



SCHOOL OF LAW, POLITICS AND SOCIOLOGY

Health & Safety Policy

Date: June 2023

Review Date: June 2024

Full Review Date: June 2026

The University Health and Safety Policy, signed by the Vice Chancellor, provides a statement of commitment to ensure the health, safety and welfare of all associated with the activities of the University.

Heads of School are responsible, through the Vice-Chancellor, to the University Council, for ensuring health, safety and wellbeing in the School and that there is a health and safety management system in place.

1. Head of School Statement

The health, safety and wellbeing of the staff, students and visitors to the School of Law, Politics and Sociology is of paramount importance and the School is committed to achieving a safe and healthy working environment.

The Head of LPS Prof Jo Moran-Ellis has designated the Assistant Operations Manager Sally Parsons as the School Safety Co-ordinator (appendix A) and she will:

- take a lead role in the promotion of health and safety matters,
- provide a first level of advice, and
- act on behalf of the Head of School in respect of these matters.

Duties include:

- Being familiar with the University Health and Safety Policy and school/area health and safety policy(s), and local procedures, as appropriate
- Providing a first point of contact to members of the school/area on matters of health and safety.
- Acting with the delegated authority of the Head of School/Unit in matters of health and safety including in emergencies.
- Referring promptly to the Head of School/Unit or the University Head of Health & Safety any health and safety problems which cannot be resolved locally on a time scale commensurate with the risk.
- Liaising with the Safety office and other central advisers for health and safety matters.
- Attending meetings of the school/unit health and safety committee.
- Conducting or co-ordinating systematic health and safety inspections some of which will be conducted with the University Safety Office
- Where appropriate assisting in incident investigations and reviewing incidents which occur within the are covered by the safety coordinator
- Disseminating health and safety information and reports to appropriate members of the School/Division.
- Ensuring that staff receive suitable inductions
- Overseeing a process by which checks are carried out on safety critical equipment
- Maintaining a log of School/Divisional risk assessments
- Assisting in identifying members of the school/unit for appropriate health and safety training.
- Monitoring safety compliance within the School/Division
- Reviewing health and safety procedures within the school/area, in conjunction with the University Health and Safety Office.
- Such other health and safety duties that may be assigned by the Head of School/Division within your competency.

2. Safety Policy

In an emergency:

- **Ring 3333 for first aid, to request emergency services or to report a fire.**

2.1 All Employees and Students

All employees and students of the University of Sussex, whilst engaged in any University activity both on and off campus, must take all reasonable steps to ensure their own safety and that of others. In particular, they shall:

1. comply with health and safety standards and arrangements that have been issued.
2. report any accidents or unsafe conditions to the School Health & Safety Co-ordinator.
3. make proper use of any necessary health and safety measures including equipment.
4. attend induction and additional training relevant to their specific activities.
5. not interfere with or misuse anything that is provided in the interest of health and safety.

2.2 First Aid

First Aiders receive training through the University's Health and Safety Team. The Security Office holds the responsibility for contacting First Aiders (dial 3333) (or 01273 873333) as they can arrange for emergency services to be directed to the correct place – **do not dial 999** for ambulances/fire brigade, etc, otherwise valuable time can be wasted for emergency vehicles getting lost on campus. The School first aid boxes are located in the Freeman Foyer (entrance), at the School Office counter, and in the first floor kitchen (next to F58). LPS First Aiders see Appendix A.

2.3 Fire Safety

There is a procedure for ensuring safe and speedy evacuation in the event of the fire alarm sounding. If the fire bell sounds, leave what you are doing and exit the building by the quickest safest route and congregate by the nearest fire assembly point (a green sign with a tick).

Do not re-enter the building until permitted to do so. If you have any students or members of the public with you please escort them to the appropriate assembly point.

There are floor wardens appointed for each corridor in the building, who are responsible for ensuring safe and speedy evacuation whenever the fire alarm sounds, and then reporting to the responsible person, the nominated member of the Estates Division, at the Assembly Point. LPS Floor Wardens Appendix B.

Digital Messaging Service (DMS) allows you to connect to the University fire alarm system simply by sending a text message from your mobile phone, once connected you will receive a notification by text message when the fire alarm for that building is activated. For further information <https://www.sussex.ac.uk/hso/hsoatoz> (under 'Fire safety' tab).

A Personal Emergency Evacuation Plan (PEEPS) is required for all members of the university with a permanent or temporary disability. Only staff who have been trained can do PEEPS Assessment. Contact the HSC if a PEEPS is required. The PEEPS checklist can be found at [here](#).

2.4 Health & Safety Policy

The Health & Safety Coordinator will keep all relevant safety information up-to-date: the School's Health & Safety Policy and all risk assessment forms. Information is also provided on the Safety Notice board which is located in the staff room Freeman G32. The University health and safety policies and documents are available [here](#).

2.5 Accidents/Incidents

If you have an accident, however minor, or witness a dangerous occurrence, notify the School's Health & Safety Co-ordinator who will ensure that the incident is recorded on the Sussex Direct incident reporting system. <https://www.sussex.ac.uk/hso/incident-reporting>

2.6 Smoking

In line with University policy and regulations (Smoke Free Regulation 2007), smoking is prohibited in all areas of the School, including offices. This regulation extends to e-cigarettes. In addition, smoking is not permitted within two metres of any entrance to the building.

2.7 Lone and Out-of-Hours Working

Persons wishing to gain access to the building outside normal working hours are advised to refer to the [Lone Working Risk policy](#). If you need to be in the building outside normal working hours you are required to call the security office (01273 67 8234) and inform them that you are in the building.

2.8 Display Screen Equipment (DSE) & Eye Tests

If you use display screen equipment, a risk assessment will be carried out of your computer equipment, furniture, room etc. If you feel at any time that you require alterations to be made or need additional equipment (e.g. a footrest, wrist rest or document holder) or suffer any muscular problems, let the the Health & Safety Coordinator know immediately. The Occupational Health Team can be requested to undertake a further assessment.

All Persons identified as DSE Users will have access to a free bi-annual eye test. Eye Health is very important and if not managed can lead to both short and long-term health conditions, including increased eye strain and headaches. Please see [here](#) for more information. The eye test request form expenditure code is LD013-04.

2.9 Manual Handling

Do not try to lift or move heavy objects, stationery, furniture or equipment. If you need to move heavy items, please submit a request to the [SEF service desk](#), or ask the school office to do so on your behalf. If your job involves moving heavy items regularly, you will be trained in manual handling. Kick-steps are available from Reception if you need to reach high shelves, etc. See the [Health and Safety Team website](#) for training available and to view the Manual Handling Policy.

2.10 Fieldwork and Overseas Travel

Relevant risk assessments are required for all trips off campus or work abroad. Please see the [Fieldwork Safety Policy](#) and the [Travel and Working Away from Base webpage](#) for all relevant documentation and more information.

2.11 Risk assessments

Risk Assessments must be carried out on the work activities of staff and students as required, and are recorded and kept by the Assistant Operations Manager/School Health & Safety Coordinator. A risk assessment template and examples can be found on the School's website. These will be reviewed at least annually and also after an accident or near miss.

Any staff who carry out risk assessments should be trained so that they are up to date with current legislation and practice. If you carry out a risk assessment please ensure a copy is passed on to the school Health & Safety Coordinator. Risk assessments should be carried out for all activities where there could be a risk element. Examples are: manual handling, on and off

campus events, pregnancy/maternity, activities being carried out by those with a disability, field trips, school visits, placements, out of hours meetings, travelling for work purposes and lone working.

A general risk assessment form can be found [here](#).

2.12 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. If a manager is concerned about the health of an employee, they should consider referring the person to Occupational Health for advice. Further information can be found on the [HR Occupational Health page](#).

2.13 Employee Assistance Programme

Sometimes we can all find it a struggle to balance the demands of work, family and relationships. As a member of staff you have access to a range of benefits that can be found on the [Staff Reward and Benefits](#) page. There you will find a link to our [New Employee Assistance Programme \(EAP\)](#) – provided by Spectrum.Life.

You can access wellbeing support whenever you need it most, including access to highly qualified counsellors by phone, WhatsApp, live chat and SMS, or you can even request a call back **24/7, 365** days a year. As well as a confidential counselling helpline offering up to eight structured counselling sessions, you have access to a medical helpline, legal support and help with day-to-day issues, such as career coaching, consumer advice or relationship mediation.

3. Legislation and Regulations

The main regulations governing our procedures are: The Health & Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, and The Workplace (Health, Safety and Welfare) Regulations 1992. 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 and Safety Team. Copies can be accessed from the [Health and Safety Team website](#).

Prof Jo Moran-Ellis
Head of School
June 2023

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School of Law, Politics and Sociology

Freeman Building First Aiders/Mental Health First Aiders

Location	First Aiders
Freeman G41 Ext: 3256	Lindsey Allen-Cavell
Freeman F23 Ext: 8836	Mel Hart-Murison
Freeman G41 Ext: 7362	Paul Jackett
Freeman F58 Ext: 7061	James Mudd
Freeman Ext: 3911	Neil Partington

Location	Mental Health First Aiders
Freeman G41 Ext: 7083	Mike Davy
Freeman F23 Ext: 7494	Lisa McDonald
Freeman G54 Ext: 6595	Cath Senker
Freeman F52 Ext: 3197	Ruth Stirton
Freeman G41 Ext: 5680	James Ward-Lee

[10/01/2024]

Appendix B



**School of Law, Politics and Sociology
Freeman Building Fire Wardens**

Fire Wardens
Lydia de Montfort
Annie Foyster
Helen Gaterell
Steph Godden
Paul Jackett
Sally Parsons
Charlotte Shamoon
James Ward-Lee

Fire Wardens should report to Security at the front entrance of Freeman and then assist by directing people away from entrances to the fire assembly point (located on the corner of Knights Gate car park). They should also ensure that access roads and paths are kept free for the emergency services. Persons may only return to the building when advised to do so.

[10/01/2024]