

# Health & Safety

## Building Induction



NHS Leadership Academy  
No.3 The Embankment  
Sovereign Street Leeds  
LS1 4GP

# Fire and Emergency Evacuation Procedure



## On discovering a fire:

- Raise the alarm by activating the nearest call point.
- Only tackle the fire if it is small enough to do so safely and confidently

**We test the  
alarm every  
Wednesday at  
09.00am**



## On hearing the fire alarm:

- Leave the building via the nearest fire escape route
- Proceed to the fire assembly point and follow instructions of evacuation coordinator and marshals.



## Do not:

- Stop to collect personal belongings
- Attempt to use the lifts
- Attempt to locate a friend or colleague, instead head to the evacuation point and inform the coordinator and marshals
- Do not re-enter the building until told by the evacuation coordinator

# Visiting the Academy

It is the responsibility of anyone hosting a visitor, contractor or guest at the Academy to ensure that they inform the visitors on what to do in the event of a fire or emergency situation.

This also includes any assistance the individual may require in these circumstances.

Visitor evacuation information is available [HERE](#)

Please inform your Line Manager and the Buildings Health and Safety Manager (*Linden Ross*) if you have visitors attending the Academy who require any assistance during an evacuation so that a Personal Emergency Evacuation Plan (PEEP) can be put in place.

# Evacuation

All staff and visitors should make themselves aware of all evacuation routes, as well as directional signage within the building. There are evacuation routes for each floor, these can be found on the wall at every entrance to the floor and below:



Ismael Currie  
(Facilities Team)



Adam Cunliffe  
(Facilities Team)



Katie Davenport  
(Facilities Team)



Abigail Kay  
(Facilities Team)



Laura Dyson  
(Facilities Team)



Thomas Lynas  
(Facilities Lead)



Adrian Wickham  
(Programme Coordinator)



Jenny Archer  
(Leadership Development)



Linda Wallace  
(Inclusion Team)

- [Ground Floor](#)
- [Third Floor](#)
- [Fourth Floor](#)
- [Fifth Floor](#)



Linden Ross  
(Building Manager)



Katia Bouznik  
(Corporate Support Manager)

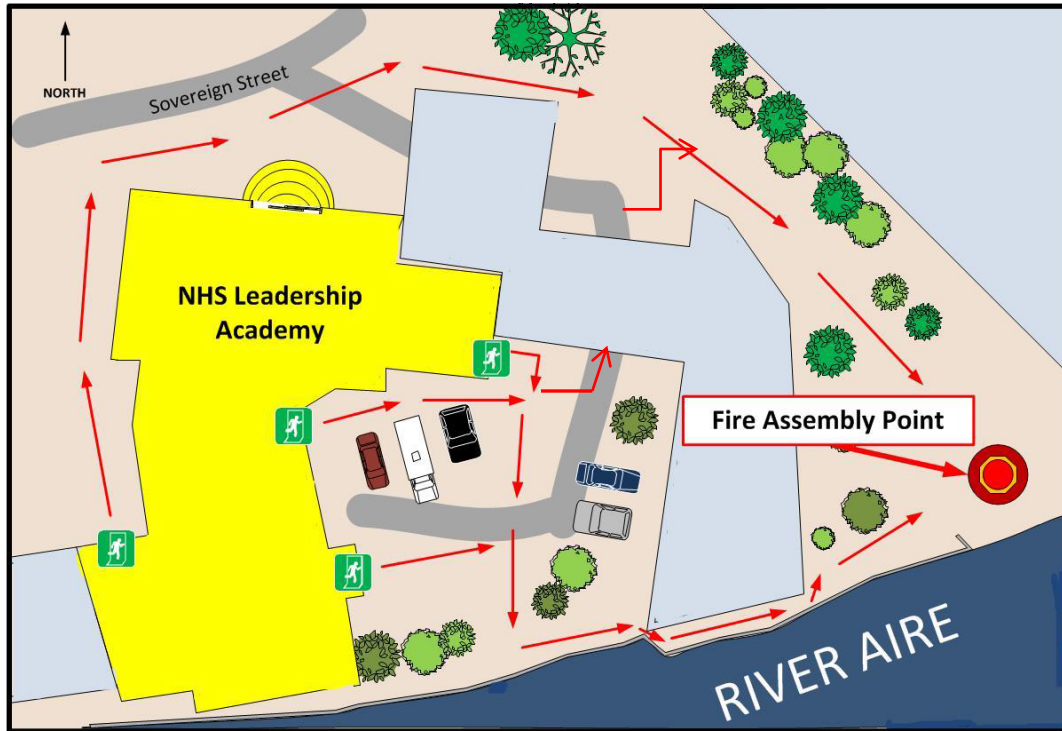


Christeen Birch  
(Operations & Finance  
manager – Exec Search)



Carol Allen  
(Executive PA)

# Fire and emergency evacuation assembly point



The Evacuation Assembly point is at the Riverside Monument next to the Brasserie Blanc restaurant which can be accessed from the front or rear exits of the building.

# First Aid



## **First Aid Equipment**

There are First Aid boxes available across the Academy floors and Health and Safety information can be found in prominent positions on each floor.



## **Calling Emergency Services**

To call emergency services from a landline the telephone number is 999. You do not need to press 9 for an outside line.

In case of an emergency please notify a First Aider. The accident then needs to be logged in the Accident Book which is kept by the Corporate Services team.

# Display Screen Equipment (DSE)

## Online Training

All DSE users must complete the online training. The training takes less than an hour and provides all DSE users (including mobile workers) with essential information.

## Risk Assessment

Once the training has been completed users must complete a self assessed risk assessment, this will identify areas of your working environment that need to be addressed. All actions resulting from the risk assessment will be monitored and tracked by the appointed person using the dedicated management tool.

[Online DSE training](#)

It is mandatory that all DSE users at the academy are trained in the correct use of the equipment and that assessments are carried out in order to reduce sickness and injury. It is the highest health and safety risk area within the Academy and the organisation has a number of duties in order to comply with.

# First Aiders

In case of an emergency please notify a First Aider. The accident then needs to be logged in the Accident Book which is kept by the Corporate Services team.



Linden Ross  
(Building Manager)



Thomas Lynas  
(Facilities Lead)



Adam Cunliffe  
(Facilities Team)



Christeen Birch  
(Programme Lead)



Abigail Kay  
(Facilities Team)



Masood Hussain  
(Digital Team)



Adam Refoufi  
(Digital Team)



Ismael Currie  
(Facilities Team)



Laura Dyson  
(Facilities Team)



Jenny Archer  
(Leadership Development)



Lewis Stacey  
(Prof Dev.)



Linda Wallace  
(Inclusion Team)



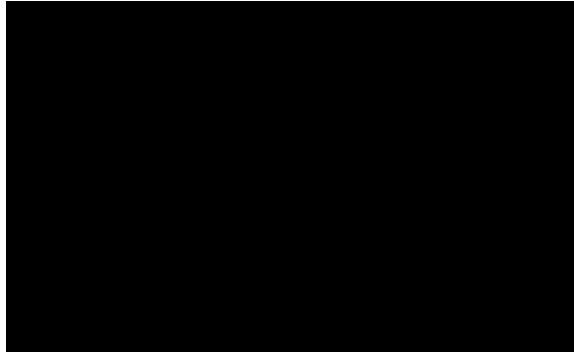
Katie Davenport  
(Facilities Team)

Each floor will have the first aiders (pictured here) displayed but it would be worth getting to know who they are for safety reasons.

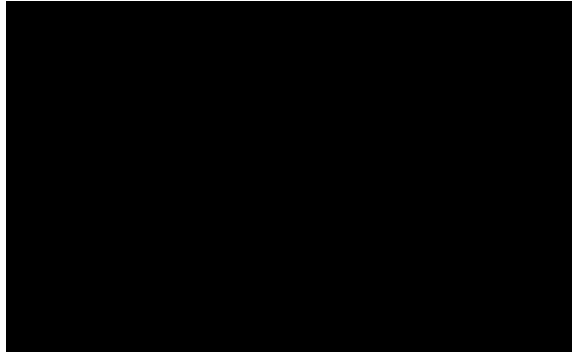


# DSE Exercises

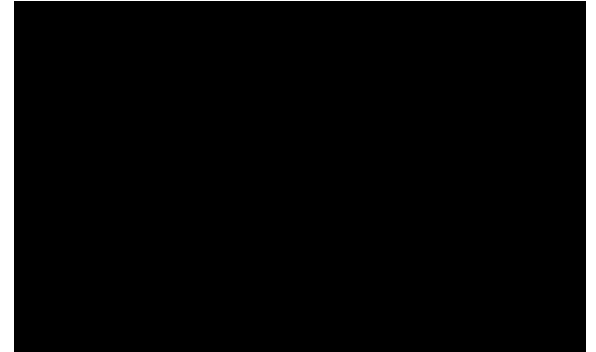
Health, safety and  
building induction



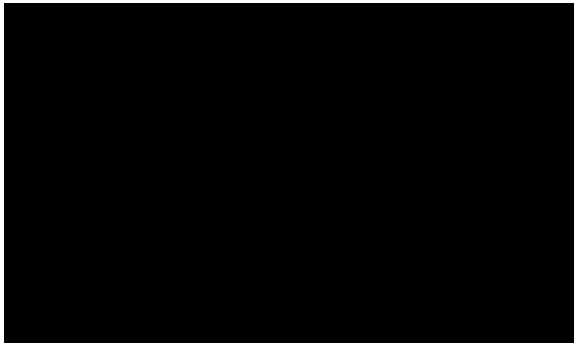
Arms and upper body  
tension relief



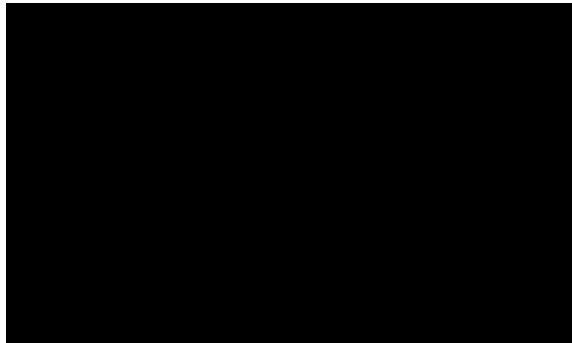
DSE eye exercise



Finger stretch



Shoulder stress relief



Stress relief for arms



Wrist de-stress

# Security



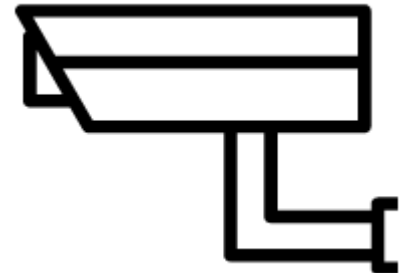
- ALWAYS carry your swipe card
- DO NOT give out door access codes without permission
- DO NOT let anyone else use your swipe card

## Photo ID Badges

Swipe cards allow staff access to the building and NHS Leadership Academy floor space Mon-Fri between 7am-7pm. If you lose your card please report it as soon as possible to the Corporate Services team. This card can also be used for NHS staff benefits such as 20% discount at Nandos.

## Door Access Codes

Each door to the Academy's floors is also controlled by keypad access. Generally this is used for participants to access the training delivery areas.



# Reception

## Visitors

If you have any visitors please inform security ahead of the visit, providing them with your contact details so that you can collect them from reception on arrival.

## Reception service

The building is manned by a security guard 24/7. They may be away from the desk on occasion to perform security checks so you will need your swipe card to gain access at these times.



# Data Protection

## Clear Desk

The Academy operates a Clear Desk Policy and should be adhered to at all times. Remember to lock your screen when away from your workstation and lock away any confidential paper work and mobile devices at the end of the working day.



## Confidential Waste

You must ensure ALL confidential waste is disposed of in the secure confidential waste bins. Confidential waste must not be put in the mixed recycling bins.

## Pedestals

Each desk has been issued with a pedestal. Use these to lock away important documents but be aware that these are not highly secure and can be easily accessed. It is your responsibility and not the Academy's if you store personal belongings in them.



# Recycled Waste

Use correct bins  
Re-use items where possible

## Recycling Waste

There are mixed waste recycling bins located on both the Ground and Fifth floor offices and are spaced around the delivery floors. Please use these for cardboard, paper, cans and plastic. These are emptied on a Friday but if you spot the bin is full during the week, please inform a member of facilities team.



## Food Waste

Please dispose of your food waste in the allocated kitchen bins.

## Glass Waste

The Academy uses a glass recycling service. If you have glass that can be recycled, please give it to a member of Facilities.

# Confidential Waste Management

## Confidential Waste

The Academy adopts a very strict policy in regards to confidential waste and has provided bins in the Ground Office, 3<sup>rd</sup> floor, 4<sup>th</sup> floor and the 5<sup>th</sup> Office.

## Items Classified as Confidential Waste

- All printed emails
- Used notebooks
- Anything containing participant details
- Anything containing staff details
- Financial information
- Corporately sensitive business materials
- Old course brochures and photos
- CD's



**Confidential Waste Console**

# Conclusion

Thank you for completing the Health & Safety building induction. Please take the time to read through the Academy's Policies.

- **Security Policy**
- **Clear Desk Policy**
- **First Aid and Accident Policy**
- **Fire Management Policy**
- **Health and Safety Policy**
- **DSE Policy**