

School of Law, Politics and Sociology

School Health, Safety and Environment Committee

The 7th meeting of the School of Law, Politics and Sociology Health, Safety and Environment Committee was held during the School Executive Board meeting on 22 June 2016 at 2pm in Freeman F41

Present: Andrew Sanders (Chair/Head of School), Claire Annesley (Head of Politics), Carly Brownbridge (School Projects Officer), Lynn Gibbs (School Administrator), Donald McGillivray (Director of Student Experience), Jo Moran-Ellis (Head of Sociology), Susan Millns (Head of Law), Kai Oppermann (Director of Teaching and Learning), Lindsay Stirton (Director of Admissions and Marketing), Aleks Szczerbiak (Director of Doctoral Studies) and Mark Thoms (Finance Manager).

Apologies for Absence: Suraj Lakhani, Erika Szyszczak (Director of Research and Knowledge Exchange).

1. LPS Health & Safety Management Policy and Safety Policy 2015-2016 - paper SHSEC/LPS/7/1
The Committee noted the policy.

2. Health & Safety Risk Assessment Records - updated 1 October 2015 (available to view in Freeman G42) were noted by the Committee.

- (i) Use of photocopiers
- (ii) Use of display screen equipment
- (iii) Use of office equipment
- (iv) Working in School Office open to the public
- (v) Manual handling of stationery, furniture and equipment
- (vi) Field trips (risk assessment held on file by School Administrator)

3. School Health & Safety Audit

The Committee noted that the Freeman Building School Health & Safety Audit was carried out on 17 May by Lynn Gibbs (School Administrator) and Wendy Vorster QHSE Advisor, Sussex Estates and Facilities LLP.

4. Safety Incidents Reported

The Committee noted the following incidents for 2015/2016:

- (i) 11 January 2016 – a member of the professional service staff fractured two fingers after accidentally hitting their hand against a wall.
- (ii) 10 February 2016 – an academic hit their head on the automatic Freeman inner front doors when they opened slowly and then sped up.

5. Driving at Work

The Committee noted that all LPS staff were sent the following email (12 May 2016) explaining the 'Driving at Work Policy':

'Please note that if you drive for work purposes (this includes driving to conferences, meetings, away days, training courses, visiting students on placements etc.) but not normal home to work commuting you will need to have your driving licence/counterpart, car insurance (**business travel cover required**) and MOT certificate checked annually.

Please see the university policy at

<https://www.sussex.ac.uk/webteam/gateway/file.php?name=driving-at-work-policy2012.pdf&site=332>

To get your documents checked (please bring originals and a photocopy of the above - required for files), to me. Without these checks, which won't take long, you are not approved to drive for work purposes and cannot claim a mileage allowance'.

6. DSE (Display Screen Equipment) Assessments

The Committee noted the following table showing DSE assessments for LPS as of 6 June 2016:

	Faculty	Professional Service Staff	Total Staff LPS
Number	80	18	98
Completed	63	18	81
Outstanding	7	0	7
	79%	100%	83%

7. PEEPS (Personal Emergency Evacuation Plans)

The Committee noted that the completion of PEEP forms is still under discussion with the University.

Lynn Gibbs 28/6/16

School Health & Safety Officer