

School of Law, Politics and Sociology

School Health, Safety and Environment Committee

The 8th meeting of the School of Law, Politics and Sociology Health, Safety and Environment Committee was held during the School Executive Board meeting on 28 June 2017 at 2pm in Freeman F41

Present: Andrew Sanders (Chair/Head of School), Claire Annesley (Head of Politics), Lynn Gibbs (School Administrator/Health and Safety Officer), James Hampshire (Director of Research and Knowledge Exchange), Peter Hewitt (School Projects Officer), Jo Moran-Ellis (Head of Sociology), Susie Scott (Director of Student Experience), Lindsay Stirton (Director of Admissions and Marketing), Aleks Szczerbiak (Director of Doctoral Studies), Mark Thoms (Finance Manager) and Judith Townend (Community and Public Engagement lead).

Apologies for Absence: Heather Keating (Deputy Head of School), Suraj Lakhani, Susan Millns (Head of Law), Kai Oppermann (Director of Teaching and Learning) and Alison Phipps (Chair Equality and Diversity Committee).

1. LPS Health & Safety Management Policy and Safety Policy 2016-2017 – (available to view in Freeman G32 and G42) was noted by the Committee.

2. Health & Safety Risk Assessment Records - updated 1 October 2016 (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 last Freeman Building School Health & Safety Audit was carried out on 17 May 2016 by Lynn Gibbs (School Administrator) and Wendy Vorster QHSE Advisor, Sussex Estates and Facilities LLP.

4. Fire Risk Assessment

The Committee noted that the last Freeman Building Fire Risk Assessment was carried out on 24 November 2017 by Bureau Veritas UK Limited. LPS received the report 23 March 2017.

5. Emergency Evacuation Tests

The Committee noted that the last Freeman Building Emergency Evacuation test was carried out on 19 October 2016. LPS received the report 28 October 2016 with a request to urgently raise a work order to re-install missing assembly point number 7 sign.

6. Safety Incidents Reported

The Committee noted the following incident for 2016/2017:

- (i) 17 October 2016 – a member of the academic staff fell on wet toilet floor (just cleaned and no floor wet sign). Hurt right arm.

7. Driving at Work

The Committee noted that all LPS staff were sent an email (16 May 2017) 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.

8. DSE (Display Screen Equipment) Assessments

The Committee noted the following table showing DSE assessments for LPS as of 23 June 2017:

	Faculty	Professional Service Staff	Total Staff LPS
Completed	68	10	78
Outstanding	35	8	43
	103	18	121

9. PEEPS (Personal Emergency Evacuation Plans)

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

Lynn Gibbs 20/7/17

LPS School Health & Safety Officer