Position your equipment and furniture correctly, to support your feet, legs and back, whilst avoiding awkward angles at your neck, shoulders, elbows and wrists. Make sure you do not have to overreach for the keyboard, and mouse.

**Regular Breaks**

Ensure that you plan your work to allow regular breaks, at least once an hour. We also recommend microbreaks (say 15-20 seconds) from DSE activity, and using this time to perform some stretches and look away from the screen. Use break reminder software to help you.

**Keyboard shortcuts**

Most operating systems and software applications have shortcuts for common tasks, and by using these, you can avoid repetitive movements of your mouse hand, or repetitive typing. Check your software’s help files.

Further advice, information and links to break reminder software is available from the CS Safety website.
Please **familiarise yourself** with the route from your desk to the Fire Exits, down the the ground floor and out of the building.

Once outside, **move away from the building** to allow access for the emergency services. There could also be a risk of explosion, falling debris, gas or fumes. Go to the Assembly point so we can ensure everyone is safe, and keep you informed of developments.

**Do not re-enter the building** until you have been told it is safe to do so by the Fire Marshalls, the Safety Officer, or the Head of Department. The alarm may be silenced whilst the fire crew investigate, but this does not necessarily mean that it is safe to enter.

**Supervisors and Lecturers** must ensure that your students and visitors leave the building by the nearest fire escape and proceed to the Assembly Point. You should remind students of the evacuation procedure and fire exits at the start of your session.

**Safety Signs**

Safety signs around the college follow the ISO EN 7010 colour scheme:

- **Red** relates to Fire alarms and equipment
- **Green** relates to First Aid or Evacuation
- **Yellow** denotes a Hazard or risk
- **Blue** denotes mandatory activity – e.g. Fire doors, protective equipment.

Examples are shown here:

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**First Aid**

If you or someone you are with has an accident or feels unwell, contact a First Aider. **First Aid kits** are available in the following locations:

- CS Reception (5.25)
- CS Helpdesk (4th Floor, 4.22)
- Admin Office (5th floor, 5.22)

**Our First Aiders are:**

- Nick Turpin, 4.18, x32761
- Abdul Rahman, 4.20 x30317
- Tracy Williams, 5.22, x37287
- Patricia Fenoy, 5.25 (CS Reception) x37214
- Anna Zaremba, 7.08
- Louise Gaynor, 8.20, x30686

You should also report any "near misses" (e.g. a trip on a step which didn't cause an injury), or something which looks like it could cause an accident. These should be reported to the Safety Officers, a First Aider or on the UCL Safetynet site.

If part of the building (e.g. fire door, loose carpet) is damaged, you should notify the Reception, the Safety Officers or email to building-faults@cs.ucl.ac.uk.

Outside of normal working hours, or if you cannot locate a First Aider, contact **UCL's 24 Hour Emergency Switchboard by dialing 222** from any internal phone.

**First Aiders & Fire Marshalls**

We are required by Law to have good First Aider and Fire Evacuation Marshall coverage. If you would like to volunteer for these roles, please contact the Safety Officers for training dates.
Fire Alarms

UCL buildings are fitted with smoke and fire detectors which will set off the alarm automatically in the event of a fire. You can also raise the alarm at fire points just outside the front and rear staircases. The Fire Action Notice will provide information to assist you such as well as the building zone number and the assembly point. These are specific to the building you are in.

Once it is safe to do so, you should also contact a Fire Evacuation Marshall or the Emergency Switchboard on 222 and tell them as much as you can about the location of the fire.

Evacuation

Everyone must leave the building immediately when the fire alarm sounds. Make your way out calmly, closing all windows and doors as you leave the room.

Remember that the way you entered the building is not necessarily the quickest way out in an emergency. The green Fire Exit signs will show you the quickest and most direct route of escape.

Some doors use electronic locks – these will release when the alarm goes off, but you can also press the green button nearby. Use the front or rear staircases but do not use the lifts or the bridge to the Roberts Building next door. Do not travel to upper floors.

Fire Marshalls in yellow jackets will clear each floor, but do not wait for them to tell you to leave. They will lock up the student lab areas so do not stop to take personal possessions.

Fire Refuges

There are fire refuges for wheelchair users or anyone unable to evacuate straight away via the stairs. These are next to the front and rear staircases, with equipment for contacting the fire crew (front) and emergency switchboard (rear). A Fire Marshall will check the refuge when they check the floor. Please let us know if you think you may have difficulty hearing the alarm or getting out on your own.

The Assembly Point at is the South Junction, opposite the Andrew Huxley Building.
Assembly Point

Each floor has an area of Euston Gardens assigned for assembly. Look out for the Fire Marshall who will have a 5th Floor sign.

Additional information for occupants of 1 Euston Square

London Media Technology Campus

The London Media Technology Campus is a collaborative venture between UCL and the BBC. The site is a commercial space leased and managed by UCL. As such, some there are some additional points specific to this building.

Visitors

You are responsible for any visitors you invite to the building, so you should ensure you have pointed out the Fire Exits and disabled refuge. In the event of an evacuation, please escort them to the assembly point.

If your visitor will be working for more than 3 days (including people who come in occasionally but will generally be autonomous) you should complete a Local Fire Safety Induction with them. This is available from CS Reception, the Safety Officer or on the web at: http://www.ucl.ac.uk/estates/maintenance/fire/documents/UCLFire_TN_086.pdf

The internal doors on the 5th floor are operated with the UCL access card.

First Aid

First Aiders are: Olivier Thereaux (BBC), tbc (UCL)

First Aid Kit is available in the Kitchen area

Fire Marshalls

Fire Evacuation Marshalls (FEM’s) are responsible for checking the 5th floor area is cleared. Please cooperate with them and follow to the assembly point.
Report any issues with fire doors, extinguishers, blocked passageways, etc to the FEMs or email to building-faults@cs.ucl.ac.uk

Fire Marshalls:
George Wright  Maxine Wilson  Sean O’Halpin
Olivier Thereaux  Billy Mayor  Will Steptoe
Marzieh Saeedi  Leah DaCosta

Fire Alarms

Fire and Smoke detectors are located in all parts of the building. When the alarm sounds in your area please leave immediately by the nearest Fire Exit and escort any visitors.

The alarms are tested every Friday at 10am.

Fire Refuges

If you or your visitor have any problems leaving the building unaided, the lobby areas leading to the stairwell are fire protected and should be used to wait until the rest of the floor has been until traffic from upper floors has reduced.

Fire Action

If you discover a fire, do not attempt to fight it yourself. Raise the alarm at the red Alarm points, located next to the Fire Exits.

Contact the Building Manager immediately on 020 7387 6922 or 020 7387 1389, informing her of the exact location of the emergency.

Evacuation

There are two fire staircases in the core of the building. These are marked in green on the floor plan opposite. These exit at the Ground floor towards Euston Station (EAST) and Melton Street (WEST). Continue to the assembly point at EUSTON GARDENS.