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Health and Safety

First Aid and Accidents



1. In the event of an accident
2. First Aid in the College
3. Reporting Accidents, Incidents, Near Misses

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ACCIDENT PROCEDURE

IN THE EVENT OF ACCIDENT:

1. Try to keep calm
2. Assess the situation;

If the casualty is not seriously injured, telephone to the nearest first-aider on the list for assistance (usually the Janitors)

HOWEVER;

If anybody is seriously injured, or unconscious, or trapped, or

If there is further danger from fire, fumes, falling objects etc;

- if necessary, sound the fire alarm to clear the building.
- call for an ambulance from the nearest telephone by dialling #6 333. Ask for the Ambulance Service and give the exact location of the casualty. Wait until they repeat the location back to you.
- telephone the janitors by dialling 6015 (Main Campus) or 6150 (Grassmarket) and tell them what has happened and that you have called an ambulance. At Inverleith, summon assistance from the Janitor and/or the Wardens.
- telephone the nearest First-Aider on the list for assistance

3. If it is safe, go back to reassure the casualty

- Try to keep calm

4. In the event of a serious accident of any kind;

- try not to interfere with the site of the accident, an investigation will

have to take place later.

- inform the College Health & Safety Officer as soon as possible - failing him/her, contact the Buildings Officer.

5. Report the accident to the janitors at the main door to your building and complete an Accident/Dangerous Incident Report Form (see separate procedure below for reporting accident)

FIRST AID IN THE COLLEGE



The majority of Janitorial and Night Security Staff are qualified as First Aiders in accordance with the First Aid at Work Regulations. Technicians in some Schools are also qualified First Aiders.

MAIN CAMPUS:

Janitorial/Night Security Staff 6015/6016

Landscape Architecture Technician 6224

Furniture Technician 6243

Sculpture Technician 6253

Fashion Technician 6229

Printed Textiles Technician 6240

S&J Technician 6236

WEST PORT/VENNEL

Animation Technician. 6115

If he is unavailable - seek assistance from the Janitor at the Grassmarket or at the Main Campus.

GRASSMARKET

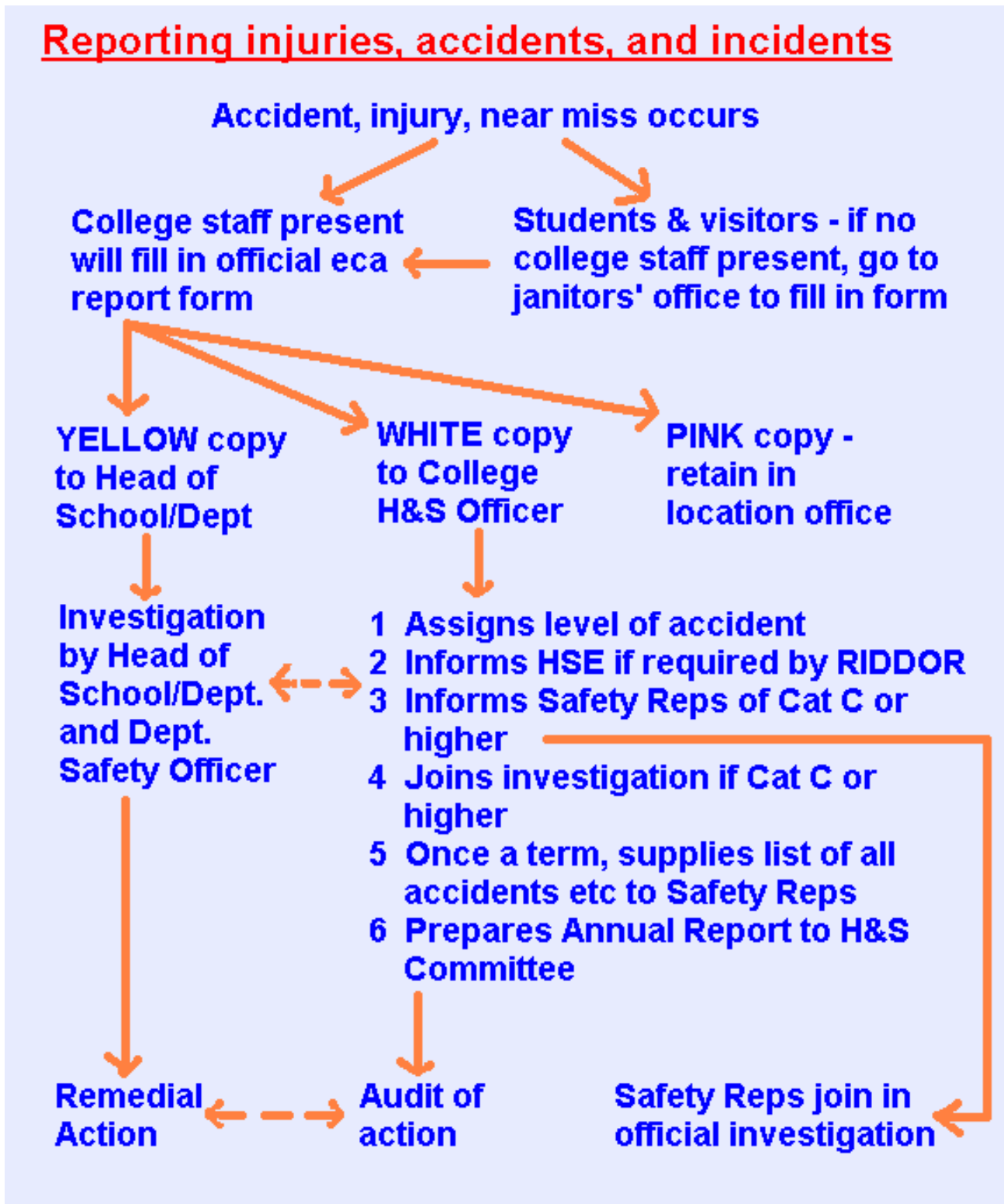
Janitorial Staff 6150

First Year Studies Technician 6260

INVERLEITH

Printmaking Technician 552 2933

Reporting injuries, accidents, and incidents



Students and visitors must be encouraged to report all accidents to a member of the College staff, who will then fill in an Accident Report Form. If the injured party wishes to know the outcome of any investigation please inform them to contact the College Health and Safety Officer. All students working out of normal hours unsupervised must be instructed that if they have an accident they must inform the Janitors/Security staff immediately and they will fill in the form as per normal.

WHAT SHOULD BE REPORTED:

Any accident or incident no matter how trivial it may seem must be reported. An

incident or near miss situation that although did not cause injury to a person but may have had the potential to cause harm must be reported i.e. an object falling from height. College First Aiders have Minor Injury Books where they record minor injuries - Classification Level A as defined above. The use of the book is in lieu of completing an Accident Report Form. Any other injury requiring treatment beyond the use of a plaster must be reported via the Form. The use of the Minor Injury Book is to encourage reporting and recording.

ALL INCIDENTS WILL BE INVESTIGATED:

It has been proven that most minor accidents/incidents are foreseeable and could lead to a major occurrence. All accidents no matter how minor warrant an investigation, the proportions of that investigation reflecting the potential for harm should a major incident take place.

EMPLOYEE WITH A 3 DAY OR MORE ABSENCE FROM WORK

An employee who has sustained an injury or occupational disease that causes him/her to be absent from work for 3+ days must be reported. If an incident form has already been completed due to an accident situation, still fill this form in as confirmation of absence from work rather than as an accident information form. The Health and Safety Officer will inform the HSE as required by RIDDOR and will also inform the Director of Finance.

THE SCENE OF A MAJOR ACCIDENT MUST BE LEFT AS IT HAPPENED. DO NOT CLEAR AWAY ANY EQUIPMENT OR DEBRIS.

A major accident is one that has severe consequences, such as a puncture to the eye, an amputation or fatality. Under these circumstances contact the College Health & Safety Officer or Buildings Officer immediately, even if out of hours. The Janitorial/Security staff have the contact numbers

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