

HEALTH, SAFETY & WELLBEING NEW STAFF INDUCTION

INTRODUCTION


- University Health, Safety and Wellbeing Policy
 - The role of the Health & Safety Office
 - School/Unit Health & Safety Management
 - Occupational Health Services
 - Emergency Procedures
 - Fire Evacuation Procedure
 - Accident and incident reporting
 - DSE Assessments
 - Risk Assessments
 - Electrical Safety
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HEALTH, SAFETY & WELLBEING POLICY

The University's Health, Safety & Wellbeing Policy sets out:

- Our Commitment to good practice
- Statement of General Policy
- Responsibilities for Health, Safety & Wellbeing
- Arrangements for Managing and the standards that shall be met
- <http://www.sussex.ac.uk/hso/healthandsafety/policies>

HEALTH, SAFETY & WELLBEING OFFICE ROLE

- The main role is to offer safety advice and carry out safety audits
 - Co-ordinate Emergency Responses
 - Fire Safety
 - Provide Health, Safety & Wellbeing Training
 - Monitor- Gases, Lighting, Noise & Asbestos
 - Investigate Accidents and Incidents
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HEALTH, SAFETY & WELLBEING CONTACTS

Sue Carter EXTN: 8904

Joint Acting Director of Health, Safety & Wellbeing

Business Management & Economics, Global Studies, Education & Social Work, Law, Politics & Sociology, Library, ITS, Non-University, Student Union

Jackie Chambers EXTN: 8376

Joint Acting Director of Health, Safety & Wellbeing

Media, Film & music, History, Art & Philosophy, Sussex Language Institute, Estate & Facilities Management, Residential Services, Catering Services, Sussex Sport.

Paul Mac Court EXTN: 3303

Safety & Radiation Protection Advisor

Mathematical & Physical Sciences, Engineering & Design, Informatics, Life Sciences, Brighton & Sussex Medical School.

Leila Buffery EXTN: 7116

Health, Safety & Wellbeing Administrator

www.sussex.ac.uk/hso/


Email: safety@sussex.ac.uk



SCHOOL/UNIT H&S MANAGEMENT

- Heads of Schools/Units are responsible, through the VC, to the University Council, for the management of H&S within their areas.
- <http://www.sussex.ac.uk/hso/healthandsafety/healthsafetylinksandresources/healthandsafetycoordinatorlinks>
- School/Unit safety advice can be sought through their Health & Safety Coordinator
- <http://www.sussex.ac.uk/hso/people>

SCHOOLS/UNITS RESPONSIBILITIES

- To have a school/unit H&S Policy
 - To assess hazards associated with the work tasks or activities and reduce the chance of injury as low as is reasonably practical.
 - To ensure that all staff complete a DSE Assessment
 - To ensure that the school has sufficient Fire Wardens
 - To carry out H&S Inspections
 - To ensure that H&S aspects of the schools work are being properly considered and dealt with, a School/Unit H&S Committee should meet at least annually
 - To ensure that staff are provided with information, instruction and training
 - To ensure that all accidents and incidents are reported and investigated
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OCCUPATIONAL HEALTH

Barbara Baggott

Occupational Health Advisor

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<http://www.sussex.ac.uk/humanresources/occupationalhealth>

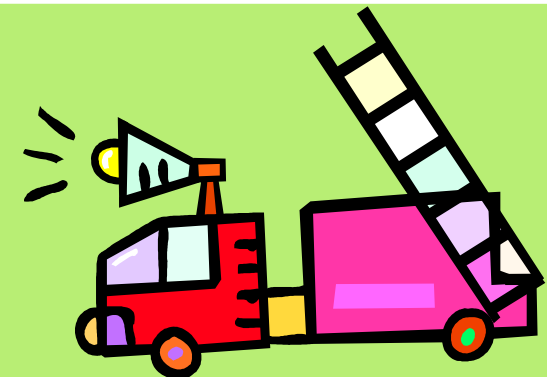


OCCUPATIONAL HEALTH SERVICES

- Promotion of health & wellbeing in the workplace.
 - Advising on compliance with Health & Safety laws and policies.
 - Ensuring appropriate health screening is carried out for work risks.
 - Vaccinations for work purposes.
 - Advice on sickness and absence- managers referrals and staff self referrals and counselling services.
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UNIVERSITY EMERGENCY PROCEDURES

- Dial **3333** FOR ALL EMERGENCIES (First Aid, Fire, Spillages & Emergency Services)
- **01273873333** ON A MOBILE
- EMERGENCY TELEPHONES ON CAMPUS
- SECURITY SERVICES (24 HRS) YORK HOUSE- EXTN:
8234



EMERGENCY RESPONSE TEAM

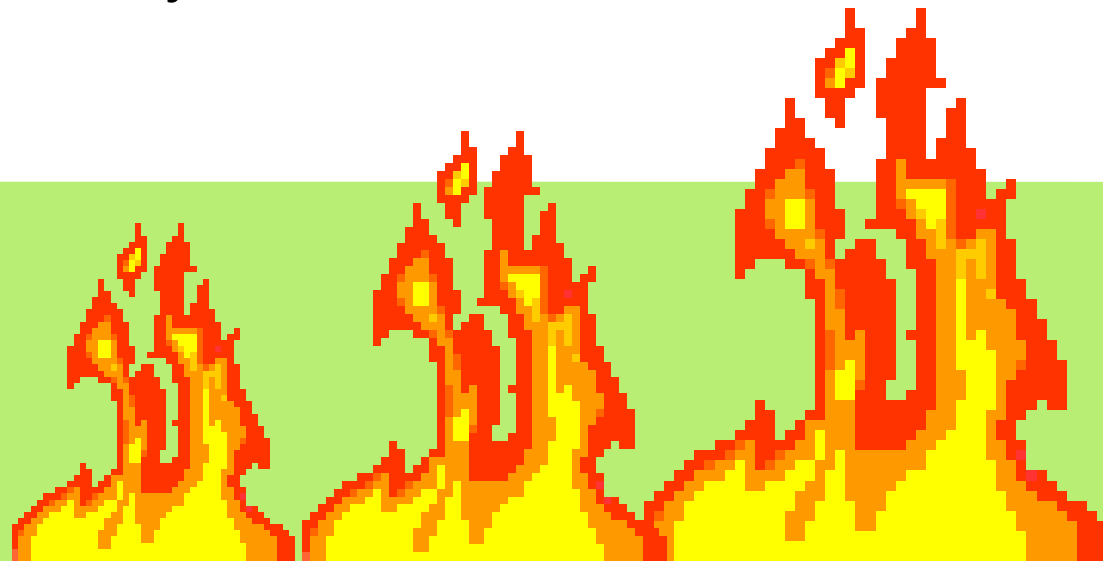
Dial **3333** for the Emergency Response Team

- **First Aid**
- **Fire**
- **Spillages**
- **Emergency Services**



WHAT TO DO IF YOU DISCOVER A FIRE

- Sound the fire alarm
- Check for persons at risk
- Leave the building by the nearest possible exit and report to the Fire Marshal at the control point
- <http://www.sussex.ac.uk/hso/healthandsafety/fire>
- Dial 3333 & advise security the details of the fire



FIRE ALARM EMERGENCY EVACUATION

IF YOU EVER HEAR THE FIRE ALARM

- Leave the area or building by the nearest available exit
- Report to the assembly point



EMERGENCY EVACUATION

- **DO** close windows and doors
- **DO NOT** tackle the fire unless you are competent
- **DO NOT** use lifts under any circumstances
- **DO NOT** stop to collect personal belongings
- **DO NOT** return to the building until instructed to do so by the person in charge
- **DO NOT PUT YOURSELF AT RISK**



ACCIDENT/INCIDENT OR NEAR MISS HSC REPORTING

- Advise your HSC (Health, Safety & Coordinator) of the accident
- HSC will complete an incident report
- HSC will advise on any remedial actions required
- HSW office will coordinate further investigation if necessary
- HSW office reports RIDDOR injuries/diseases/dangerous occurrences to HSE

DISPLAY SCREEN EQUIPMENT POLICY (DSE)

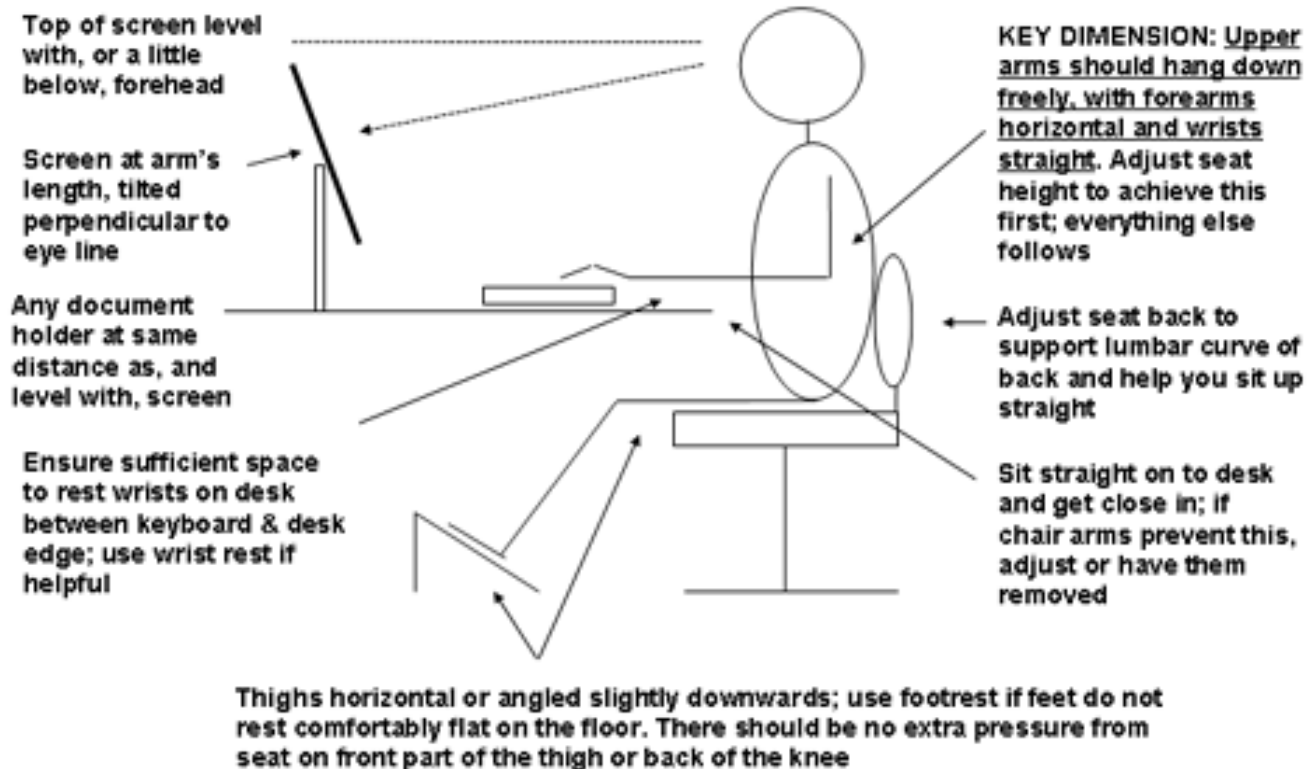
- All staff should carry out a DSE self assessment of their workstations.

<http://www.sussex.ac.uk/hso/healthandsafety/displayseenequipment>

- New staff will be assessed as soon as possible
- Remedial actions are implemented by Line Manager
- Eye tests provided to users
- DSE Assessors will carry out individual assessments of those staff with DSE related problems




HOW TO SET UP YOUR COMPUTER



RISK ASSESSMENTS AND MANAGEMENT RESPONSIBILITIES

Managers and supervisors MUST;

- Undertake risk assessments for all work activities and events
 - Assess prior to work commencing
 - Consult with those undertaking the work
 - Reduce risks to tolerable level
 - Record Assessment
 - Review assessment annually or if anything changes
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ELECTRICAL SAFETY

- All portable electrical equipment is regularly tested for electrical safety
- All privately owned electrical equipment must be,

- Approved
- Tested



before use on the University premises.

