

Health, Safety and Wellbeing

Health and safety is about preventing people from being harmed at work or becoming ill from the work that they do. The law says that we must not put ourselves, other workers or the public in danger.

Health and safety law applies to all employees, full or part-time, temporary or permanent, the self-employed, young people including students, apprentices, contractors, mobile workers, homeworkers and temps or agency workers.

The information on the Health, Safety and Wellbeing web pages will help you and the University to meet their responsibilities and ensure that the campus is a safe and healthy place to work.

For all issues relating to Health & Safety please contact the LPS Health & Safety Co-ordinator
Lynn Gibbs (School Administrator) - Email: l.m.gibbs@sussex.ac.uk, Tel: x7362

For more detailed Health & Safety information please see: www.sussex.ac.uk/hso/



If you discover a fire, never put yourself at risk. Operate the nearest emergency call point, and then call the Emergency Hotline on 3333 from a place of safety. The Security Office will call the Fire Brigade. Leave the building by the nearest exit, and go to your local building control point. Do not stop to collect personal belongings.



If you hear the alarm, leave the building by the nearest exit, do not use the lift; Do not stop to collect any personal belongings; Go to the local building Fire Assembly Point opposite Freeman outside the main front entrance on the corner by the car park.



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 as the emergency services get lost on campus and need to be guided in from the entrance by security staff.

The Emergency Hotline is staffed 24 hours a day, all year round
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A First Aid box is located in the School Office and the Freeman entrance foyer, which also has a defibrillator. If you need help please go to the School Office or ring 3333.



All accidents, incidents and near misses must be reported and recorded - please report to the Health & Safety Co-ordinator.

Occupational Health

The Occupational Health Service offers advice on health, safety and wellbeing at work. The service works to prevent work related ill health, reduce risks to health from occupational hazards and promote health and safety. For further information please see: www.sussex.ac.uk/humanresources/occupationalhealth

DSE

LPS conducts individual Display Screen Equipment (DSE) assessments to ensure that work stations are set up in a way that protects your health. DSE assessments are carried out for new staff and also following an office move. Any specific equipment recommendations will be provided by the school or referred to Occupational Health.

Eye tests

All staff identified as DSE users will have access to a free biannual eye test. The expenditure code for the eye test request form is LD001-03. The form can be found here: www.sussex.ac.uk/hso/policies/subject_areas/general/eyetests

Lone working

Lone and out-of-hours working on campus should be only be undertaken after having made reference to the University Lone Working Policy:

www.sussex.ac.uk/webteam/gateway/file.php?name=microsoft-word--lone-working-policy.pdf&site=332

Employee Assistance Programme

This service runs 24 hours a day, 365 days a year and offers counselling and information services. The EAP can help with a wide range of issues including money, personal life, relationships, work, legal issues, family crisis and illness.

www.sussex.ac.uk/humanresources/reward-and-benefits

Travel & Field trips

The University's Overseas Travel Safety and Security Risk Assessment (OTSSRA) form is provided to assist you in the planning process for your proposed travel overseas as part of University-related activities. A risk assessment must be completed before taking students on a field trip. Contact the School Administrator for details. For further information please see: www.sussex.ac.uk/hso/policies/subject_areas/transport_fieldwork

New & Expectant Mothers

The law requires employers to assess risks to their employees including new and expectant mothers. Please see the school administrator for further information on a risk assessment, restroom provision and storage of breast milk. For further information please see: www.sussex.ac.uk/hso/wellbeing/nems

Smoking

In line with University policy, smoking is prohibited in all areas of the School, including offices. There is a smoking area outside to the left of the building. There is no smoking allowed within two metres of the building.

Portable Appliance Testing

All electrical equipment in the Freeman building is tested for electrical safety on a four-yearly cycle (evidenced by sticker). If you bring in any of your own electrical appliances please contact the School Administrator to organise a test of your equipment.