**UNIVERSITY OF SUSSEX**

**Insert name of school/unit**

**Health and Safety Policy**

**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/Unit of ………………….. 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/Unit of …………………. 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/Unit, who is responsible for safety has designated the School/Unit Health & Safety Coordinator (HSC) 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/Unit through the HSC. The HSC is supported and kept advised of developments by the University’s Health, Safety and Wellbeing Office.

2.2 First Aid

The University has a team of qualified mobile first aiders who can be called in the event of a first aid emergency by dialing ext 3333. First aid boxes are located within the School/Unit at…………………………...

2.3 Fire Precautions

There is a procedure for ensuring safe and speedy evacuation in the event of the fire alarm sounding. Details are in the School’s Health & Safety Guidance notes.

2.4 Safety Information

The School HSC will keep all relevant safety information, the School’s Health & Safety Guidance notes and risk assessment forms duly completed. She/He will also provide information on the Safety Notice board which is located in the entrance to ………………….

Human Resources provide all new staff with web links to the University Health & Safety Policy and the Staff Health and Safety Handbook. Copies of the School Safety Policy and the Health & Safety Guidance notes are provided by the School HSC.

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

All accidents or ‘near-misses’ must be reported to the School HSC and should be reported by using the University’s on-line accident report form.

2.7 Smoking

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

2.8 Lone Working and Outside Normal Working Hours on the University Campus

All lone working or work activities undertaken out of hours must be subjected to a risk assessment by the line Manager/Supervisor, in accordance with the University Lone Working Policy <http://www.sussex.ac.uk/hso/healthandsafety/policies>

**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 Wellbeing Office. Copies are held in the Health, Safety and Wellbeing 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

These regulations apply to all users of personal computers. All users will be provided with a copy of the University’s ‘Display Screen Equipment Policy’ and the HSE booklet ‘Working with VDUs’ by the School HSC. A Display Screen Equipment risk assessment is required for all members of staff.

4.2 Electricity at Work Regulations 1989

Compliance with the Electricity at Work Regulations 1989 is the responsibility of the School HSC 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 HSC.

4.3 Manual Handing Operation Regulations 1992

Supervisors or the School HSC should make 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.

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 Health Safety and Wellbeing Inspection Team.

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

………………………………

School Health and Safety Coordinator

#### Dated……………………….