

# Health and Safety Induction

## Undergraduate Students

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# Content

- Importance of Health and Safety
- Responsibilities and practical actions to stay safe
- Fire
- First Aid
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# Why is Health and Safety important?

The University is committed to excellence in all its activities. The effective management of Health and Safety is an important element in our success.

Good Health and Safety performance:

- protects students, staff and others, from harm.
- supports all our activities by preventing disruption to our business (your education), the loss of valuable assets, and harm to our reputation.

We ask you to engage with us on Health and Safety issues and work within controls specified in risk assessments, and with any training and instruction given.

The full statement of Health and Safety Policy is available via SUSSED:

[www.southampton.ac.uk/healthandsafety/hsms/](http://www.southampton.ac.uk/healthandsafety/hsms/)

# Your responsibilities:

- To take reasonable care of yourself and others.
- To cooperate with safety arrangements and policies.
- To work in accordance with risk assessments and with any training and instruction given.
- To promptly report all incidents (injuries, work-related ill health, dangerous occurrences and 'near misses'), and any perceived shortcomings in Health and Safety arrangements.

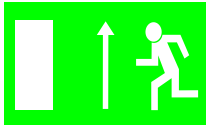
# What does this mean practically?:

- Be aware of emergency arrangements.
- Take actions yourself:
  - Keep access routes clear, avoid creating trip hazards
  - Dispose of rubbish in the correct manner. Do not let rubbish accumulate and become a fire risk.
  - Report concerns (to your tutor/supervisor and online). These may also relate to the campus paths, lighting etc.
- Do not tamper with safety or electrical equipment.
- Observe the no smoking policy in and around University buildings.

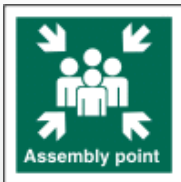
# Action to take in case of a fire



If you notice or suspect there is a fire, raise the alarm by operating the nearest fire alarm call point. The fire alarm is a continuously sounding bell.



If you hear the alarm stop what you are doing and make your way out of the building by following the green emergency exit signs to the nearest exit. Do not stop or return to collect personal belongings. Do not attempt to use lifts unless you have a Personal Emergency Evacuation Plan (PEEP)

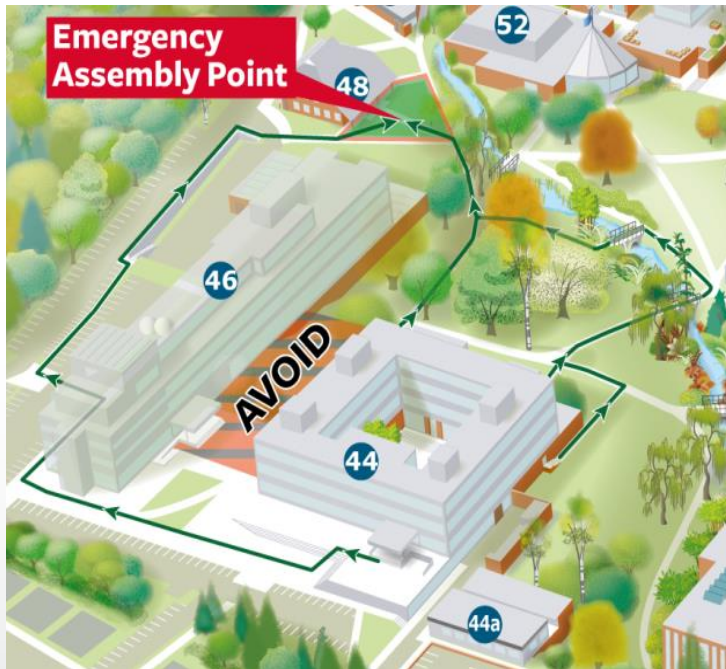


Once out of the building make your way to the assembly point.

Do not re-enter the building until the “all clear” is given

Familiarise yourself with fire exits and assembly points for all buildings you will use. How would you exit a building if your normal route was blocked by a fire?

# Assembly point for B44



Evacuation alarms are tested weekly. Times of these tests are advertised on signs near main entrances to buildings. When tests take place the alarm will sound for no more than a few seconds.

B44 alarm test is every Tuesday morning at around 9.00am.

If the alarm continues to sound then please evacuate the building.

# First Aid



If you or someone else has been injured, seek the assistance of a local first aider. Details of first aiders are displayed on corridor signs in all buildings.

Alternatively contact security on:

**3311 / 023 8059 3311 (emergency)**

22811 / 023 8059 2811 (enquiry)

Should an ambulance be called ensure security are made aware so they can assist in routing the ambulance / paramedic to the casualty.



# Incident Reporting



If you are involved in an accident or incident, spot a hazardous situation or are concerned that you are being asked to do something without the necessary information, instruction, training or equipment to ensure your safety, please report this to the relevant lecturer or your tutor / supervisor who will deal with the issue and pass details on to the Faculty Health and Safety team as appropriate.

Please report any incident involving personal injury online via the Safety and Occupational Health website:

[www.southampton.ac.uk/healthandsafety/incidents.html](http://www.southampton.ac.uk/healthandsafety/incidents.html)

# Further information & contacts



- SUSU ([www.susu.org](http://www.susu.org))
- Undergraduate Handbook
- Safety and Occupational Health  
([www.southampton.ac.uk/healthandsafety](http://www.southampton.ac.uk/healthandsafety))

Specific queries to:

Social, Human & Mathematical Sciences H&S team

[fshssafety@soton.ac.uk](mailto:fshssafety@soton.ac.uk)

Save the contact numbers for security:

**3311 / 023 8059 3311 (emergency)**

22811 / 023 8059 2811 (enquiry)