

SCHOOL OF PSYCHOLOGY

HEALTH AND SAFETY POLICY & GUIDANCE

2013 - 2014

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Health & Safety Policy & Guidance

1. General

The University's mission statement for Health and Safety states

- 'The health and safety of staff, students and visitors is of paramount importance to the University.
- The objective of our Health & Safety Policy is to enable the University to operate effectively and allow its staff, students and visitors to undertake their activities without detriment to their health, safety and wellbeing.
- Application of good practice in health and safety is recognised as being a key component in achieving high quality teaching and research.
- It is also acknowledged that failings in health and safety could not only have a harmful impact on the University's ability to conduct its business but also harm our reputation as well.
- That is why we have set out in the University's Health & Safety Policy our commitment to good practice, responsibilities for health & safety, and the standards that we, the Executive and Council, are determined shall be met.
- Good health and safety practice will only be achieved if staff, students and their visitors give their full support to the actions outlined within the policy.'

The School of Psychology endorses these aims and further aims to ensure that all staff receives sufficient information, instruction and supervision in order:

- to comply with relevant safety legislation
- to respond to emergency situations
- to report accidents and assist in investigation.

The School aims to develop and maintain at a high level a general culture of safety awareness in liaison with other Schools and building users.

2. 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. The Workplace (Health, Safety and Welfare) Regulations 1992 concern the working environment and include welfare provisions. 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, Safety and Environment Office. Copies are held in the Health, Safety and Environment Office.

3. Responsibility

The Head of School is responsible for health and safety in the School. The Head of School is supported by a Health and Safety Coordinator who is the School Administrator.

Academic Supervisors and PIs are responsible for the safety of students and others working under their supervision.

Health and safety matters are considered at the termly Health, Safety and Environment meeting.

However, all employees of the University have a duty to take care of their own health and safety at work and those of "other persons", i.e. visitors, and also to co-operate with line managers, under the Health & Safety at Work Act 1974.

4. First Aid

The University has an Emergency Response team. You should ring them **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.

5. Fire Precautions

If the fire bell sounds, leave what you are doing, close all windows and doors, and exit the building promptly by the quickest safest route. Congregate by the nearest Assembly point, a green sign with a white tick. Do not re-enter the building until permitted to do so. If you have any students or visitors with you, take them outside as well.

There are fire wardens appointed for each corridor in buildings, who are responsible for ensuring safe and speedy evacuation whenever the fire alarm sounds, and then reporting to the Fire Marshall, at the Assembly Point. A list of fire wardens is posted on the Health & Safety notice boards.

6. Accidents, Incidents and Near-misses

If you have an accident, however minor, or witness a dangerous occurrence (or 'near-miss'), notify the School Office who will ensure that the accident is reported using the on-line system. Reporting accidents or near-misses enables the school to assess the risk of such an incident happening again.

7. No Smoking

In line with Smoke Free Regulations and University policy, smoking is prohibited in all areas of the School, including offices.

8. Out of Hours working

If you need to be in the building outside normal working hours (i.e. before 8am or after 6pm or anytime at weekends or minimum service days) you must contact the Security Office on ext 8234. On leaving, check that the door and windows of the office you were using are locked and all lights are turned off, contacted security staff to let them know you are leaving. This is so security staff knows to try to find you in the event of an emergency. Please refer to the Working Alone Policy, see: http://www.sussex.ac.uk/hso/documents/microsoft_word_-_lone_working_policy.pdf

9. Display Screen Equipment (DSE)

If you use display screen equipment, you are recommended to undertake a DSE self-assessment test in your first week of work. The risk assessment covers computer equipment, furniture, and environment. 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 School Administrator know immediately who will arrange for a full DSE test to be carried out. The Occupational Health Advisor can be requested to undertake a further assessment.

10. Manual Handling

Do not try to lift or move heavy objects, stationery, furniture or equipment. If you need to move a heavy items, ask a Premises Assistant to assist. If your job involves moving heavy items regularly, you will be trained in manual handling. A kick-step is available in the School Office if you need to reach high shelves etc. See the Health & Safety Office website for training available and to view the Manual Handling Policy.

11. Risk assessments

Risk Assessments should be undertaken as required on the work activities of staff and students. A risk assessment template is available from the Health and Safety office.

12. Further guidance

For further University guidance please refer to the Health and Safety Office webpage:

<http://www.sussex.ac.uk/hso/>

The University Health and Safety Handbook can be found here:

<http://www.sussex.ac.uk/hso/documents/staff-health--safety-handbook101209.pdf>