



UNIVERSITY
OF SUSSEX

Human Resources

SAFE MANAGEMENT OF HAZARDOUS LOCATIONS AND HAZARDOUS PROCEDURES POLICY

1. OVERVIEW AND PURPOSE

- 1.1 The University is a complex and diverse environment with a variety of potentially hazardous locations and procedures being undertaken.
- 1.2 This policy sets out the arrangements in place at the University to comply with all legislation concerning the management of hazardous procedures and locations, and applicable codes and standards, to minimise risk, reduce the impacts arising from work-related injuries, and preventing such injuries altogether.

2. SCOPE

- 2.1 This policy applies to all staff, students, contractors, third parties and visitors as detailed in the University Health, Safety and Wellbeing Policy.
- 2.2 The policy applies to all University activities undertaken by individuals as part of their work, research or education.
- 2.3 This policy applies to all locations under the control of the University, whether located on the Falmer campus or elsewhere.
- 2.4 Third parties who undertake activities involving hazardous procedures or locations on University premises are required to co-operate and co-ordinate with the University as detailed in the University Health, Safety and Wellbeing Policy.

3. RESPONSIBILITIES

3.1 Vice-Chancellor

3.1.1 The Vice-Chancellor will provide leadership and executive oversight of Health and Safety. They are also accountable for ensuring that all work in relation to hazardous locations and hazardous procedures is in compliance with the applicable Regulations.

3.2 Executive Deans of Faculty and Directors of Professional Services

3.2.1 Executive Deans of Faculty and Directors of Professional Services are responsible for health and safety matters relating to the activities of their Faculty or Division, whether these are undertaken on the institution's premises or elsewhere, and must ensure that:

- All hazardous procedures and locations within their Faculty or Division are identified.

- All identified hazardous procedures and locations are risk assessed and managed effectively with oversight by either the Faculty Health and Safety Committee or Campus Operations Safety Group (in the case of Divisions).
- Relevant information on risks associated with hazardous procedures and locations, including control measures, is documented and communicated clearly and effectively.
- Training and supervision is provided to those who are required to carry out hazardous procedures and/or work in hazardous locations, which may require the provision of specialist training.
- Suitable and effective arrangements are in place to deal with emergencies relating to hazardous procedures and locations, and that these events are reported centrally.
- Appropriate investigations are undertaken following any significant incidents, near misses, or untoward occurrences, relating to hazardous procedure and locations and that any remedial or improvement actions are implemented.
- Arrangements are in place for effective cooperation and coordination between all relevant parties where projects will involve hazardous procedures or require access to hazardous locations for the safe management of hazardous procedures and locations.
- All equipment and facilities are maintained and tested to ensure safe and effective operation, and records are maintained of their performance.

3.3 Director of Estates, Facilities and Commercial Services

- 3.3.1 In addition to the responsibilities detailed in Section 3.1, this individual is responsible for ensuring that a robust permit to access and permit to work system is in place for the management of hazardous procedures and hazardous locations.
- 3.3.2 This individual also acts as Chair for the Campus Operational Safety Group, which provides oversight and governance of hazardous procedures and locations.

3.4 Senior Construction Health and Safety Manager

- 3.4.1 The Senior Construction Health and Safety Manager is responsible for ensuring that permit to access and permit to work processes are clearly communicated and followed in relation to Estates and Facilities Management activities.
- 3.4.2 They are also responsible for reviewing arrangements for proposed projects and highlighting to Project Managers where hazardous procedures and locations may factor in these and require additional consideration.

3.5 **Line managers, Supervisors, Technical Managers and Principal Investigators**

3.5.1 Line managers, Supervisors, Technical Managers, and Principal Investigators are responsible for ensuring that they and their teams are aware of the arrangements in place for any work or research that involves hazardous procedures or locations that are under their control. This will include ensuring that these are risk assessed, control measures put in place, and any permit to access or permit to work arrangements have been followed and approvals received before entry or activity commences.

3.5.2 They are also responsible for ensuring that all persons under their control are fully aware of, and understand, the risks and control measures, and that they are trained and competent to carry out such activities safely, including emergencies; and for providing appropriate supervision and monitoring compliance with this policy and all local arrangements through accurate record keeping and assurance checks.

3.6 **All staff, students, contractors, thirds parties and visitors**

3.6.1 Every individual (staff member, student, contractor, third party and visitor) has a responsibility to:

- Comply with all safety arrangements, including, but not limited to, following all applicable safety procedures, permit to access and/or permit to work processes, and wearing required Personal Protective Equipment (PPE) as identified in local operational documents.
- Co-operate with and follow any safety instructions or directions from line managers, Supervisors, Technical Managers and Principal Investigators, or safety personnel.
- Report any accidents, incidents, or defects in equipment through the appropriate local reporting and escalation channels.

3.6.2 Staff and students acting in a manner that poses a risk to their safety, or the safety of others, may be subject to improvement programmes and/or disciplinary action. Individuals who are not members of the University of Sussex, deemed to be acting in such a manner, may be asked to leave the site.

4. **POLICY**

4.1 Risks associated with work related hazardous procedures or hazardous locations should be managed, so far as is reasonably practicable, through the application of safety codes of practice, operating procedures, and guidance which sit alongside this policy (as linked at the end of the document); ensuring control measures are implemented in line with the hierarchy of control; as well as by assessing significant risks associated with hazardous procedures and only allowing those with the necessary competence to undertake tasks.

4.2 This policy and related supporting documents also work to ensure that the University and the Vice-Chancellor, as the accountable person, meets legal responsibilities as outlined in relevant legislation. The policy should be considered in addition to relevant UK Health & Safety legislation.

- 4.3 Compliance with Health and Safety regulations and requirements relating to hazardous locations and hazardous procedures is achieved by the following:
- 4.3.1 **Confined Spaces:** All confined spaces on University owned and managed sites are identified, and a suitable and sufficient risk assessment undertaken with the aim of avoiding the need to work in these areas. Where this is unavoidable, suitable work equipment and staff training will be provided, and a suitable permit to access and permit to work system will be put in place.
 - 4.3.2 **Construction, Design & Management (CDM):** Health, safety and welfare on construction projects involving the construction of new buildings, demolitions, refurbishments, extensions, conversions, repairs and maintenance activities will be ensured. Arrangements will be put in place to make sure that the regulations are also met in terms of events where installations and de-rigs are required.
 - 4.3.3 **Control of Noise at Work:** Locations and activities under the control of the University where work related noise may be a significant hazard are identified and a noise assessment carried out. Control measures to reduce noise are put in place where noise exposure exceeds exposure limit values. Health surveillance processes are put in place for those affected by work related noise. Where staff may be exposed to work related noise, they will be provided with suitable training.
 - 4.3.4 **Electricity:** All work under the control of the University involving electricity is suitably risk assessed and control measures are put in place, following the hierarchy of control, to prevent death or injury because of contact with electricity.
 - 4.3.5 **Lone Working:** Activities where lone working may need to be considered as part of hazardous procedures and/or working in hazardous locations are identified. Where this needs to be considered, a risk assessment will be carried out, training, information, instruction and supervision provided for those involved, communication/check in protocols implemented and personal safety devices and other equipment provided where identified through the risk assessment. In the case of contracted works, the above shall be undertaken by the contracted company.
 - 4.3.6 **Manual Handling of Loads:** Manual handling activities that present a significant hazard to staff and where manual handling operations do not fit into guidance models from the Health and Safety Executive, are risk assessed. Where manual handling activities present a significant risk and are unavoidable, control measures shall be put in place to reduce the risk of injury following the hierarchy of control. Suitable training will be provided for those involved in manual handling tasks.
 - 4.3.7 **Work at Height:** Work at height activities under the control of the University are risk assessed and control measures put in place accordingly. Those required to work at height are provided with sufficient training. Suitable equipment, including ladders and stepladders of trade standard (EN131), is provided.

5. LEGISLATION AND GOOD PRACTICE

5.1 Legislation

5.1.1 Please see below for related key legislation relevant to this policy area:

- [The Confined Spaces Regulations 1997](#)
- [The Construction \(Design and Management\) Regulations 2015](#)
- [The Control of Noise at Work Regulations 2005](#)
- [The Electricity at Work Regulations 1989](#)
- [The Manual Handling Operations Regulations 1992](#)
- [The Work at Height Regulations 2005](#)

5.2 Codes and Standards of Practice

5.2.1 Please see below for related key codes and standards of practice relevant to this policy area:

- [Controlling Noise at Work: Guidance on Regulations \(L108\)](#)
- [The Electricity at Work Regulations 1989: Guidance on Regulations \(HSR25\)](#)
- [Protecting Lone Workers: How to manage the risks of working alone \(INDG73\)](#)
- [Managing Health and Safety in Construction: Guidance on Regulations \(L153\)](#)
- [Manual Handling: Guidance on Regulations \(L23\)](#)
- [Safe Work in Confined Spaces \(L101\) \(ACOP\)](#)
- [Working at Height: A brief guide \(INDG401\)](#)

Review / Contacts / References

Policy title:	Safe Management of Hazardous Procedures and Locations Policy
Date approved	17 th February 2026
Approving body:	Vice-Chancellor
Last review date:	Not applicable
Revision history:	Version 1.0 – 17 th February 2026
Next review date:	17 th February 2029
Related internal policies, procedures, guidance:	<p>A to Z of health and safety : Health and Safety : Schools and services : University of Sussex</p> <p>University Health, Safety and Wellbeing Policy</p> <p>Confined Spaces Guidance</p> <p>Contractor Management Policy (Link to follow from Estates)</p> <p>Contractor Health and Safety Induction Checklist and Record</p> <p>Noise at work University webpage</p> <p>Electrical Safety University webpage</p> <p>Personal Safety and Lone Working University webpage</p> <p>Manual Handling University webpage</p> <p>Work at Height University webpage</p>
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Policy Owner:	Executive Director of Human Resources
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