

## Geography Health & Safety Induction Overview

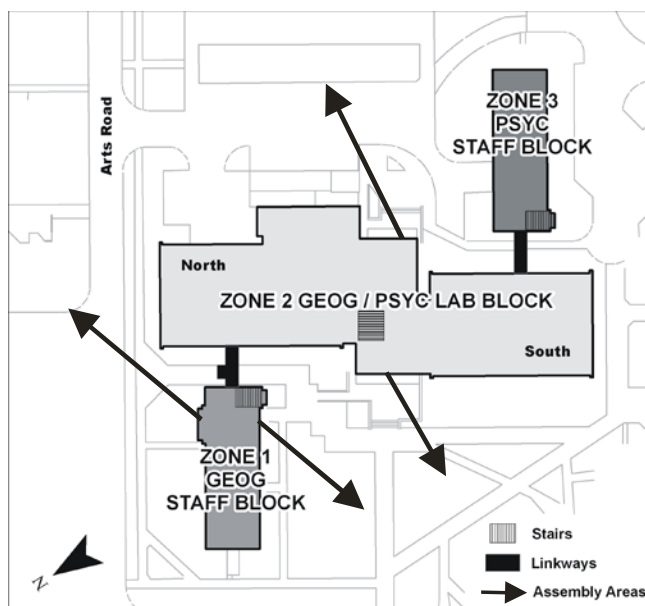
All Geography staff, postdoc's, visitors, and research students must complete the College of Science Health & Safety Induction as soon as possible after starting work in the department.

The person responsible for them coming in to the department must provide this brief introduction, then get them to go to the **Health & Safety Information** quick link on the Geography website for instructions on starting the online induction quiz (used as a sign off that they have been inducted).

The brief introduction should cover the following points:

- Evacuation schemes & wardens (Geog spans two separate evacuation areas; we don't sign people in & out, so in an evacuation the best we can do is clear our areas)
- Emergency and H&S contacts (who are you going to call)
- Hazards & restricted areas (access to labs and workshops must be authorised)
- Event reporting (near miss to serious harm, so they don't happen again)
- Field Activities Processes (from coursework to independent research – you need a plan)
- Safety manual (accumulated wisdom on safety issues)
- Security & theft (stranger danger)
- Your personal responsibilities (we need to work together and look after each other)

**The GEOG/PSYC building complex is split into THREE evacuation zones, separated by linkways.** If a



FIRE ALARM sounds in any one zone, then ONLY that zone must evacuate, and you must not move towards or enter it.

### **GEOG/PSYC LAB BLOCK, Level 3 Access and alternative EXIT**

Normal access to and from Level 3 of the GEOG/PSYC LAB BLOCK is via the linkway to, and stairwell in, the GEOG STAFF BLOCK. There is an alternative FIRE EXIT at the rear of the Geography Learning Space.

In the event of an alarm sounding anywhere in the GEOG/PSYC building complex, ALL electronic EXIT and SMOKE STOP doors will release.

If you are in Level 3 of the GEOG/PSYC LAB

BLOCK and want to leave while an alarm is sounding in the GEOG STAFF BLOCK, please use the FIRE EXIT at the rear of the Geography Learning Space.

- In a genuine fire alarm the EXIT doors remain released until the fire panel is reset.
- In a trial evacuation the EXIT doors only remain released while the sounders are operating.
- In a non-alarm emergency the break glass exit can be used to unlock the EXIT door.