

University of Sussex
Health and Safety Office

Staff Health and Safety Handbook

December 2009

US
University of Sussex

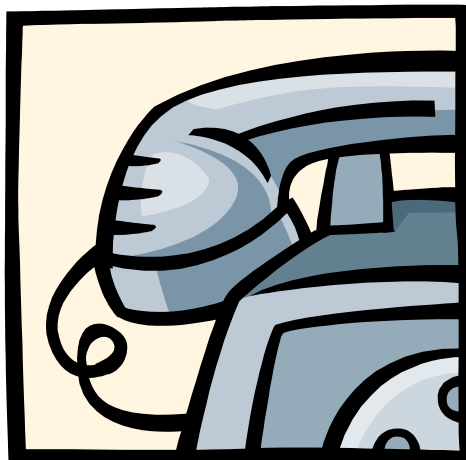
SOME USEFUL TELEPHONE NUMBERS:

Emergencies

Internal Number 3333

External Number (01273) 873333

EFM	Internal Number	7777
Helpdesk	External Number	(01273) 877777
Security	Internal Number	8234
	External Number	(01273) 678234
Health &	Internal Number	7116
Safety Office	External Number	(01273) 877116
Switchboard	Internal Number	01
	External Number	(01273) 606755



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INTRODUCTION

The University is committed to ensuring that all activities undertaken on the campus, in its premises, or by staff working off site i.e. field trips, are carried out to the highest possible standards of health and safety.

We want everyone to remain safe and healthy, regardless of whether they are an employee, a student or a visitor.

As stated in the Health & Safety Act 1974 **everybody** has a responsibility to protect the health and safety of themselves **and** others when carrying out **any** activity.

Please take a few minutes to read this booklet and to familiarise yourself with the University's campus rules and emergency procedures. If you have any questions, or are unsure of anything contained in this booklet, please speak to your Line Manager or your School's Safety Advisor.

EMERGENCY

For any emergency, incident or accident call the
Emergency hotline on extension **3333**
From a mobile or external line call
(01273) 873333

Do not dial 999



The Emergency hotline is staffed 24 hours a day, all year round.

There are a number of emergency telephones sited around the campus which will connect you directly to Security. These are easily recognisable as they are well signposted and are highlighted by a blue flashing light.

Calling the emergency hotline will ensure a prompt response from the University Emergency Response Team and if necessary, the Emergency Services.

FIRST AID

For minor first aid assistance please contact your local First Aider, for more serious injuries dial 3333 and a Mobile Occupational First Aider will attend.

There are first aid stations in all buildings displaying details of how to contact your local First Aider. Please make yourself aware of your nearest first aid station.

FIRE

IF YOU DISCOVER A FIRE:

- Operate the nearest emergency call point then call the Emergency Hotline on extension **3333** from a place of safety. The Security Office will call the Fire Brigade.

NEVER PUT YOURSELF AT RISK

- Only tackle the fire if you have been trained and are confident.
- Leave the building by the nearest exit, and go to your local building control point. Do not stop to collect personal belongings. Do not use the lifts.

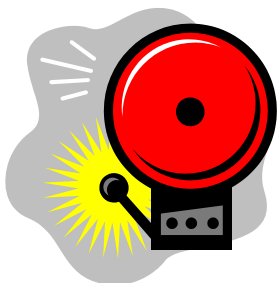


IF YOU HEAR THE ALARM:

- Make your work area safe e.g. close windows and doors
- Leave the building by the nearest exit
- Do not stop to collect any personal belongings
- Go to the local building assembly point

Personal fire alarm pagers are available for staff with hearing impairments

You must never go back into the building until the Fire Brigade, or a member of Security, or the Emergency Team say it is safe to do so.



IF YOU ACCIDENTALLY SET THE FIRE ALARM OFF:

Call the Emergency Hotline **IMMEDIATELY** on extension **3333**.

By acting quickly you can prevent the fire brigade being called out unnecessarily and perhaps save someone else's life.

Fire Assembly point map:

http://www.sussex.ac.uk/hso/documents/uos_map_fire_assembly_points09.pdf

ACCIDENT/INCIDENT REPORTING

The University wants to know about any accident or incident so that we can make sure that no-one else is injured in the same way. PLEASE ensure any accident is fully recorded by contacting your School Safety Advisor and they will complete an online report. If you are unable to contact your school safety advisor, please contact the Health and Safety Office, safety@sussex.ac.uk.

REMEMBER

Always record any accidents or near misses you have at work, even if you are not injured.

It does not matter how trivial the incident might appear to be at the time. Reporting it could help to prevent a more serious accident in the future.

The online report will go to the Health and Safety Office (HSO)

The HSO will liaise with the school safety advisor who will investigate the incident and arrange for any remedial work to be carried out to prevent another accident happening

Serious reportable injuries will be investigated by the HSO

HAZARDOUS AREAS

There are many research laboratories on the campus that present particular hazards for those working in these areas. Such Labs will have prominent signs displayed on the doors. These research laboratories are based predominantly in the science schools, although some are also present in specialist departments around the University.



Blue signs give compulsory instructions. You **MUST** obey these signs if you are entering a laboratory / work place where these are posted. Normally this will mean making sure you are wearing the correct type of Personal Protective Equipment, or following a defined procedure.

Yellow signs are warnings of particular hazards. Check with your supervisor before working in these areas.

When working in occupied chemical, biological or radioactive laboratories you must wear the appropriate protective equipment such as safety glasses, gloves and lab coat or equivalent.



RESTRICTED / HAZARDOUS AREAS

Some laboratories have been designated as **RESTRICTED ACCESS**, these will have a sign on the door. These areas **must not** be entered unless you are authorised and some areas may require a Permit-to-Work. Permits will only be issued to a recognised University Competent person from the Estates and Facilities Management Helpdesk.

RISK ASSESSMENTS

The University requires that any activity where a hazard is identified is supported by a written Risk Assessment. This includes activities when working from home, abroad and on field trips. There may also be specific issues regarding risk assessments for disabled staff in relation to the activity and further advice may be obtained at



<http://www.sussex.ac.uk/equalities/1-2-8.html>

A **hazard** is something that has the potential to cause harm e.g. chemicals, electricity, using ladders etc.

The **risk** is the chance, however great or small, that someone will be harmed by the hazard.

There are **five steps** in the risk assessment process:-

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.
4. Record your findings and inform those affected.
5. Review your assessment from time to time and revise it when necessary.

Risk Assessments are no good unless you, the worker / user, are fully aware of their content. They will tell you what risks are involved and the control measures you will need to have in place. This will then help you carry out your activity reducing the risks to yourselves and anyone else.

It is your responsibility to familiarise yourself with relevant risk assessments within your area of work.

If you feel there is a significant risk that is not currently supported by a written risk assessment, please report this to your Line Manager or School Safety Advisor.

SAFETY EQUIPMENT

Always make sure that all required safety equipment is available **before** you start work.

Check any personal safety equipment to make sure that it is in good condition and is fit for use. If you note any defects, do not use it and inform your supervisor / line manager.



It is a criminal offence to interfere with **any** equipment intended for either your own safety, or the safety of others.

LATE AND LONE WORKING



Most buildings are normally accessible on campus from 8.30am to 7.00pm, Monday to Friday inclusive. Many buildings are also accessible outside of these hours during the week and at the weekend. For details of opening times for each building, ask the relevant Building Premises Assistant. Alternatively, you should receive information about access to your building and its opening times during your local health and safety induction, when you start working at the University.

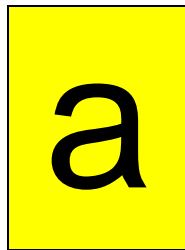
Lone working activities, both on and off campus, in the UK and abroad should be risk assessed.

Staff with mobility, visual or hearing impairments must consider their needs when working late or alone.

ASBESTOS

Most of the University's premises were built when asbestos was a common construction material. When in good condition, asbestos does not pose a threat to health or safety.

Around the University you may see yellow stickers like the one below. The sticker indicates that asbestos is present and is in good condition and **does not** present any health risks. Never remove an asbestos sticker.



UNDER NO CIRCUMSTANCES SHOULD YOU DISTURB ANY MATERIALS, REGARDLESS OF WHETHER THEY ARE MARKED BY A STICKER OR NOT, UNLESS THEY HAVE BEEN CONFIRMED AS NOT CONTAINING ASBESTOS.

If in doubt call the Estates and Facilities Management Help Desk on Extn. 7777.

PORTABLE EQUIPMENT



The University makes regular inspections of electrical equipment to ensure that it is safe and fit to use. Each piece of equipment should have a label on it which details the date that the equipment was last tested and the date when the next test is due. If an item does not have a label on it or is out of date, then it needs to be tested before you continue to use it.

If you bring in **any** electrical equipment to your work place e.g. kettles, toasters, then you **must** get the item tested before you use it.

Testing can be arranged through the Estates and Facilities Management Help Desk (Extn. 7777) for all buildings.

CONTRACTORS



Any member of staff who arranges for contractors to carry out *any* kind of work on campus, *must* contact the Estates and Facilities Division on extension 7704, so that all the relevant information is provided to the contractors to ensure the safe and successful completion of works.

Guidance on safe working practices, and specific safety requirements can be obtained from the Health and Safety Office – please e-mail enquiries to safety.office@sussex.ac.uk, or telephone extension 7116.

VISITORS

All visitors to the University must report to the reception or the Porter's desk on arrival and, where required, sign in.

Visitors must not enter laboratories, lecture theatres or any other room without permission.

Children under 16 years old must always be accompanied by an adult when on University premises.

If you are responsible for any visitors to the University then you must consider and ensure their personal safety taking into account any special requirements, such as language, disability etc.

Visitors *must* follow University safety procedures and regulations at all times.



OCCUPATIONAL HEALTH SERVICE



The Occupational Health Service works to:

- prevent work related ill health
- reduce risks to health from occupational hazards
- promote health and safety.

The service covers a wide range of activities including:

Pre-employment Health Screening
Management and Self Referrals
Work Related Vaccinations
Health Promotion

Health Surveillance
Sickness Absence Advice
Counselling

Further details on the Occupational Health Service can be found on the website at

www.sussex.ac.uk/hso/1-4.html

The Occupational Health Adviser can be contacted on Extension No. 7255 or by e-mail **occupationalhealth@sussex.ac.uk**.

WELFARE

The University employs a Staff Welfare Officer. The service offered is for use by all staff and all appointments are entirely confidential.

The service can provide confidential advice and assistance to members of staff on matters relating to employment or personal problems. The Welfare Officer can also help staff in obtaining information or assistance relating to problems outside the workplace, such as debt, legal difficulties or access to benefits. Contact details are

www.sussex.ac.uk/Units/staffing/welfare/

The University has a “Stress Management Policy” and a “Prevention of Bullying at work” policy. Both are available on the intranet.

<http://www.sussex.ac.uk/Units/staffing/personnl/policies/stress-mgmt.pdf>
<http://www.sussex.ac.uk/Units/staffing/personnl/policies/harassment-policy.pdf>

USING DISPLAY SCREEN EQUIPMENT (DSE)



The majority of us now use computers whilst at work. There are specific legislative regulations which cover the use of DSE. The University has a detailed policy that can be found on the intranet, but here are a few of the main guidelines that you should consider:

- You should NOT sit directly facing a window or with your back to a window. Ideally the DSE should be positioned at 90 degrees to the window.
- Your screen should be in front of you with the top of the equipment approximately level with your head.
- You should not twist your body in order to use the DSE, rather reposition the equipment or adjust your chair.
- When using the DSE your elbows should be at an angle of about 90 degrees to the keypad, with your wrists flat.
- When sitting, your legs should ideally be at 90 degrees and your feet should be flat on the floor. Your legs should not touch the top of your desk. Any problems, contact your school safety advisor for advice.
- Chairs should ideally have 5 pronged feet. This reduces the risk of toppling. All new chairs should have fully adjustable height, back support and seat tip. The majority of DSE problems are generated by not adjusting your seat properly.

If you share your desk, you should consider your comfort each time you use the DSE. After all, if you had to drive a strange car, you would assess your seating before driving off!

Remember these guidelines are NOT to be considered as an exhaustive list

For further information and advice on assessing and setting up your workstation, see the University's DSE Policy available at

www.sussex.ac.uk/hso/1-2-14.html

MANUAL HANDLING

Some staff will be involved with manual handling as an every day part of their job. In such cases, specific training will be given. For those who are not “normally” required to manoeuvre objects, you still need to consider manual handling issues. You must have assessed whether you are able to lift items in a safe manner BEFORE you undertake the task. A detailed manual handling policy can be found at <http://www.sussex.ac.uk/hso/1-2-14.html>

General guidance follows:

- Has a risk assessment for the task already been completed? – check;
- Do YOU really need to move it? Get help if required;
- Assess HOW you will move it and where to BEFORE undertaking the task;
- Always try to eliminate or reduce the load i.e. split the load, undertake 2 or 3 trips rather than just one;
- Position your feet apart to get a stable base;
- Bend from your knees and not your back;
- Get a firm grip of the article;
- Keep the load close to the body – this means there is less impact on your spine;
- Lift the item in a smooth manner – do not jerk;
- Try not to move from the floor to “over shoulder height” in one move. Break the move up if possible.

To help you to remember what to do before lifting an object, remember the acronym **T.I.L.E.**

Task
Individual
Load
Environment



OVERSEAS TRAVEL AND INSURANCE



If you are travelling overseas on University business or if you are involved in organising overseas field trips then it is recommended that the advice in the document '**Health & Safety Guidance When Working Overseas**' is followed. A copy is available from your School Safety Advisor or the Head of your school or unit.

The University has comprehensive travel insurance open to all staff who are travelling abroad on University business. Please note that cover **is not automatic** and staff **must** complete and return an authorised application form to the Management Accounts Office in Sussex House at least **10 working days before the date of departure**. Forms can be downloaded from the intranet at

www.sussex.ac.uk/Units/finance/forms/

For more information, contact the University Insurance and Risk Manager on Extn. 3934.

ROADS & TRAFFIC



University roads are subject to the Road Traffic Act.

You must only park in designated car parks. Cars illegally parked may be clamped and removed as on any other public road.

Additionally, all road traffic signs, particularly speed signs and pedestrian crossings must be observed. The various paved pedestrian areas **must not** be driven on.

TRANSPORT

The University has a Sustainable Travel Plan which was adopted in 2002. The key objective of the Travel Plan is :

“To reduce the impact of University generated traffic on the environment and the local community by encouraging staff, students and visitors to the University to travel by sustainable transport modes, through improvements to the choice of transport available to them.”

The Travel Plan can be read in full on the University website:

www.sussex.ac.uk/transport/

CAR PARKING

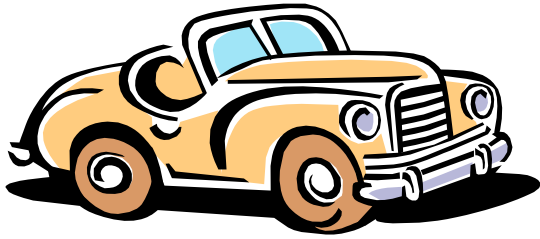
The Travel Plan includes a range of incentives for all different transport users. However, experience has shown that incentives alone are unlikely to produce the change in travel behaviour that the University needs to support future sustainable development on the campus. Therefore, the University has developed a comprehensive parking strategy which aims to discourage lone car users.

Charges are made for car parking and information on the level of the charge can be found at

www.sussex.ac.uk/transport/

Blue badge holders are exempt from parking charges. Contact the Transport Manager in the Estates and Facilities Management Division.

WORK RELATED ROAD SAFETY



Thousands of people are killed on the road every year in work related road traffic accidents and it is estimated that the cost to employers runs in to billions of pounds.

A risk assessment should be carried out for any business travel undertaken on behalf of the University. Ask yourself:

- Is the journey really necessary?
- Can public transport be used?
- How long will the journey take?
- Should travel be split over two days to ensure drivers are fully rested?

Before using any vehicle, run through the following check list to make sure that it is roadworthy.

Check that:

- tyre pressure is correct
- tyre tread is within the legal limit
- lights, indicators and hazard warning lights are all working
- windscreen washers and wipers are working
- oil and water levels are correct
- brakes are working properly

Before planning a journey check the following documentation:

- Check that the vehicle and driver are insured for the journey. If you are driving your own car, do you have **business use cover**?
- Check that the vehicle has a current **MOT certificate** and is taxed
- Does the driver have the correct driver's license for the vehicle?
- Driving at work policy

ANIMALS AT WORK



The only animals allowed in University buildings are registered assistance dogs i.e. guide dogs.

No other animals or pets are permitted (see University Ordinances and Regulations: Miscellaneous, Part 2).

SMOKING

SMOKEFREE ENGLAND JULY 2007

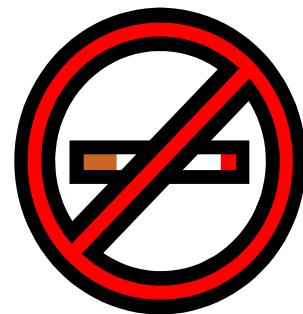
The University has updated its Smoking Policy to ensure that it complies fully with regulations banning smoking in the workplace and enclosed public places, which came into force on Sunday 1 July 2007.

In preparation for the new law, the University also placed no-smoking signs at entrances to the campus and in work vehicles.

Failure to comply with the law is a criminal offence, for which individuals and the University itself are liable for prosecution. Staff and students who breach the Smoking Policy will be subject to relevant University disciplinary procedures.

Further details on smoking policy can be found on the website at

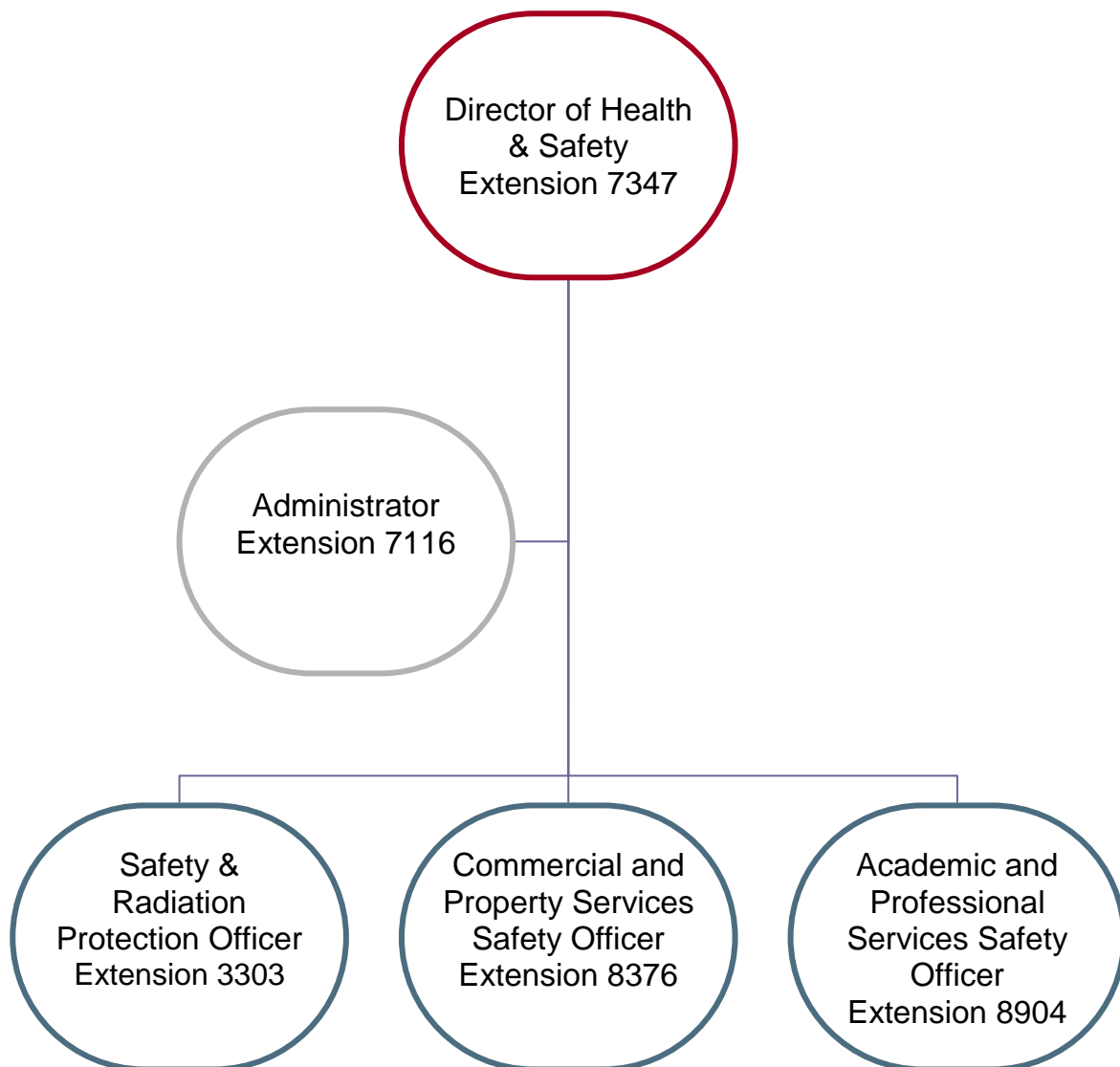
<http://www.sussex.ac.uk/hso/1-2-18.html>

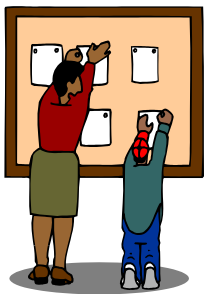


INFORMATION AND WHERE TO FIND IT

The ultimate responsibility for Health and Safety lies with Council. However, each Head of School and Unit Director is responsible for the health and safety of their staff. The Head of School / Unit Director may delegate the day to day administrative responsibility to other staff members. Details of staff with specific health and safety responsibilities are available from the Health & Safety office on extension 7116.

Staff in the Health and Safety Office also cover a wide variety of disciplines including biological safety, construction, radiation protection and general health & safety advice.





HEALTH AND SAFETY INFORMATION

The University has numerous policies with procedures and guidance notes to help with their implementation, covering various aspects of health & safety. These detailed policies can be found on the intranet. Please refer to the website for more information. <http://www.sussex.ac.uk/hso/1-2.html>

Detailed health & safety information specific to your individual Unit / School may be available. Please check with your Line Manager or School Safety Advisor.

There should always be a health & safety noticeboard within the building in which you work. The noticeboard will display up to date and relevant health and safety information, such as committee minutes.

Please take time to locate and read the information.

Text only versions of this document are available on the website.

Don't leave safety to chance. Take responsibility for your own safety, and the safety of others. If you see anything that you think could be dangerous tell your line manager immediately.

We are ALL responsible for Health and Safety at work.