



The
University
Of
Sheffield.

Electronic &
Electrical
Engineering
EEE - Safety.

EEE Safety Reference Guide

IN AN EMERGENCY DIAL

 4444 ON A UNIVERSITY TELEPHONE

OR

 0114 222 4444 FROM A MOBILE

GIVE CLEAR, CONCISE DETAILS OF THE EMERGENCY TO THE OPERATOR

A CONTINUOUSLY SOUNDING ALARM WARNS YOU TO LEAVE THE BUILDING IMMEDIATELY

Introduction

This leaflet is an introduction to the safety procedures in the Department of Electronic & Electrical Engineering (EEE) and to make you aware of what to do in an emergency.

All new staff, postgraduates and visitors to the department will be invited to attend a Health & Safety Induction in their first week.

It is important that you also read the safety information in the EEE Health & Safety webpages, which can be found at <https://www.sheffield.ac.uk/eee/about/health-and-safety>

These webpages set out Departmental Safety Policy and highlight:

- Your responsibilities regarding safety;
- The safety procedures to be followed to comply with legal requirements;
- Where further information can be sought.

In addition, Health & Safety Services at the University provides information and general frameworks for safe working in the University and can be found at <http://www.sheffield.ac.uk/hs>

Further advice or information can be sought by contacting the Departmental Safety Officer, Area Safety Representatives or any member of the Departmental Safety Committee.

Contact details can be found here

<https://www.sheffield.ac.uk/eee/about/health-and-safety/contacts>

It is intended that the information for each section is sufficient for you to decide what you must do to comply with safety requirements, but appropriate cross-references to other sections are also included.

Points of Contact

Departmental Health & Safety Officer	Stephen Franklin	25859/07920781765
Head of Department & Chair of Safety Committee	Chee Hing Tan	25144
Department Technical Manager	Lee Shunburne	25143
Departmental Administration Manager	Luke Marsden	25040

Research Group Safety Contacts

Electrical Machines & Drives	Andrew Race	25835
Semiconductor Materials & Devices	Paul Haines	25871
Communications	Steven Marsden	25861
Nanoscience Facilities Manager	Adam Stroughair	25885

If in doubt, ask!

Fire & Emergency Procedures

General Information

To request assistance, such as the Fire, Ambulance or Police services etc., use any internal telephone and dial 4444 or key in 0114 222 4444 from your mobile to contact the University's Emergency Control Centre. Be prepared to give details of the exact location of the incident, nature of incident, any specific hazards (e.g. chemicals), and number of casualties (if any).

(For non-urgent help, the University Control Centre can be contacted on 24085 or 0114 222 4085 from your mobile).

Fire

Upon discovering a fire:

1. Close doors, windows etc. (if safe to do so), and raise the alarm by breaking the glass of an emergency call point located on corridors and/or shouting "Fire".
2. Call the University's Emergency Control Centre on 4444 or 0114 222 4444.
3. Evacuate the building as quickly and safely as possible.
4. Do not stop to collect personal belongings.

Evacuation

On hearing the fire alarm

- Leave the building immediately by the **nearest** safe exit.
- Report to the assembly point identified for your building.

For **Portobello, Mechanical Workshop, St George's complex** including the **Mappin and Stephenson Buildings**, the assembly point is in **St. George's Church Yard**.

For the **Nanoscience, George Porter and Kroto Technology buildings**, the assembly point is beyond the **Gatehouse/Porters Lodge in the Broad Lane car park**.

Annual Fire Awareness Training is mandatory for all staff, Postgraduate and MSc students and you need to complete this to continue to use the university premises.

The training can be accessed online at <https://hs.shef.ac.uk/> using your University username and password.

Links to all EEE required training can be found in the EEE H&S Policy here <https://www.sheffield.ac.uk/eee/about/health-and-safety/policies>

Undergraduates will be given a Safety Induction Talk by the Safety Officer at the beginning of each academic year.

Medical Emergency & First Aid

An up to date list of qualified First Aiders is posted inside or adjacent to each First Aid Box.

First aid boxes are located around the department and in each of the Porters Lodges (may not be accessible outside normal working hours).

Defibrillators are available in Mappin Porters Lodge, Nanoscience Reception, Sir Robert Hadfield building and the Broad Lane block (Civil Engineering). Please note that Security operatives have access to defibrillators in the response vehicles.

It is University of Sheffield policy that all accidents, incidents, dangerous occurrences and near misses arising out of, or in connection with work, shall be reported via the University's online reporting system within 24 hours of occurrence.

Please report such incidents on-line here <https://www.sheffield.ac.uk/hs/accident>

(Contact Stephen Franklin or Lee Shunburne for assistance if required).

Out-of-Hours Working

Anyone wishing to work out-of-hours (after 6pm and weekends) must:

- have applied to work out of hours via the form here <https://www.sheffield.ac.uk/eee/about/health-and-safety/policies> ;
- have undertaken Fire training in the past year;
- have completed out-of-hours training at <https://hs.shef.ac.uk/> during the past three years, along with all other mandatory training;
- have read the generic out of hours risk assessment;
- adhere to the University and other local emergency procedures.

No practical or experimental work where there is a risk of an accident should be undertaken out-of-hours.

Normally, out-of-hours activities should be restricted to library work, computing, writing reports or making non-risk observations.

All Staff, Postgraduates and Visitors must sign-in at the Porters Lodge (if available) when working in the Department outside of the hours 8.00 a.m. to 6.00 p.m., Monday to Friday and at weekends.

Undergraduate & MSc students are not permitted to work out-of-hours

Special procedures apply to any out-of-hours working in the Clean Room Laboratories.

For further details or clarifications please contact Stephen Franklin or Lee Shunburne.