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
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.

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 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.

Points of Contact

<table>
<thead>
<tr>
<th>Departmental Health &amp; Safety Officer</th>
<th>Dianne Webster</th>
<th>tel: 25859/07920781765</th>
</tr>
</thead>
</table>
| Head of Department
  & Chair of Safety Committee | Geraint Jewell | tel: 25845 |
| Departmental Administration
  Manager/Technical Manager | Luke Marsden | tel: 25040 |

Research Group Safety Contacts

<table>
<thead>
<tr>
<th>Electrical Machines &amp; Drives</th>
<th>Andrew Race</th>
<th>tel: 25835</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semiconductor Materials &amp; Devices</td>
<td>Ian Ross</td>
<td>tel: 25811</td>
</tr>
<tr>
<td>Communications</td>
<td>Steven Marsden</td>
<td>tel: 25861</td>
</tr>
<tr>
<td>National Centre for III-V Technologies</td>
<td>Kenneth Kennedy</td>
<td>tel: 25212</td>
</tr>
</tbody>
</table>

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 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, Pam Liversidge, Mechanical Workshop, Mappin complex 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.

For 3 Solly Street (aka Velocity), the assembly point is Bakers Lane.

**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/](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](http://www.shef.ac.uk/eee/safety)

Undergraduates will be given a Safety Induction Talk by the Safety Officer in September/October.
Medical Emergency & First Aid

An up to date list of qualified First Aiders is posted inside or near 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 are first aid boxes located in each of the Porters Lodges. (Defibrillators are available in North Campus Gatehouse, 3 Solly Street (Velocity), Sir Robert Hadfield building and the Broad Lane block (Civil Engineering)).

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 Luke Marsden 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.

Undergraduate & MSc students 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 Dianne Webster or Luke Marsden.