

## MAH | Journalism | Health & Safety Induction

### Introduction

The School of Media, Arts & Humanities is committed to ensuring the safety and wellbeing of all students, staff and visitors.

As a new student you will be given a tour of the facilities that are relevant to your studies and must complete the Canvas online Health & Safety Induction module that you will be enrolled on and invited to take via email. **You will only be granted access to the equipment and facilities once the H&S induction is completed.**

This induction covers all aspects of H&S and it is important that you understand your responsibilities when on campus.

### Completing the Induction

The induction will introduce you to health, safety and wellbeing across the school. You must carefully read all the information.

There is a quiz at the end and **you must score a minimum of 12 out of 14 to pass. You have three attempts to pass.**

If you fail all three attempts, please contact the Technical Services team by emailing [MAHTechServ@sussex.ac.uk](mailto:MAHTechServ@sussex.ac.uk).

To navigate through the induction, you will use the 'next' and 'previous' buttons at the bottom of each page.

### General Safety

The University has appointed persons for First Aid. There is a First Aid box outside the School Office. The name of the appointed person and location of the first aid box appear on the School's Health & Safety notice board. The appointed First Aider can deal with minor first aid incidents.

**For major first aid incidents, call the central security switchboard on 3333 (external or mobile 01273 873333) who will co-ordinate the emergency response. Do not dial 999 for ambulances/fire brigade etc., otherwise valuable time can be wasted for emergency vehicles getting lost on campus.**

All accidents, incidents, near misses and dangerous occurrences should be immediately reported to a member of staff.

### Fire Safety

If you discover a fire you should raise the alarm and leave the building immediately. Fire escape routes are clearly marked and there are posters visible throughout the building.

Should the fire alarm sound you must leave the building immediately via the closest fire exit and go to the nearest assembly point (a green sign with a white tick).

Do not re-enter the building until permitted to do so.

Fire Wardens are present throughout the building and will ensure the building is evacuated in the event of a fire alarm sounding.

Fire safety information:

The fire alarm is tested weekly in Silverstone building on a Wednesday at 9.20am.

Fire extinguishers are located throughout the building; they must never be moved or tampered with. Only trained staff are permitted to operate a fire extinguisher.

Fire doors are clearly marked and are located throughout the building, they must never be propped open and are to be kept closed at all times. Some fire doors are fitted with an automatic release and in the event that the fire alarm sounds these doors will close automatically.

For further information, please refer to the School's Health & Safety notice board.

### **Accident Prevention: Falls from Height**

Ladders are not to be used at any time. The access tower is the only apparatus to be used when working at height.

The access tower may not be used without proper training from the technical support team.

The lighting rigs must not be changed without proper training from one of the tutors or technical support team.

### **Accident Prevention: Electrical Hazards**

Check electrical equipment before use, it must be in good condition, do not use if damaged.

Report any damaged equipment to the technical team either in person, by emailing [MAHTechServ@sussex.ac.uk](mailto:MAHTechServ@sussex.ac.uk) or by phoning 01273 873636.

All University equipment is PAT tested for safety.

Outside mains voltage electrical equipment needs an RCD to prevent shock and sockets need to be a protected "commando-type" socket.

### **Accident Prevention: Environmental Hazards**

If working outside ensure the weather is appropriate for the project/task you are undertaking. Be aware of extreme heat or cold, icy or slippery surfaces, strong winds, rain and lightning, for example.

If working away from Silverstone be mindful of the risk of equipment theft. Do not leave any equipment unattended. Work in pairs or a group, not alone.

Be mindful of setting up tripods and light stands on uneven surfaces and keep all equipment away from water and any substance that might damage it, such as sand and mud, for example.

Assess the area for people who may be threat to you.

Do not put yourself or anyone else in a danger.

### **Accident Prevention: Slips and Trips**

Make sure all cables in all mediums you are working in are safely tidied/covered as to avoid trip hazards. Please speak to your tutor or the technical support team for advice.

Stands and tripods must be opened sufficiently to make them stable, weight them if necessary and ensure they are clearly visible. In low lighting conditions, use hazard tape to draw attention to them.

### **Accident Prevention: Manual Handling**

Only handle heavy equipment if it is safe and you are capable of doing so. Ask for assistance or use the trolleys provided.

Use general handling gloves if you need them, these provide enhanced grip and dexterity.

When handling video and photographic lighting, be aware that it may become hot during and after use. Only handle lighting as directed by your tutor or the technical support team and make sure you have the correct glove protection. Heat resistant gloves offer high strength stitching and welting to protect against extreme heat.

### **Wellbeing and Health**

Take regular breaks from computer screens. Get up and move around for a short while.

Stay hydrated. However, no food or drink is to be consumed in the Labs, Workshops, Suites or Studio spaces. Bottled water is OK.

Protect your hearing. Keep volumes via headphones or speakers to a safe operating level, reducing exposure to high SPL levels.

You must be able to hear or be aware of alarms.

### **Out of Hours Working**

Work in pairs or in a group.

If working alone, let someone know where you are, what you are doing and for how long.

Do not undertake any high-risk activities.

Carry out a risk assessment where necessary and ensure the risk assessment for the task to be undertaken permits lone working.

Report any non-emergency incidents that occur as soon as possible to a member of staff.

If working alone in the facilities after 5.30pm, please contact the security office (01273 678234 / [Security@sef.fm](mailto:Security@sef.fm)) to let them know you are in the building. Phones are provided in most spaces.

In an emergency, immediately call ext. 3333 (01273 873333 from an external or mobile phone).

### **Other Requirements**

Before using the News Studio studio, please ensure you are familiar with the equipment - lighting rig/controls, if in doubt please ask a member of the technical services team (demonstrations are provided). You must abide by the safety notices and be mindful of equipment and cables.

If you bring any props into any of the studio spaces, they must be fit for purpose and you must remove them when your session ends.

Ensure you have obtained the permission of any subjects you wish to include in your projects, including any models or property owners. Talk to your tutor about how to do this and which forms to use.

### **Key Contacts**

In an emergency or if you spot anything suspicious, please call security on **ext. 3333 (external or mobile 01273 873333)**.

Report damaged equipment and minor incidents to the Technical Services Team either in person, by emailing [MAHTechServ@sussex.ac.uk](mailto:MAHTechServ@sussex.ac.uk) or by phoning **01273 873636**.