

UNIVERSITY OF SUSSEX
SCHOOL OF GLOBAL STUDIES

Safety Policy & Guidance

1. Aims

The University's Mission Statement for Health and Safety states

'It is the policy of the University of Sussex that all activities carried out on University premises or undertaken by University personnel (or their agents) will be managed in such a manner so as to avoid, reduce or control all foreseeable risks to health and safety to any person to a tolerable level.'

The School of Global Studies endorses this aim and further aims to ensure that all staff receives sufficient information, instruction, training and supervision in order:

- to comply with relevant safety legislation
- to respond to emergency situations
- to report accidents and assist in investigation.

We also wish to ensure that all staff know how to respond to emergency situations eg fire alarms or accidents, and that any accident on the premises is reported and investigated. The School of Global Studies aims to develop and maintain at a high level a general culture of safety awareness in liaison with other Schools and building users.

2. Safety procedures

2.1 Responsibility

In order to achieve these aims the Head of School, who is responsible for safety in the School, has designated the School Administrator as the person responsible for day-to-day administration of safety. The brief is to inform all staff of relevant legislation, carry out safety inspections, risk assessments of the workplace and, from these, identify any necessary training needs and/or preventative/protective measures and implement them. Matters involving outside agencies, e.g. the Health and Safety Executive, will be brought to the attention of the School through the School Administrator. The Health & Safety Advisor is supported and kept advised of developments by the University's Health, Safety and Environment Office.

2.2 First Aid

First Aiders receive training through the University's Health, Safety and Environment Office. The Security Office holds the responsibility for contacting First Aiders. There are first aid in the main foyer of Arts C and also in the School Office (C168)

The University also has a rescue team for emergencies. You should ring them (3333) as they can arrange for emergency services to be directed to the correct place – **do not dial 999** for ambulances/fire brigade etc, otherwise valuable time can be wasted for emergency vehicles getting lost on campus.

2.3 Fire Precautions

There is a procedure for ensuring safe and speedy evacuation in the event of the fire alarm sounding.

If the fire bell sounds, leave what you are doing and exit the building by the quickest safest route. Congregate by the nearest Assembly point (a green sign with a tick):

Arts C - Grassed courtyard outside Arts C by zebra crossing

Do not re-enter the building until permitted to do so. If you have any students or members of the public with you please escort them to the appropriate assembly point.

There are floor wardens appointed for each corridor in the building, who are responsible for ensuring safe and speedy evacuation whenever the fire alarm sounds, and then reporting to the responsible person, the nominated member of the Estates Division, at the Assembly Point. Floor Wardens are listed as an appendix to this document.

2.4 Safety Information

The School Administrator will keep all relevant safety information, the School's Health & Safety Guidance notes and risk assessment forms duly completed. She will also provide information on the Safety Notice board which is located in the entrance to Arts C. The University's Health and Safety policies and documents are available at <http://www.sussex.ac.uk/hso/policies>

2.5 Employees' Responsibility

All employees of the University have a duty to take care of their own health and safety at work and those of "other persons", i.e. visitors, and also to co-operate with line managers.

2.6 Accidents

If you have an accident, however minor, or witness a dangerous occurrence, notify the School Administrator who will ensure that the incident is noted on the H&S electronic accident reporting system.

2.7 Smoking

In line with University policy, smoking is prohibited in all areas of the School, including offices.

2.8 Out of Hours working

Persons wishing to gain access to the building outside normal working hours must record their presence. This is to ensure their own safety in the event of an emergency.

If you need to be in the building outside normal working hours (ie before 8am or after 6pm or anytime at weekends or minimum service days) you are required to call the security office (x8234) and inform them that you are in the building.

3. Legislation and Regulations

The main regulations governing our procedures are The Management of Health and Safety at Work Regulations 1992. The Workplace (Health, Safety and Welfare) Regulations 1992 concern the working environment and include welfare provisions. There are three sets of regulations relating to specific tasks: Manual Handling Operations Regulations 1992; Health and Safety (Display Screen Equipment) Regulations 1992; and Inspection, Monitoring and Auditing of Health and Safety Management 1994. There are further regulations, Provision and Use of Work Equipment Regulations 1992, which deal with equipment. These regulations are incorporated in the University Local Rules issued by the University Health, Safety and Environment Office. Copies are held in the Health, Safety and Environment Office. As appropriate, other Local Rules may be issued to certain staff.

4. Local Rules

4.1 Health and Safety (Display Screen Equipment) Regulations 1992

If you use display screen equipment, you need to carry out a DSE workstation selfassessment – the interactive link is at: <http://www.hse.gov.uk/pubns/ck1.pdf> If you feel at any time that you require alterations to be made or need additional equipment (eg a footrest, wristrest or document holder) or suffer any muscular problems, let the School Administrator know immediately. The Occupational Health Advisor can be requested to undertake a further assessment.

4.2 Electricity at Work Regulations 1989

Compliance with the Electricity at Work Regulations 1989 is the responsibility of the School Administrator who arranges regular testing of all electrical equipment in offices throughout the building. Staff should be aware that electrical equipment, which does not display a current sticker to show that it has been tested, might be removed by the School Administrator.

4.3 Manual Handling Operation Regulations 1992

The School Administrator has made risk assessments for tasks involving the movement of heavy items, e.g. stationery, furniture, etc. Staff of the School should not move heavy items, but ask a premises assistant who has been trained in manual handling to do so (ring the building supervisor on x3137).

If your job involves moving heavy items regularly, you will be trained in manual handling. A kick-step is available in the School Office (Arts C168) if you need to reach up to high shelves etc.

4.4 Management of Health and Safety at Work Regulations 1992

Risk assessments have been undertaken on the work activities of staff and students, and recorded. They will be reviewed regularly and further risk assessments will be carried out if new work practices are introduced.

Mechanisms which are put in place to ensure safety policies and procedures are carried out will be audited and monitored by the Safety Inspection Team.

The reporting of building safety inspections, audits, problems, etc will be done on a regular basis by the School Administrator to the School Management Team.

Professor Elizabeth Harrison
Head of School
September 2018

SCHOOL OF GLOBAL STUDIES

FLOOR WARDENS

C114 - C168 + Toilet	Catherine Senger
C175	Evelyn Dodds
C202 – C214	Francisco Dominguez
C220 – C232 + Seminar Room C233	Rosa Weeks
C233 – C257 + Toilet	Fillipo Osella
C302 – C315 +C333	Grazia de Tommasi
C339-B383	Allison Baldasare