



School of Media, Arts and Humanities
Buildings User Guide for PS & TS Staff
September 2021

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Campus map: <https://www.sussex.ac.uk/about/campus/map>

Section 1 - General Information

A) ADDRESS

School of Media, Arts and Humanities
Arts A7
University of Sussex
Falmer, Brighton, BN1 9QN

Tel: ext. 8001 (01273 678001)

B) LOCATION

Arts A and B are located to the north of Library Square and southern boundary of Arts Road. Silverstone is located on the western end of Arts Road, with the Jubilee Building to the North and Arts C to the East.

C) DESCRIPTION OF BUILDINGS

Arts A and B, and Silverstone consisting of academic office space, teaching space, social space, student study space. The Sussex Centre for Language Studies is based in Arts A and Silverstone is home to the Sussex Humanities Lab. Arts A also includes the Asa Briggs Lecture Theatres (Arts A1 and A2) and the Arts Café.

D) PARKING

The nearest car park to the building is car park 7, which includes a multi-storey carpark, located to the rear of Silverstone. Details on campus parking, including on permits and payment can be obtained at: <http://www.sussex.ac.uk/sef/services/transport/campus-parking>

E) BIKE STORAGE

There are plenty of bike stands on campus where you can park your bicycle. The nearest bike stands to Arts A is adjacent to the Arts Café, opposite Chichester Building and to the side of Shawcross Building. For Arts B and Silverstone,

spaces are available near the level access entrance to Silverstone, and further racks are located in front of the Jubilee Building. Please keep to the designated cycle paths on campus. Shower facilities are available in Arts A on both Level 0 and Level 1, and Arts B Level 0. For further information, please refer to: <http://www.sussex.ac.uk/sef/services/transport/bike>

F) SMOKING AREAS

The University's Smoking Policy

- prohibits smoking in all University buildings, including all university owned or managed residential accommodation both on and off campus and prohibits smoking within at least two metres of any part of a University-owned or managed building
- prohibits smoking in University vehicles
- designates external areas where smoking is allowed, not closer than two metres from the building, but please move as far away from the building and any open windows, as possible.

G) ACCESS AND ACCESSIBILITY

The operating hours for Arts A, Arts B and Silverstone is between the hours 7.30am and 7.00pm when the buildings are open to all. Level access for wheelchair users are highlighted in the section on building layout. Detailed information is available on the AccessAble Guide website for the University of Sussex: <https://www.accessable.co.uk/university-of-sussex/>



Direct links to AccessAble pages for MAH buildings:

[Arts A](#) [Arts B](#) [Silverstone](#)

Section 2 - Emergency & Evacuation

A) EMERGENCY ACTIONS

In the event of an emergency seek assistance by contacting ext. 3333 and/or raise the alarm as soon as possible.

Action on discovering a fire:

- Sound the alarm by activating the nearest fire alarm manual call point (red break glass). The alarm may also activate automatically where heat and smoke detectors are installed.
- Contact the campus security via the emergency number, ext. 3333 to inform them of the fire and to obtain assistance (01273 873333 from a mobile or external phone line).
- Only attempt to put out the fire using portable fire extinguisher if it is safe to do so.
- Make your way out of the building and report to the assembly area. The location of fire assembly points are available via the following link: <http://www.sussex.ac.uk/hso/emergencies>

All occupants of the building are to familiarise themselves with the fire assembly points. Fire Evacuation drawings are posted in buildings along escape routes. Electronic copies of escapes routes for your local area are available [here \(Box link\)](#).

The weekly fire alarm bell testing take place on Wednesday mornings:

Arts A - 8:45

Arts B - 9:00

Silverstone - 9:20

In the event that First Aid is required:

Call for help and contact the emergency team on ext. 3333.

B) EVACUATION PROCEDURES

The fire alarm is a loud two-tone siren. In some areas there are also red flashing strobe lights to assist those with impaired hearing. On hearing the fire alarm - immediately leave the building by the nearest available safe exit. The lift should not be used as a means of escape. Your nearest available means of escape are via the main staircases, which lead to the building exits which are clearly signposted.

On leaving the building go directly to the Assembly Area and remain there until given further instructions. Stay well away from the building at all times during an emergency. Do not return to the building until you are given permission to do so.

Please make yourself familiar with the fire action notices which are displayed at the fire alarm manual call points.

C) EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

If you have a disability which would mean that you need assistance with evacuating the building or you have any concerns about your ability to evacuate the building (without the use of the lifts) then you should contact the School Operations Manager (via the [School Office](#)) or the Health and Safety Team (healthsafety@sussex.ac.uk) and a Personal Emergency Evacuation Plan can then be developed which will suit your needs.

D) FIRE PROCEDURES

Fire Doors protect escape routes from smoke and fire and should not be compromised or kept propped open at any time. Escape routes must be kept clear from any obstruction or storage.

Floors and walkways should not be used for general storage. To facilitate disabled access through the building a number of fire doors are left open

during normal operation on magnetic holdback locks. These doors are located throughout MAH buildings on corridor areas and carry the sign 'Automatic Fire Door Keep Clear'.

Extinguishers are provided for firefighting only and must never be used for propping open fire doors.

Never obstruct the ventilation of electrical equipment. All items of electrical equipment should be switched off when not in use especially at night and weekends. Close all doors and windows when leaving the office in the evening. Avoid storing combustible materials near sources of heat.

E) CONTACT NUMBERS

Security Office (General) ext. 8234

Security Office (Emergency) ext. 3333

Health and Safety Office ext. 7116

School Office ext. 8001

For University contact list, please refer to:

<http://www.sussex.ac.uk/profiles/search/>

Section 3 - Health & Safety

A) GENERAL H&S GUIDELINES

General Health & Safety information, including the University Health & Safety policy, can be found at the following:

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

B) CONTACT NUMBERS

Please contact the MAH School Office (ext. 8001) in the first instance, regarding any Health & Safety issues. Further advice can be sought from

Health, Safety & Wellbeing (ext 7116) regarding any Health & Safety issues or concerns including, but not limited to:

- Safety inspections, training and information
- Risk assessments
- Safety signs
- Personal protective equipment
- Hazardous materials, etc.

C) COSHH AND STORAGE

The Control of Substance Hazardous to Health regulations (COSHH) gives guidelines for the storage and usage of certain prescribed items. Details can be found at:

<http://www.sussex.ac.uk/hso/healthandsafety/controlofsubstanceshazardoustohealth/coshh>

Any hazardous or potentially harmful materials marked with an appropriate orange warning label must be stored in line with recommendations.

D) WORKING WITH COMPUTERS

Your computer and work station should be organised to enable you to work safely and comfortably. Some staff may have visual impairments or experience visual difficulties when viewing display screens. Eye sight testing is available for all staff using computer equipment. For further information please refer to:

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

E) OFFICE EQUIPMENT

Do not attempt to repair or modify any electrical equipment. Please report these problems (and other maintenance related matters) to the School Office. Be aware of the dangers associated with the operation and maintenance of certain office equipment e.g. photocopiers, printers etc which may cause electric shock or injury.

Personal electrical appliances should not be brought into the building unless approved by the School and have been tested for electrical safety (PAT testing).

F) OUT OF HOURS WORKING

It is important that if you choose to work out of hours that you make yourself familiar with the Lone Working policy available at:

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

Out of hours working in the School of MAH buildings would mean working outside the operating hours of Monday to Friday 7.30am to 7pm.

Ensure that you are also familiar with the University of Sussex Guidance on Lone and Out of Hours working, which are available at the following link:

<https://www.sussex.ac.uk/schools/media-arts-humanities/internal/staff/schooladministration#safety>

G) LIFTING AND CARRYING

Caution should be taken when lifting and carrying objects such as reams or boxes of paper and you should ensure that anything lifted is within your own capability. Heavy objects must not be lifted unless you have been specifically trained and are capable of doing so.

Anyone with any previous back problems or who may be pregnant should not lift or carry any heavy items under any circumstances. Take care not to create a lifting hazard for others by over filling waste bags and bins and heavy items should not be stored at high level storage.

H) ACCIDENT AND REPORTING

If you have had an accident or a near miss at work then you should report this by via [Sussex Direct](#) (log in required). Incidents can also be reported via the MAH Health and Safety Coordinators - details of this, together with information

on incident investigation and follow-up processes is available here: <http://www.sussex.ac.uk/hso/incident-reporting>

I) SECURITY

Staff and students should be aware of their own security and that of others, including belongings, at all times. All building users should bear the following points in mind:

- Do challenge unknown persons if in restricted areas. Give directions and help to direct them to the appropriate person or area
- Lock doors that can be locked, whenever possible
- Don't let anyone unknown to you, follow you through an access controlled door
- Ensure any valuable items are locked away or kept with you
- Staff are required to wear their ID at all times whilst in the building

Any queries or concerns in relation to security may be addressed to either the MAH School Office Reception Team (ext. 8001); or Campus Security (ext. 8234).

Section 4 - Building Facilities

A) BUILDING ACCESS

If you require a Salto card to access the building outside of normal operating hours, or for access-controlled areas, please contact Keith Hunt (k.e.hunt@sussex.ac.uk) at the Print Unit. Once obtained, the Salto card can be enabled by the Building Manager. For Arts A and B, please contact Dario Torres (dario.torres@sef.fm); and for Silverstone, please contact Claire Penta (claire.penta@sef.fm). Keys to offices are also issued by Building Manager.

If you require access to areas restricted by **keypad pin codes**, these can be obtained by contacting the School Office.

B) EATING & DRINKING

The Arts Cafe in Arts A, and the Dhaba Cafe in Arts C are the nearest catering facilities operated by Sussex Foods. For details, including opening times, please refer to <http://www.sussex.ac.uk/catering/>. The independently operated IDS Bar in the Institute of Development Studies (next to the Library) is also nearby.

Kitchen facilities are located in Arts A37, Arts B210 (shared with MAH students), and in Silverstone SB 116. Keypad pin codes are available from the School Office.

There are plenty of spaces outside to sit and have lunch - Dhaba Square, outside the Arts Cafe, and the Arts A quad. We also have the Sussex Humanities Lab garden.

C) POSTAL SERVICE

The School's Post Room for Arts A and B is located in Arts B140; and in Silverstone SB 230. Keypad pin codes are available from the School Office.

D) PRINTING & PHOTOCOPYING

The location of Multi-Functional Devices (MFDs) are displayed in the building layout guide in the next section. MFDs are also located in or adjacent to PS Teams hubs such as the School Office, Research Office and the Student Experience Office.

E) BOOKABLE SPACE

Meeting Rooms - both large and small are available for booking through the self-service MAH Room Booking calendar. Contact the School Office for details.

Large Rooms

Arts A	A108
Arts A	A181
Arts B	B217

Small Rooms

Arts A	A65
Arts A	A66
Arts B	B216

Tutor Feedback Rooms

SB	SB 338
Arts B	B321
Arts B	B163
Arts B	B165

Welfare Advocates / SASA Meeting Rooms

Arts B	B117
Arts B	B119

There are also small number of non-bookable but locally managed rooms:

- A10 - Quiet working space / meeting room for PS staff.
- A67 - Student Experience Team to hold private meetings.
- A177 - Quiet Room for students.

E) WASTE & RECYCLING

Communal bins are located on each floor throughout MAH buildings and cater for both recycling and general waste. Please note it is the responsibility of office occupants to remove rubbish from the rooms and into the communal bins, on a daily basis. Full details of the University's waste management can be found at: <http://www.sussex.ac.uk/sef/services/waste>

F) REPORTING PROBLEMS

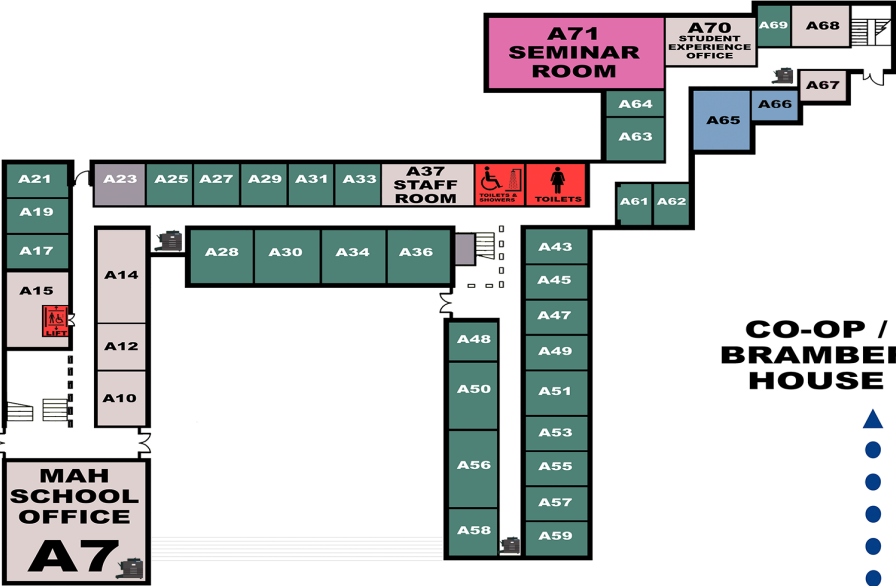
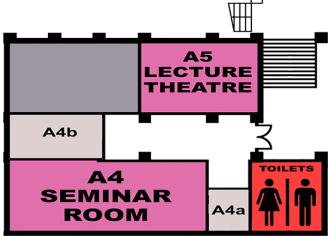
If there are any problems with any aspect of your building, or you have any concerns, then you should contact the MAH School Office. In order to speed up the solution of your problem, the following information will usually be required:

- Building name
- Your name, room number and location of problem (if different)
- Nature of problem
- Suspected cause of problem

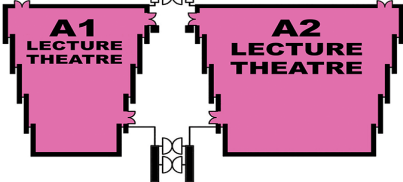
Section 5 - Buildings Layout

ARTS A - LEVEL 0

- TEACHING SPACE**
 - ACADEMIC OFFICES**
 - PS OFFICES**
 - MEETING SPACE**
 - TOILETS / LIFT**
- MFD: A7, op. A25, A69**



**CO-OP /
BRAMBER
HOUSE**

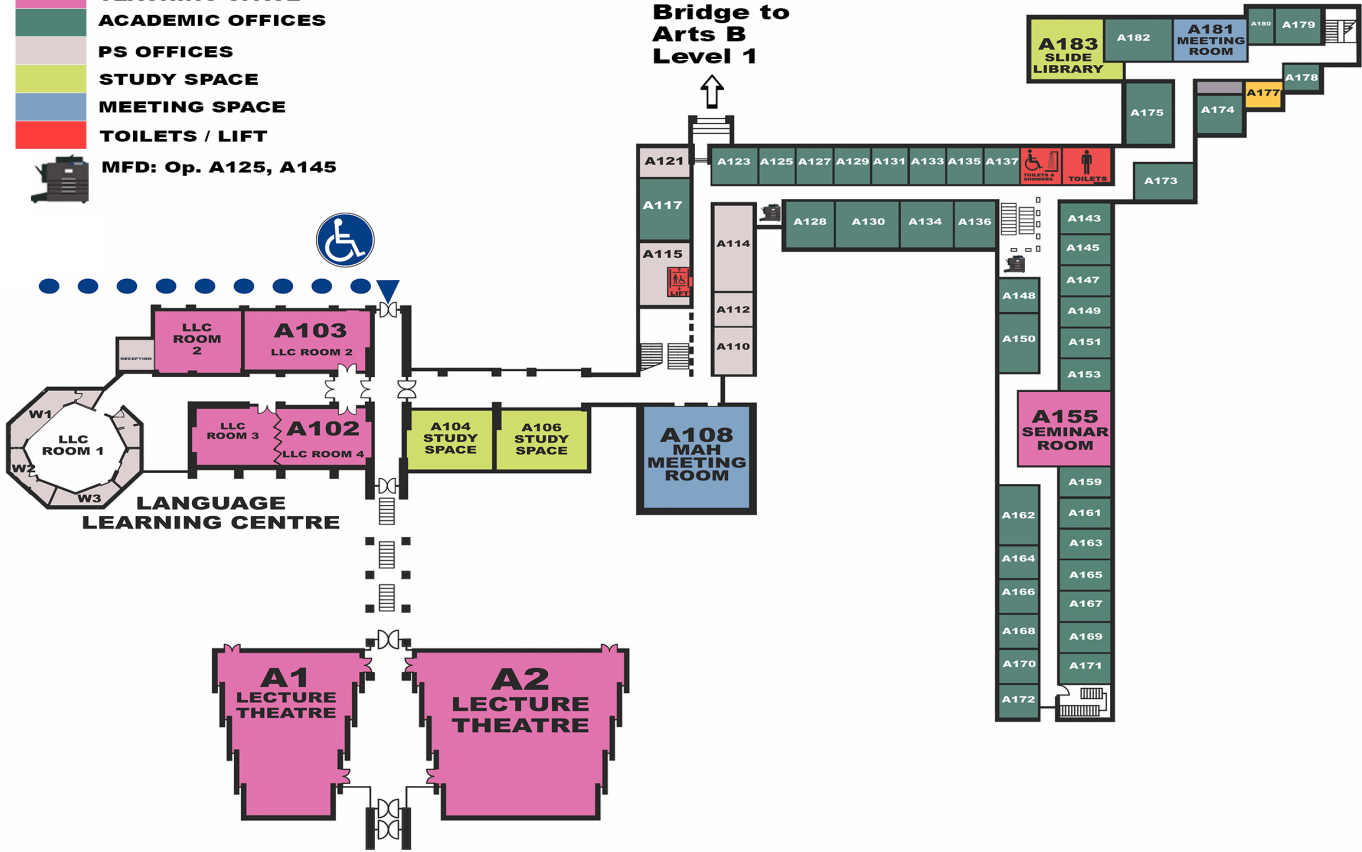


LIBRARY

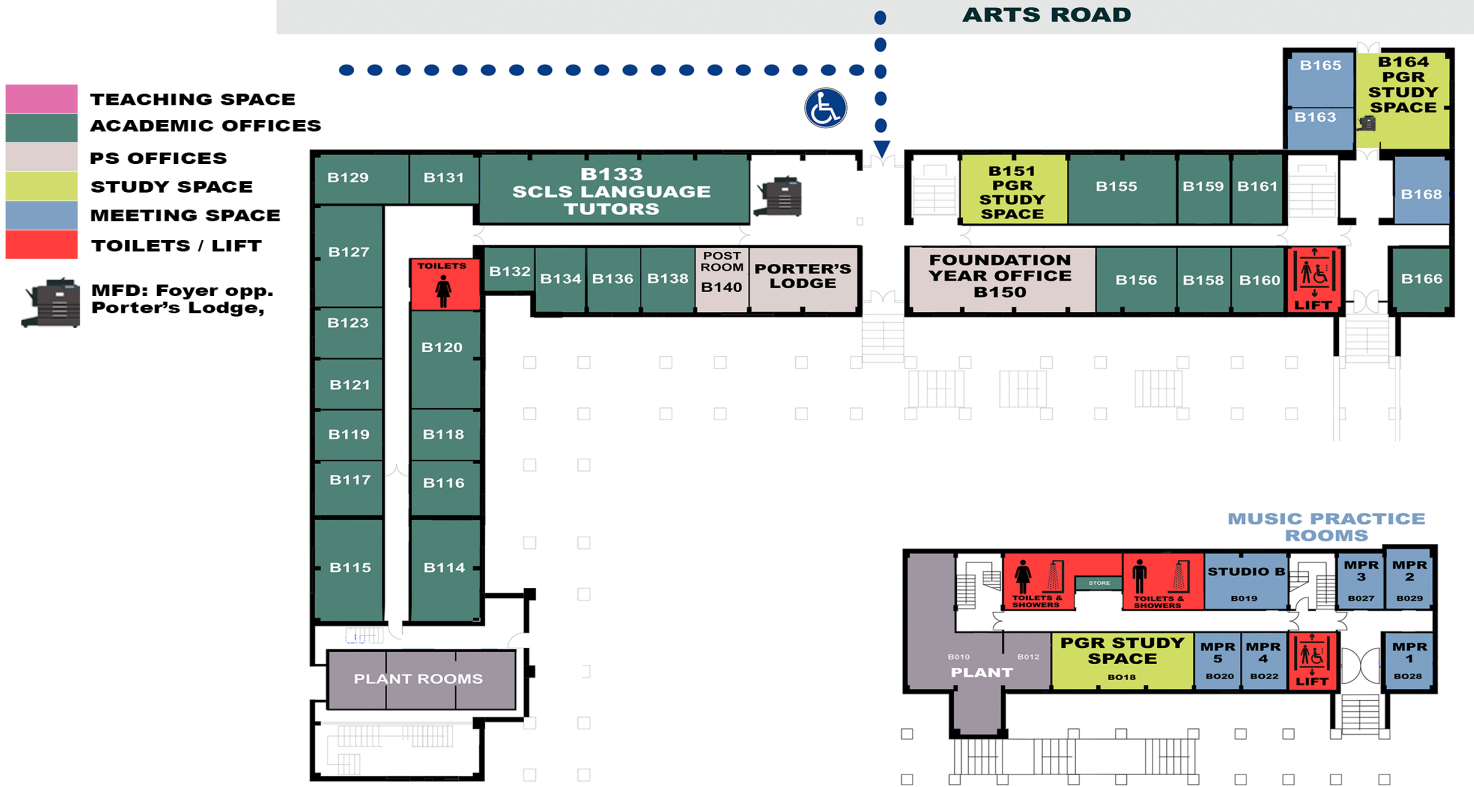
ARTS A - LEVEL 1

LIBRARY ROAD

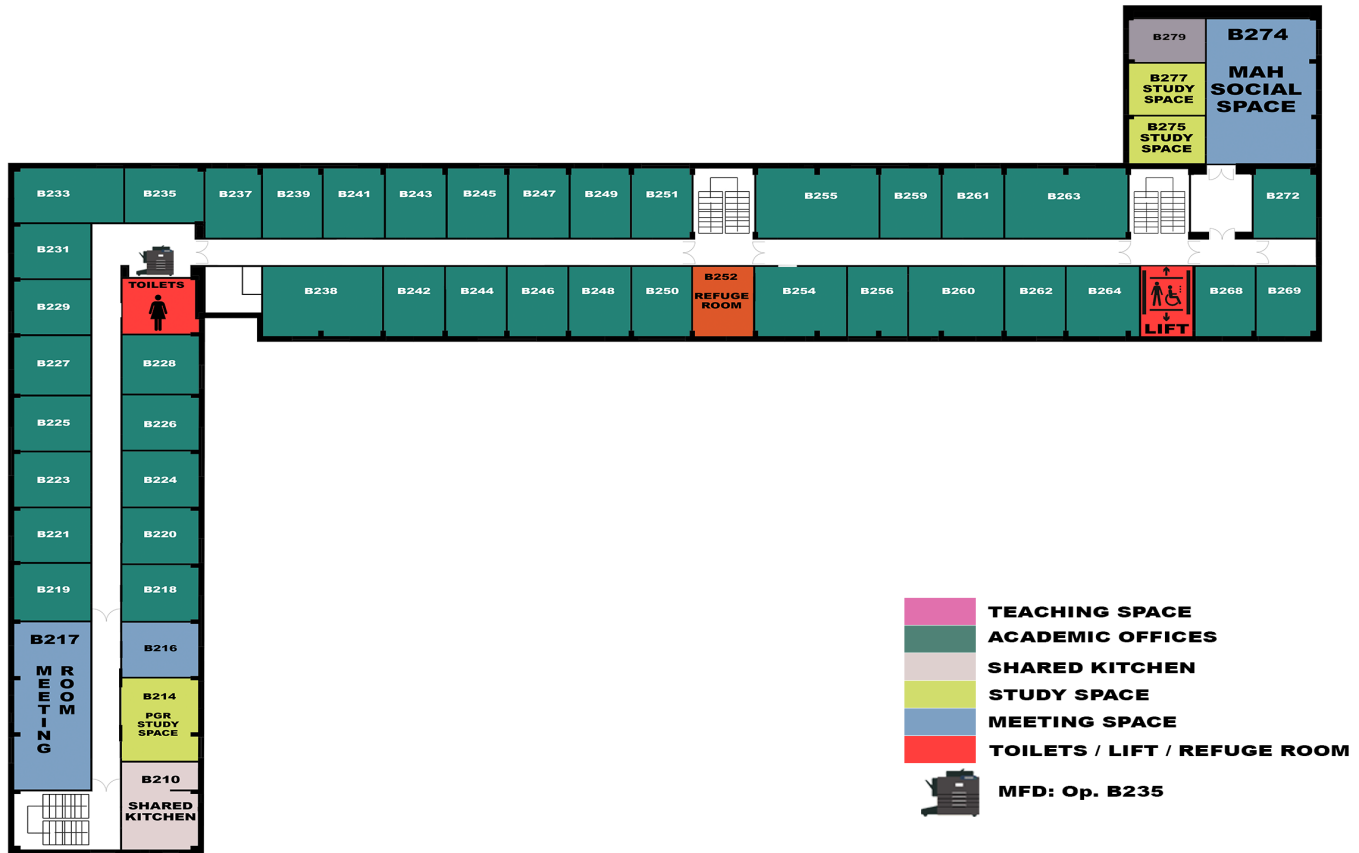
- TEACHING SPACE**
- ACADEMIC OFFICES**
- PS OFFICES**
- STUDY SPACE**
- MEETING SPACE**
- TOILETS / LIFT**
- MFD: Op. A125, A145**



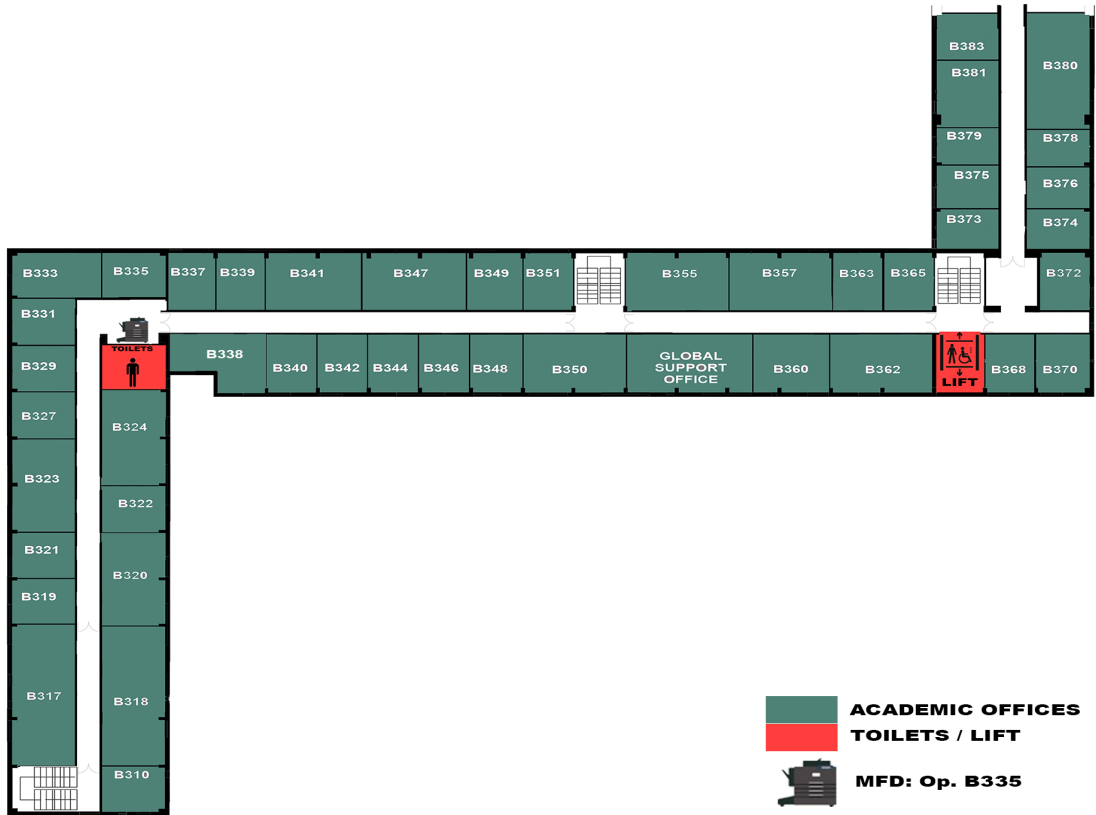
ARTS B - LEVEL 0 & 1



ARTS B - LEVEL 2

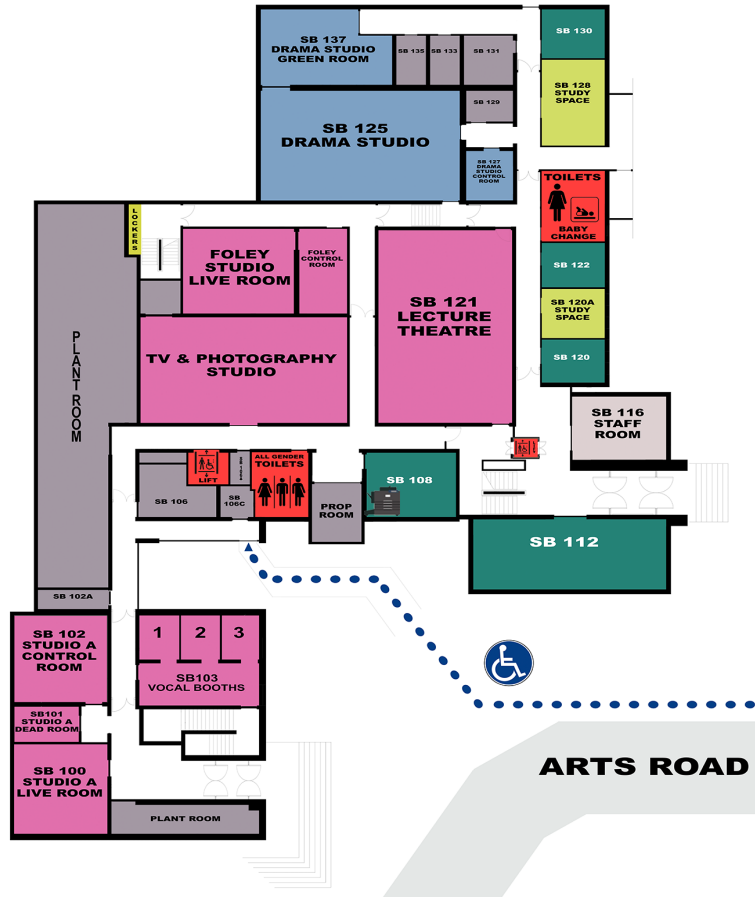


ARTS B - LEVEL 3

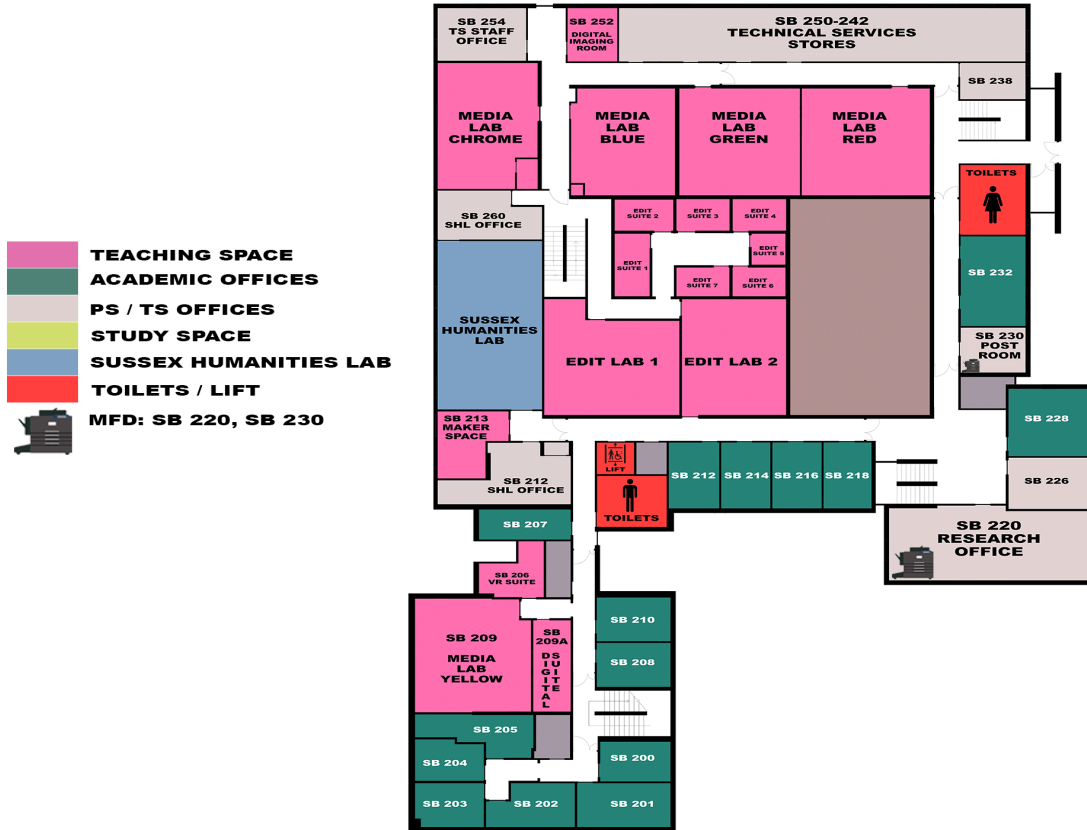


SILVERSTONE LEVEL 1

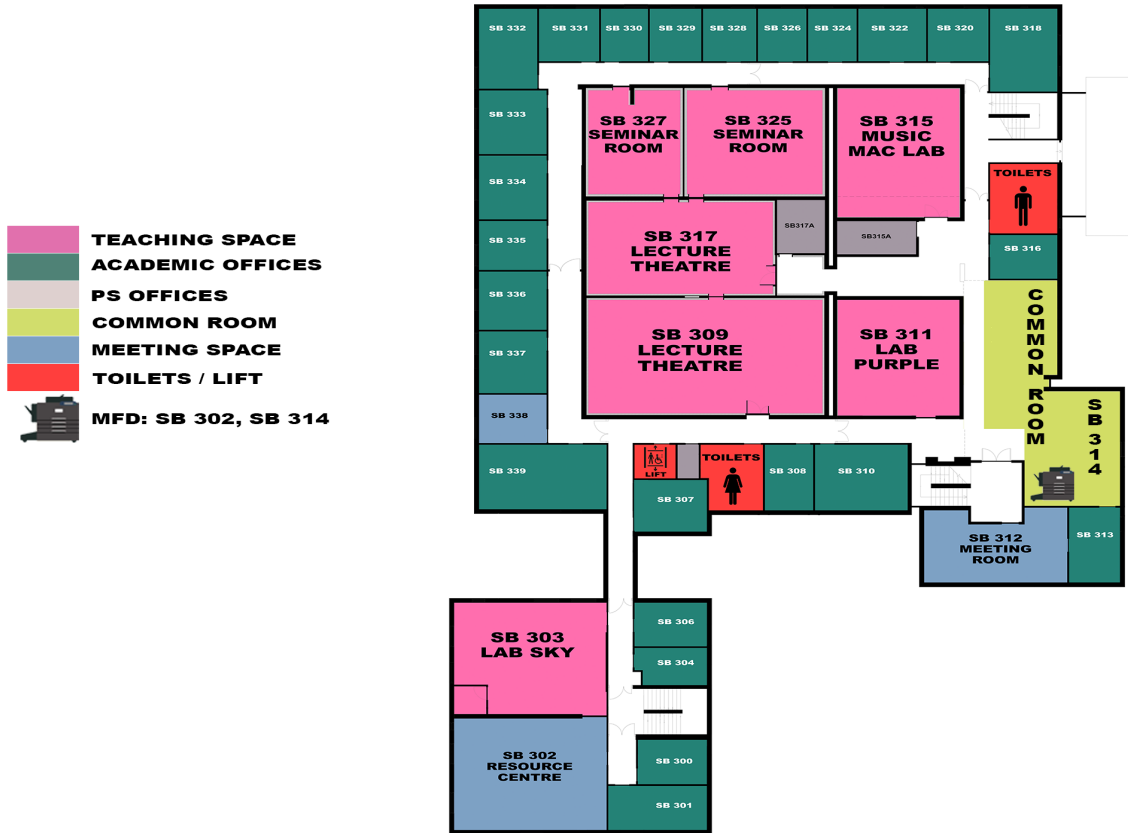
- TEACHING SPACE**
- ACADEMIC OFFICES**
- PS OFFICES**
- STUDY SPACE**
- DRAMA STUDIOS**
- TOILETS / LIFT**
- MFD: SB 108**



SILVERSTONE LEVEL 2



SILVERSTONE LEVEL 3



MAH PROFESSIONAL SERVICES ORGANISATIONAL CHART

