



THE UNIVERSITY  
of EDINBURGH

 BayesCentre

# **BAYES CENTRE**

## **HEALTH, SAFETY AND WELLBEING POLICY**

### **2026/2027**

## STATEMENT OF INTENT

As the Director of the Bayes Centre, I am responsible to the University Court for ensuring that the Centre maintains a safe and healthy working environment for all that use it. This means ensuring that work undertaken within the Centre is done so safely and does not constitute a hazard to the health, safety or welfare of employees, visitors or any other persons who are involved in or impacted by our activities. To achieve this I am committed to ensuring that the appropriate resources are allocated to allow us to achieve our health and safety objectives, as outlined below.

Bayes Centre Health, Safety and Wellbeing aims and objectives

- A Health, Safety and Wellbeing policy aligned with the University of Edinburgh and is easily accessible to all users of the Bayes Centre.
- All Bayes Centre staff members are aware of their obligations in relation to health and safety. This will be achieved by all staff completing a Health and Safety and building induction and mandatory training.
- 100% compliance in mandatory staff Health and Safety courses. All new Bayes Centre staff should complete these within their first month and existing staff should complete these by the renewal date.
- Ensure that accidents and incidents are minimised by providing comprehensive operational control and a 100% report rate is achieved. We will provide the appropriate resources for appropriate daily, weekly, monthly annual health and safety checks and oversight.
- Any remedial actions from accident, incident or near miss investigations are actioned or delegated to the appropriate department within one month of the final report being received.
- To the best of our ability, ensure appropriate and adequate staffing levels for fire evacuation procedures.
- Ensure appropriate and adequate staffing levels and resources to comply with fire risk assessments and fire action plans.
- Ensure appropriate and adequate staffing levels for first aid support.

- Appropriate risk assessments for activities are completed and approved a minimum of one week prior to the activity start date.
- Alignment with the University's overall incident management policy and to ensure we have fully documented health and safety management system.
- A minimum of three Health, Safety and Wellbeing Committee meetings are held annually that have representation from across the Bayes Centre Team and that agendas and an action log of the meetings are accessible to all Bayes staff.

Professor Ruth King

Bayes Centre Director

## **HEALTH AND SAFETY MANAGEMENT**

The Bayes Director, Professor Ruth King is responsible to the University Court for the management of health, safety and wellbeing matters within the Bayes Centre.

The Bayes Safety Coordinator Simon Christie has been appointed by the Bayes Director to take a special interest in the of coordination of health, safety and wellbeing matters, to provide a first point of contact and to act on behalf of the Director in respect of these matters.

The Bayes Safety Coordinator will oversee all the health and safety systems and procedures within the non-Laboratory and non-Estates managed areas of building, create and maintain appropriate records, attend consultations and when necessary, seek guidance from University of Edinburgh health and safety department to ensure compliance. The Bayes Safety Coordinator will manage and deploy resources to ensure health and safety compliance tasks are carried out and documented regularly. The Bayes Safety Coordinator (or a suitably trained person in their absence) will carry out building inductions for all new collocated tenant organisations as well as University of Edinburgh staff, students and visitors when required.

All Bayes tenants (known as partners and members), University of Edinburgh staff and students are responsible for ensuring that they work in a manner which is safe to themselves and to others and to comply with the relevant requirements of both the University of Edinburgh and the Bayes health, safety and wellbeing policy and procedures. Bayes occupants will not interfere with or misuse anything provided in the interest of health, safety and welfare. Bayes Community is obliged to inform their line manager or Bayes Safety Coordinator of any work situation that would reasonably represent a serious and immediate danger to health, safety and be a potential weakness in the existing Bayes health and safety arrangements.

## **Fire Safety:**

All Bayes occupants must familiarise themselves with the location of fire routes, doors and exits so that they are able to promptly escape in an emergency. Occupants must be familiar with the look and location of the fire break glass points and fire extinguishers. Emergency routes must remain tidy and free from obstacles.

Occupants must not store any flammable or hazardous materials on emergency routes, all large deliveries should be consulted with the Bayes Safety Coordinator.

The fire alarm is tested within the Bayes Centre every **Thursday at 11.30am**. A siren will sound for a maximum of 30 seconds with no evacuation required at that point.

### **On Discovering a Fire:**

- 1. Leave the building via the available evacuation routes**
- 2. Assemble at the point outside of 7 Bristo Square, Potterrow**
- 3. Ensure that emergency services have been informed**
- 4. Follow up with a call to University Security 0131 650 222**
- 5. Monitor the Fire Panel at Bayes Reception (fire coordinators only)**

### **Accidents/incidents/near misses:**

All accidents, incidents and near misses must be reported on the University's reporting platform: [www.accidents.is.ed.ac.uk](http://www.accidents.is.ed.ac.uk) as soon as possible.

All accidents, incidents and near misses will be reviewed and/or investigated by the Bayes Safety Coordinator and any necessary remedial measures, including revised work procedures, training or other measures will be implemented as appropriate. Accidents, incidents or near misses caused by defects in the fabric or structure of the building will be reported to The University estates helpdesk for action as appropriate.

Accidents, incidents or near misses of a serious nature must be immediately communicated by phone to (0131 651 4255) and these will be subject to a formal investigation by a member of staff from the University Health and Safety Department.

### **First Aid Arrangements:**

First aid boxes are located throughout the building on each level within the respective pantry spaces as well as at Reception. These are checked and replenished monthly. Bayes Reception is open Monday to Friday 9am to 5pm and staff are fully first aid trained if assistance is required. A list of the qualified First Aiders is available from Reception if required.

Please be aware it is unlikely that a qualified first aider will be in the building outside of Monday to Friday 9am to 5pm and you should to ensure you have considered your own situation during these times and have sufficient arrangements in place should first aid assistance be required. University security can be contacted on 0131 650 2257 for guidance if required, speak with the Facilities team for further advice.

In the event of any emergency requiring an ambulance, dial 999 in the first instance and if able, follow up with a call to the University Emergency Service (dial 0313 650 2222) and state the precise location and nature of the emergency.

### **Risk Assessment and Safe Systems of Work:**

The majority of the activities carried out by the Bayes Centre are routine and generally low risk in nature and do not require to be formally risk assessed. Bayes laboratories and associated activities are managed and the responsibility of the School of Informatics. Plant rooms, roof spaces and other inaccessible areas are managed and the responsibility of the Estates department

For any activity involving significant risks, a written risk assessment must be carried out, safe systems of work developed and those involved in the activity suitably trained, supervised and instructed. Further guidance on health and safety matters can be found here [Guidance | The University of Edinburgh](#) .

The Bayes Centre fire risk assessment will be reviewed by the University Fire Safety Unit every three years or earlier if required.

## Health and Safety Queries and Issues:

Health & Safety matters will be a standing agenda items at the Bayes Centre quarterly Multi Occupational Building Users Group (MOBUG) meetings. Any member of the Bayes community who wishes to report any concerns should inform the Bayes Safety Coordinator as soon as possible.

<b>Bayes Director (signature)</b>	<b>RUTH KING</b>
<b>Department:</b>	<b>BAYES CENTRE</b>
<b>Date:</b>	<b>21/01/2026</b>

### Responsible person contact list

Director: Professor Ruth King [Bayes.Director@ed.ac.uk](mailto:Bayes.Director@ed.ac.uk)

Head of Planning, Community and Operations: Rachel Summers  
[Rachel.summers@ed.ac.uk](mailto:Rachel.summers@ed.ac.uk)

Senior Facilities, Community and Operations Manager/Nominated Safety Coordinator: Simon Christie. [Simon.Christie@ed.ac.uk](mailto:Simon.Christie@ed.ac.uk)

### Alternative format

If you require this document in an alternative format, please contact the Bayes Centre reception in person or by email [bayes.reception@ed.ac.uk](mailto:bayes.reception@ed.ac.uk) or calling +44 (0)131 651 3100

### Document version

Version number	Summary of change	Date and by whom
V1.0	New version	01/09/2023 Simon Christie
V1.1	Added text on hybrid working within first aid section	18/09/2023 Simon Christie
V1.2	Updated responsible person contact list	20/8/2024 Simon Christie

V1.3	Updated statement of intent. Updated branding. Updated responsible person list. Aligned with updated UoE H,S&W Policy Minor text adjustments.	14/01/2026 Simon Christie
------	---	---------------------------