

Signage, Health & Safety, Security and Insurance

Campus Signs

The University's permanent signage generally directs people to buildings rather than to Schools or Units on campus. This allows it to remain relatively simple and avoids the need for constant change. Unless you have requested our signage service, it is the responsibility of the conference organiser to provide any additional signs specific to their event which might be deemed appropriate, however please be aware of the following guidelines:

University Signage Guidelines

- Signs should be fixed so that they do not hide existing signs or distract the attention of drivers.
- If you fix signs onto buildings, litter bins or other street furniture you should use string only. Adhesive tapes, Blu-Tack or double-sided sticky pads, when removed, will remove paint and/or leave a mess.
- You should ensure that all your signs are taken down as soon as the event has finished. The University reserves the right to charge for removing abandoned signs or any damage caused to University property.
- Please note that there may be other signposted events on campus at the same time as your event. Please liaise with Conferences & Events to avoid confusion and to ensure that the different conference signs are easily distinguishable.
- We recommend the use of simple recognisable logos or colours, as they are quickly and easily understood.
- Effective signage often involves fewer signs carefully placed, rather than many, which can be confusing.
- You should distinguish between signs intended for car drivers and those aimed at pedestrians - car drivers cannot read lots of tiny information.
- Signs for car drivers should usually be on the left-hand side of the road.

Any signs which do not comply with these guidelines may be removed. The University will charge any costs so incurred onto the conference organiser responsible. If in any doubt please check with Conferences & Events.

Conferences & Events own 10 free standing pavement sign holders which can be hired to conference. These sign holders take up to 55cm (w) x 80cm (h) posters or signs and are double sided. Conferences & Events can also offer a campus signage service.

(Please see Supplementary Tariff in Appendix E for details and costs).

Emergency Procedures

For all emergencies dial **3333** on an internal campus telephone, or use one of the blue lamp emergency telephones located at strategic points on the campus or dial **01273 873333** from a mobile.

University Fire Regulations and Procedures

University buildings are covered by the Regulatory Reform (Fire Safety) Order 2005. In addition, University residences are also required to meet standards set by the Housing Act 2004. Licensed activities (including showing films, putting on plays, dancing, live music or

the supply or sale of alcohol) fall under the Licensing Act 2003. Each of these pieces of legislation requires fire safety arrangements to be identified and implemented.

Occupants of buildings are required to observe the fire precautions and procedures set out in the University Health and Safety Policy, Fire Safety Policy (copies available on request) and any relevant requirements of Fire Safety Legislation. This includes a requirement on users to not wedge open fire doors or to misuse or interfere with any equipment, such as fire-extinguishers, provided for their safety or the safety of others.

Fire action procedure notices are displayed in all common areas throughout the University. A fire safety notice is also provided in all bedrooms. The notice includes a floor plan of the building and describes the type and operation of the fire detector system(s) provided within that particular building and the location of building assembly and control points.

Action on Hearing the Alarm

If the event of a fire alarm occupants should:

- Leave the building by the nearest available fire exit. Lifts are not to be used.
- Whilst exiting the building people should close any doors or windows behind them.
- No effort should be made to collect personal belongings; it would be wise to put your coat on (if it is close to hand).
- Go to the building's "Assembly Point" and await further instructions.
- Not re-enter buildings until given the all clear by a representative of any of the following: Fire Brigade, Rescue Team, Security, Fire Marshals. In residential buildings, the all clear will be given by Security.

Alarm bells can vary from building to building and could be either a continuous bell or an electronic sounder. Alarms are tested on a weekly basis. This usually takes place on Wednesdays with bells / sounders being operated for a period of approximately 10 seconds. If occupants identify any faults (such as bells failing to ring etc.) these should be brought to the attention of the relevant building manager or your University contact.

Action on Discovering a Fire

In the event of discovering a fire occupants should:

- Operate the nearest manual call point
- Attempt to tackle the fire provided:
 - It is safe to do so and
 - You have received training in the safe use of fire extinguishers. Persons who have not received such training are NOT to use extinguishers.
- Exit the building (even if you have successfully managed to extinguish the fire) closing doors behind you and report to the building's Control Point;
- On arrival at the Control Point you should liaise with Security to advise them of the incident (location and nature of the fire). If a member of either Security or Rescue Team or a Fire marshal is not present, then a call should be made to Security to ensure that they are aware of the fire alarm. Calls should be made on the University's emergency number (3333 or 01273 873333).
- Remain at control point in case further information required by the Fire Brigade.

All main fire alarm systems are linked directly to the Security lodge in York House. In the event of an actuation of a building's main system Security will implement the University's emergency procedures. The Fire Brigade is called automatically to all fire alarms. However, to reduce the numbers of unnecessary attendances by the fire brigade at false alarms a

short delay operates for the residences during the day and early evening; this allows Security to investigate the causes of the alarm. During normal working hours, the University Rescue Team will respond to all fire alarm actuations in non-residential buildings. The Rescue Team will be contacted by Security as part of the University's emergency procedures. Security also makes a back-up call to the fire brigade.

Each bedroom has a telephone which can be used to report the cause of any fire alarm or other emergency to Security. Red emergency phones are also provided in most stairwells and also some means of escape corridors; once the hand set is lifted these phones automatically dial security.

Means of Escape

All corridors and stairways must be kept clear of obstructions and combustible materials. Equipment such as photocopiers will not be located in escape routes without prior approval from the Health, Safety and Environment Office.

Marked "Fire Doors" shall not be held in the open position unless by a suitable and approved device. Occupants must not wedge open fire doors.

Conference Staff Procedures

Organisers, stewards and conference staff need to make themselves aware of the means of escape routes provided within the building they are using and the means of releasing any fire escape door locks. This information needs to be provided to attendees and speakers. An easy way of achieving this is to include details of fire safety arrangements in the "welcome address" or to draw attendees' attention to arrangements when registering them on arrival.

For exhibitions and events, organisers are required to undertake a specific fire risk assessment. The assessment should consider availability of means of escape, the requirements of attendees and any activities, displays or demonstrations that might increase the risk of fire. Proposals should be discussed well in advance with the Conferences & Events team and where necessary, these may require approval by the University's Health, Safety and Environment Office.

Disabled Persons

The University has a range of provisions to make its buildings as accessible as possible to all people. Conferences & Events must be made aware of locations around campus where disabled delegates will be attending seminars or parallel sessions. This will enable Conferences & Events to check that there are suitable existing arrangements in place to ensure the safety of those delegates in the event of an emergency or, where these are not available, to investigate what can be done to meet user requirements.

Please note that University's fire risk assessment for the Conference Centre has concluded that a maximum of three persons who are unable to make their own way out of the building (without assistance) can be accommodated in the Conference Centre at any time. Where more than three delegates requiring this type of assistance are attending this should be brought to the immediate attention of Conferences & Events as early as possible so that alternative arrangements can be made.

Personal Emergency Evacuation Plans (PEEPS)

It will not normally be practical to prepare individual PEEPS for day-delegates; generic arrangements are in place to secure the health and safety of short-term visitors. However, certain visitors may have particular requirements that can only be met if these requirements are brought to the attention of Conferences & Events as soon as possible before the delegate is due to attend. This could include the requirement for a fire alarm pager for hearing-impaired visitors or the provision of emergency instructions in specified formats.

Where disabled users are staying overnight or are attending longer conferences a specific PEEP should be carried out. It is the University's responsibility to ensure that these are prepared; this will require liaison between the conference organiser, the disabled visitor and Conferences & Events. It may also be necessary to consult the University's Health and Safety Office. Wherever possible, this process should be carried out in advance of the disabled person visiting the University so that arrangements are in place. By carrying out this process in advance we can ensure that visitors are allocated accessible rooms (both residential and teaching) and that all necessary provisions are in place to assure their health and safety whilst visiting campus.

Fire-Fighting Equipment

Portable fire extinguishers are provided in most buildings. Additional extinguishers will be provided where the need is identified by risk assessment. These are provided solely for use by people who have received specific instruction in the safe use of extinguishers and even then, only if using an extinguisher do not put the user at unnecessary risk.

General

a. Hazardous materials

The proposed storage or use of flammable or hazardous materials or any processes shall be notified to the University's Director of Health and Safety during the planning stages for the event. The University's Director of Health and Safety reserves the right to refuse any material or process for the proposed location.

b. Licensed Events

Some events will require a certificate or licence, e.g. Entertainment, Theatre, Cinema Licences; Electrical Certificate for temporary electrical supply, etc. Advice on whether an event falls under the licensing act may be obtained from Conferences & Events. The application for a certificate or licence and any required works will be the responsibility of the conference organiser. Liaison with any enforcement authority shall be notified to Conferences & Events, who may wish to be represented. The conference organiser will be responsible for completing all events notices and supplying all required plans and details of the proposal to the relevant licensing authorities.

Plans showing the proposed use of any area for exhibitions or display or assembly purposes must be submitted via Conferences & Events to the University's Health and Safety Office at least four weeks prior to the event taking place for approval.

c. Fixtures and Fittings

Temporary structures for display purposes, curtains, drapes, carpets and upholstery introduced into a building for the event must meet current fire-resisting standards, be inherently flame-proof or suitably flame-proofed to the required British Standard.

d. Events in University Grounds, Marquees & Other Structures

Events to take place within the grounds of the University must be discussed with, and approved by, the Estates & Facilities Management, (e.g. Estates & Facilities Services Director, Maintenance Contracts Manager, and Security) and the Director of Health and Safety. Where these events involve the erection of marquees then a University of Sussex approved contractor must be used. The contractor will be required to provide risk assessments and method statements clearly stating how they are going to safely put up and take down the marquee. These works will need to be overseen by a competent representative of the University; this oversight may attract a management charge payable by the conference or event organiser.

Marquees fall within the scope of the Regulatory Reform (Fire safety) Order 2005. This means that a full fire risk assessment must be carried out by the event organiser for these premises. The assessment should be provided to Conferences & Events at least four weeks in advance of the event so that this can be passed to the University's Health and Safety Office for comment.

Marquees and "inflatable's" ("bouncy castles" etc.) usually need to be anchored to the ground. The University has a lot of services buried close to the surface of the ground. Striking these services can cause considerable damage and poses a risk of major and fatal injury to those carrying out the work. For this reason, The University Estates and Facilities Management **MUST** be consulted as part of the event planning process so that necessary checks can be made.

e. Temporary Electrical Connections / Non-University Owned Electrical Equipment

Temporary electrical supplies must conform to the current Institute of Electrical Engineers Regulations. All installations must be tested and an electrical certificate issued. No connection (other than socket connections) shall be made to the electrical supply without approval of Estates and Facilities Management Division. All portable electrical equipment should be within current test dates for electrical safety (Portable Appliance Test). Guidance on frequency of testing is available from the Health and Safety Executive at: <http://www.hse.gov.uk/electricity/faq.htm#a7>

Risk Assessments

Risk assessments need to be prepared for all events. Responsibility for undertaking assessments lies with the organiser. For simple events, (e.g. lectures or seminars) assessments are likely to be simple, covering issues such as emergency arrangements. For more complex events a more detailed assessment will be required. For example, if it is proposed that hazardous materials or equipment, (e.g. chemicals, radioactive materials, lasers, internal combustion engines, highly flammable liquids or gases, etc) a detailed risk assessment identifying the hazards, potential risks and proposals for the **effective control** of those risks will need to be supplied. Advice on risk assessment is freely available from the Health and Safety Executives web pages at: <http://www.hse.gov.uk/risk/index.htm>

A copy of the assessment must be sent to Conferences & Events, at least four weeks prior to the event taking place. This will be circulated to the University's Director of Health and Safety.

Safety Organisation

Each building has a local Health, Safety and Environment Advisor (HSEA) who should be made aware of any risks to health and safety posed by events and conferences. A list of HSEA's is available from Conferences & Events. First Aid Boxes are held at each Premises Assistant office/lodge. Premises Assistants will be able to summon a first aider if required.

Ambulances must be summoned by dialling **3333** from an internal phone or **01273 873333** from a mobile. The use of this number ensures that Security staff will meet the ambulance and direct it to the casualty. **Failure to use 3333 could result in long delays - the campus is a large one and without Security involvement ambulances may not be able to find the casualty. Therefore do not dial 999.**

Reporting of Accidents/Incidents

All accidents/incidents must be reported, first to the conference organiser or appointed person, then to the University by completing a **University of Sussex Accident/Incident Report Form** which must be forwarded to the **Health and Safety Office**. For major injury accidents the report should be made by telephone and followed up by completing a report form, which should then be sent to the Safety Office.

The *Accident Report Form* should also be used for less serious injuries or near misses. Copies of the form are available from Premises Assistants in each building. If there are conditions existing which could cause accidents to occur, please inform Conferences & Events and/or the Premises Assistant of the building concerned as soon as possible.

Security

The aim of the University's Security Service is to protect the University's land, premises, property and all persons employed by, studying at, or using the facilities of the University. This includes the maintenance of good order.

The Security Service carries out 24-hour patrols of the campus and its buildings, monitors CCTV cameras and car parking on campus, and can provide personal escorts on request. It also arranges for the removal of abandoned or illegally parked vehicles. The Security Office in York House is staffed 24-hours a day, and can be contacted from any internal telephone including those in the residences by dialling **8234** or **3333 (emergency only)**. If using a mobile phone please ring **01273 678234** or **01273 873333 (emergency only)**.

There are emergency telephones throughout the campus via which Security can be contacted instantly - many of them have flashing blue lights to aid in locating them in the hours of darkness.

Statistically the University campus is a very secure environment, however visitors to the University should be vigilant in protecting their personal possessions. In particular items of value should not be left in unattended cars or in unlocked rooms. If conference staff or delegates are victims of or witness theft or other perceived crimes, Security should be notified immediately on extension **8234** or **01273 678234** if calling from a mobile.

There is an excellent working relationship between Security and Sussex Police who willingly support and respond to requests for assistance from the Security Service. If visitors do encounter difficulties of a security nature or have any particular concerns they should contact the Security Office on **3333** from internal phones or **01273 873333** from a mobile.

Most meeting rooms and all bedrooms are equipped with an internal phone to allow emergency calls to the Security Office.

For more information please visit Security's webpage at www.sussex.ac.uk/efm/1-2-9.html

Insurance

The University has Public Liability Insurance with a £50 million limit of indemnity which covers the University's liability for personal injury.

The University's policy does not include third party cover, and conferences cannot "buy into" the University's insurance policy.

The effect of a conference or similar event being cancelled, curtailed, postponed or abandoned through reasons beyond the organiser's control can cause a serious financial loss to the organiser or their sponsors. The University recommends that appropriate insurance be arranged through an insurance office of repute to provide protection against the loss of costs, commitment, expenditure and any net profit.

The University regrets that it cannot accept responsibility for any loss or damage to the property of conference organisers, staff, or visiting delegates, however caused. The organisers must accept responsibility for any loss of, or damage to, University property (fair wear and tear excepted).