Introductory

EEE Safety Leaflet

In an Emergency

CALL 4444 ON A UNIVERSITY INTERNAL TELEPHONE and GIVE DETAILS CLEARLY AND CONCISELY

A CONTINUOUSLY SOUNDING ALARM WARNS YOU TO LEAVE THE BUILDING IMMEDIATELY

Revision 1.6 EEE Safety webpages – www.shef.ac.uk/eee/safety
Introduction

This leaflet is only 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.

It is important that you also read the safety information on the EEE Safety webpages, which can be found at:

http://www.shef.ac.uk/eee/safety

The **EEE Safety 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 at:

http://hercules.shef.ac.uk/eee/local/safety/points_of_contact.html

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.

Departmental Health & Safety Officer
Chair of Safety Committee
Mrs Dianne Webster
Prof Geraint Jewell
(tel: 25859/07920781765)
(tel: 25845)

**Research Group Safety Supervisors**

Communications Group
Mr Steve Marsden (tel: 25861)

Electrical Machines & Drives Group
Mr Andy Race (tel: 25835)

Semiconductor Materials & Devices Group
Dr Ian Ross (tel: 25989)

National Centre for III-V Technologies
Dr Ken Kennedy (tel: 25212)

If in doubt, ask!

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Fire & Emergency Procedures

General

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).

Fire

Upon discovering a fire:

1. Close doors, windows etc. and raise the alarm by either breaking the glass of an emergency call point 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. Do not stop to collect personal belongings. Close doors and windows if safe to do so.

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 Sir Frederick Mappin, Portobello 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 at the side of the Gatehouse/Porters Lodge at the entrance to the car park.

Annual Fire Training (MANDATORY)

All Staff, Postgraduate and MSc students at the University must complete online 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 at http://www.shef.ac.uk/eee/safety

Undergraduates will be given a Safety Induction Talk by the Safety Officer in September/October.

Revision 1.6 EEE Safety webpages – www.shef.ac.uk/eee/safety
Medical Emergency & First Aid
An up to date list of qualified First Aiders is posted inside each First Aid Box.

Current EEE First Aiders and First Aid box locations can be found here
http://hercules.shef.ac.uk/eee/local/safety/first_aid.html

There is a first aid box located in both the Sir Frederick Mappin Porters Lodge and in the Portobello Porters Lodge.

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 Kevin Jackson for assistance)

Out-of-Hours Working

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

- 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
- have applied to work out of hours via http://hercules.shef.ac.uk/eee/local/safety/out_of_hours.html
- be in possession of a valid Risk Assessment, which has been approved by their Manager or Supervisor using the on-line risk assessment tool, RACIE
- 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 when working in the Department outside of the hours 8.00 a.m. to 6.00 p.m., Monday to Friday and at weekends.

Undergraduates are not permitted to work out-of-hours.

Special procedures apply to any out-of-hours working in the EPSRC National Centre for III-V Technologies Clean Room Laboratories complex. For details contact David Morris (tel: 07931578660) or Paul Haines(tel: 07540121828).
Working out-of-hours in the Departmental Clean Room in the Mappin Building is not permitted.

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