



## **CASUAL WORKER HEALTH AND SAFETY INDUCTION**

Welcome to Queen Margaret University.

We consider all people who work, study, or visit the University to be members of the QMU Community.

Please ensure that you have read and understood this Casual Worker Health and Safety Induction – more information can be found in the Health and Safety Policy and supporting procedures.

### **FIRE SAFETY**

We strongly encourage personal responsibility for fire safety. Please be aware of your nearest escape route by checking where the Fire Exit signage is directing you and making yourself familiar with your area.

If you discover or suspect a fire:

- Raise the alarm by activating the nearest break glass call point and alert those in your area, if it is safe to do so.
- Leave the building by the nearest escape route – do not use lifts.
- Go to the nearest assembly point and report to the Fire Marshal. Stay at the assembly point until advised otherwise – you may be required to provide more information.

When you hear the fire alarm sounding:

- Leave the building quickly and calmly using the nearest signage – do not use the lift or pick up personal belongings.
- Alert those in your area if they are not evacuating, if it is safe to do so.

At the assembly point:

- You will recognise the Fire Marshal by their high visibility bib. You must cooperate and follow any instructions issued.
- Do not leave the assembly point unless the Fire Marshal tells you it is safe to do so.
- If the incident is extended, our emergency plans will be implemented.

## ASSISTED EVACUATION

An Assisted Evacuation Procedure operates throughout the University. This involves the use of 26 refuge points / temporary waiting spaces distributed throughout the building which are designated as places of relative safety and positioned within the protected fire escape routes of the building. Each has a fixed communications point where users can speak directly to the Campus Operations Control Room. Upon hearing the fire alarm, any person requiring assisted evacuation should make their way to the nearest refuge point / temporary waiting space and contact the Campus Operations Control Room.

If the assisted evacuation arrangements are not suitable, and you require a Personal Emergency Evacuation Plan (PEEP) due to a disability, please complete the [QMU Support Self-Assessment](#). The Health, Safety and Wellbeing Team will follow up upon completion of the self-assessment.



## INCIDENT MANAGEMENT

All incidents or accidents must be reported to the Health, Safety and Wellbeing team using the [online form](#). This must be **completed within 24 hours** of the event. An incident can range from injury, near misses, violence, accident, etc.

Any serious incidents/accidents must be reported immediately to Campus Operations at **07889075873** – **we strongly recommend you save this number to your personal mobile phone**. If first aid is required, please state this when you call.

All members of the Campus Operations team are trained in first aid and Automated External Defibrillators (three located across campus). They will liaise with the appropriate emergency services where required.

Following the launch of Microsoft Teams Voice, desk phones have been removed, and new emergency phones have been installed throughout the academic corridors and critical areas within the University. In an emergency requiring immediate assistance, these emergency phones can be used to dial **2222** to connect with the Campus Operations team. You can also contact the Campus Operations team on **0131 474 0999** or **07889 075873** using a mobile phone. If you cannot call, send someone to Reception for assistance.

