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Computer Science Safety Briefing

Presented by Lennon Chappell



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Useful Information

Technical Team - CSE/271D



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Michael Walker



John Mowbray



Nick Black

The technical staff can help resolve hardware issues.

cs-faults@york.ac.uk for hardware

Welfare Facilities - The Pod



- Open for all students and staff
- Kitchen facilities, furniture for study, relaxation, interaction
- Lockers - £1 deposit for a key



Facilities - Other Breakout Space



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Ground Floor
Outside Software Labs



First Floor
Landing



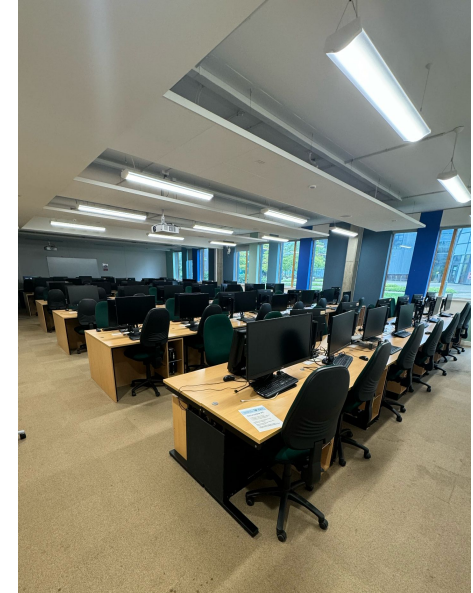
Second Floor
Outside Software Labs

Facilities - Laboratories

Some labs are open 24/7.

Basic Rules

- Please don't remove the cables (mouse, keyboard, monitor, network) from the backs of the PCs
- Please don't eat or drink in labs apart from water



Fire Safety



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Fire Alarm

- The Fire alarm is tested every Monday morning between 08:30 and 09:30 It will sound for about 10 seconds.
- The alarm is one continuous sound
- If you hear the alarm at any other time you must do the following:



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Emergency Evacuation

- Do not panic or run, but **get moving**.
- Do not try using the lifts, **they will not work**.
- Follow the green safety signs to the nearest exit.
- When you are outside, you must go to the nearest assembly point and wait.
- Do not re-enter the building until you are given the all clear.





Action To Take

If you discover fire or smoke and the alarm is **not** sounding

- Do not attempt to extinguish the fire, only trained persons can use extinguishers.
- Make your way to the nearest exit, inform persons on the way, and hit the break glass.



Assembly Point



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Personal Emergency Evacuation Plan



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If you need assistance evacuating the building due to mobility or other issues, you may need a personal emergency evacuation plan (PEEP).

- Inform your Academic supervisor or contact me.
- A trained PEEP assessor will contact you and assess if and what measures may be needed.





First Aid



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First Aid



To summon first aid assistance go to the reception desk or call them on Ext: 5100.

Ext: 3333 for Campus safety first Aiders

(01904 32-3333 from a mobile)

Emergency Services tel: 999

First Aid

Name	Floor	Room	Extension
Catherine Smith	Ground	CSE/004	(01904 32) 3412
Dominique Pickering	Ground	CSE/004	(01904 32) 3412
Sarah Howland	Ground	CSE/004	(01904 32) 3412
Andy Pith	First	CSE/167A	(01904 32) 2755
Roberto Mateo	Second	CSE/232	(01904 32) 3550
Sam Braumshel	Second	CSE/232	(01904 32) 3551

Nearest First Aid Boxes
Reception: CSE/001
Reception: CSE/001, CSE/155, CSE/255
Workshop: CSE/165, CSE/167

Nearest Defibrillator
Ron Cooke Hub
Campus East

IN AN EMERGENCY OR LIFE-THREATENING SITUATION:
TELEPHONE 999
AND ASK FOR AN AMBULANCE

IN AN URGENT BUT NOT LIFE-THREATENING SITUATION:
TELEPHONE (01904 32) 3333
OR USE THE EMERGENCY BUTTON IN THE SAFEGONE APP

If you require first aid assistance outside normal office hours, please contact:
Ron Cooke Hub Reception
Campus East
(01904 32) 5100

FIRST AID WHO TO CONTACT

In an emergency call 999

In a non-emergency situation, this is the preferred order of contact. If you don't receive a response at any stage, move to the next step.

- 1. DEPARTMENTAL FIRST AIDER**
In the first instance report to CS Reception
- 2. HUB RECEPTION - IN LAW AND SOCIOLOGY BUILDING**
Call: (01904 32) 5100
- 3. CAMPUS SECURITY**
If it's urgent BUT NOT dangerous
Call: (01904 32) 3333
For non-emergency security and safety
Call: (01904 32) 4444



Safezone App

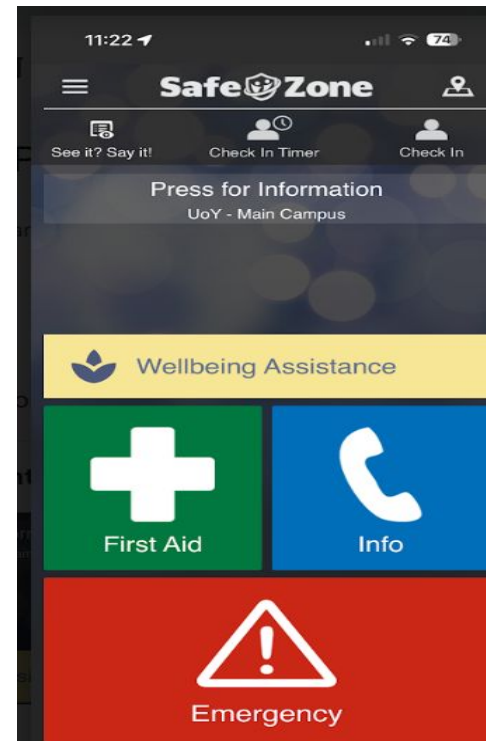
The safezone app is free to download and can help keep you safe anywhere on campus.

App features

- **Emergency call** - if your personal safety is at risk
- **First aid call** - if you or others require medical assistance (all Campus Safety Officers are first aid trained)
- **Lone working** - make Campus Safety aware that you're working alone outside office hours



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Lone Working

The software Labs are open 24/7 for your convenience.

If you use this facility out of normal operating hours you may be the only person in the building.

- Please do not bring unauthorised persons in with you.
- We strongly recommend you download the Safezone app
- There are panic buttons in this lab- push the 2 buttons underneath / on top - this will alert Campus safety.



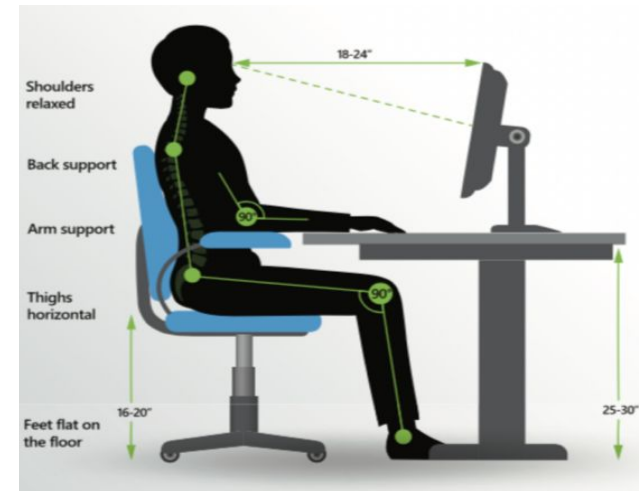
Working With Display Screen Equipment (DSE)



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Sitting with poor posture for long periods can cause a variety health of issues

- Be aware of your posture, take regular breaks where you get up and move around
- If you start feeling neck/shoulder/back pain, reassess your DSE set up.

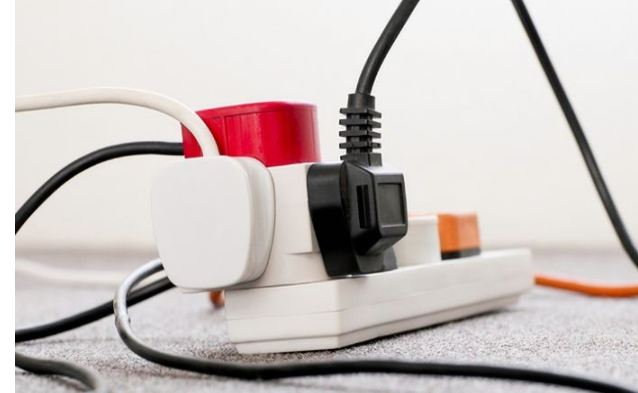




Electrical Hazards

Faulty electrics can cause **fatal** accidents or **start fires**.

- Avoid overloading sockets.
- Check PATesting label is in place
- Do not bring in these type of socket adaptors



Theses types of adaptors should have a fuse and be UKCA and/or CE marked

Good Housekeeping

To prevent slip, trips and falls we need good housekeeping.

- Report spillages immediately or where safe to do so clean them up.
- Store bags/coats belongings in lockers or under desks.



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Reporting Accidents

If you see anything that may be an Hazard or is a safety concern. Please report it on SOLAR or to a member of staff.

SOLAR is the universities online reporting form and can be found on the university webpage.

Remember to complete your Fire Safety Training!



Needs to be completed by staff and students every year

You can access the course on the VLE under 'Your courses'