



## **Bayes Events – Health & Safety Guidance**

### **Fire Safety**

The Bayes Centre Fire Alarm is tested weekly, on a Thursday at 11.30am. When tested, sirens sound for approximately 60 seconds. There is no need for action, this is a necessary system test.

If the Fire Alarm sounds out with the above time (or if a scheduled test lasts for longer than 60 seconds), all building occupants are required to evacuate immediately and gather at the defined assembly point –outside the Richard Verney Health Centre at the side of Bristo Square.

Green Fire Exit signs are in place throughout the building and will guide you to the nearest exit. Please familiarize yourself with these routes.

### **Health & Safety**

The full University Health & Safety Policy can be accessed and printed from the 'Current Policy' section of the Health & Safety website at: [www.ed.ac.uk/health-safety/policy-cop/policy](http://www.ed.ac.uk/health-safety/policy-cop/policy)

All Health & Safety concerns should be directed to the local H&S representative.

All incidents, accidents and any near misses must be reported using the standard University Accident Report Form, available online at: [www.ed.ac.uk/health-safety/accident-reporting](http://www.ed.ac.uk/health-safety/accident-reporting)

All accidents should also be reported to a local Health & Safety Representative and to the Bayes Facilities team [bayes-facilities@ed.ac.uk](mailto:bayes-facilities@ed.ac.uk)

### **Security and CCTV Coverage**

Building security and CCTV is provided by the University of Edinburgh Security Department. The Security team can be contacted 24/7 throughout the year.

- For general enquiries call 0131 650 2257
- In case of emergency call 0131 650 2222
- Email: [security@ed.ac.uk](mailto:security@ed.ac.uk)