



The  
University  
Of  
Sheffield.

Electronic &  
Electrical  
Engineering.

# 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 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

<b>Departmental Health &amp; Safety Officer</b>	Dianne Webster	tel: 25859/07920781765
<b>Head of Department &amp; Chair of Safety Committee</b>	Chee Hing Tan	tel: 25144
<b>Department Technical Manager</b>	Lee Shunburne	tel:25143
<b>Departmental Administration Manager</b>	Luke Marsden	tel: 25040

## Research Group Safety Contacts

<b>Electrical Machines &amp; Drives</b>	Andrew Race	tel: 25835
<b>Semiconductor Materials &amp; Devices</b>	Paul Haines	tel: 25871
<b>Communications</b>	Steven Marsden	tel: 25861
<b>National Centre for III-V Technologies</b>	Kevin Jackson	tel: 25905

**If in doubt, ask!**

## Fire & Emergency Procedures

### **General Information**

To summon 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 Training (MANDATORY)**

**All Staff, Postgraduate and MSc students at the University must complete on-line Fire Training annually.**

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 Nanoscience Reception, Sir Robert Hadfield building and the Broad Lane block (Civil Engineering). A defibrillator will be available in the Mappin Building Porters Lodge in the Spring of 2020).

The Policy within the University of Sheffield is 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.

Such incidents can be reported on-line here:

<https://www.sheffield.ac.uk/hs/accident>

(Contact Dianne Webster 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 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 details, contact Dianne Webster or Lee Shunburne.