

UNIVERSITY OF SUSSEX
SCHOOL OF GLOBAL STUDIES
Safety Policy & Guidance

1. Aims

The University's Mission Statement for Health and Safety states

'It is the policy of the University of Sussex that all activities carried out on University premises or undertaken by University personnel (or their agents) will be managed in such a manner so as to avoid, reduce or control all foreseeable risks to health and safety to any person to a tolerable level.'

The School of Global Studies endorses this aim and further aims to ensure that all staff receives sufficient information, instruction, training and supervision in order:

- to comply with relevant safety legislation
- to respond to emergency situations
- to report accidents and assist in investigation
- to create a safe working environment where everyone understands their responsibility for their own safety and that of others in the vicinity.

We also wish to ensure that all staff know how to respond to emergency situations e.g. fire alarms or accidents, and that any accident on the premises is reported and investigated. The School of Global Studies aims to develop and maintain at a high level a general culture of safety awareness in liaison with other Schools and building users.

2. Safety procedures

In an emergency:

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

2.1 First Aid

First Aiders receive training through the University's Health and Safety Team. The Security Office holds the responsibility for contacting First Aiders. There are first aid supplies in the Global Studies School Office (C168). The University also supports the training of members of the Emergency Response Team. The Security Office holds the responsibility for contacting the Emergency Response Team in the case of an emergency situation. You should ring them on 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.

2.2 Fire Precautions

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. Congregate by the nearest Assembly point (a green sign with a tick):

- Arts C - Grassed courtyard outside Arts C by zebra crossing
- Chichester I - At the top of the stairs between Chichester I and Shawcross buildings or the pathway in front of Chichester I.

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 fire 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 Fire Marshalls at the Assembly Points. Fire Wardens are listed as an appendix to this document.

2.3 Safety Information

The School Health and Safety Coordinator keeps all relevant safety information, the School's Health & Safety Guidance notes and risk assessment forms duly completed. The School health and safety policy and guidance notes can be found [here](#), the University health and safety policies and documents are available [here](#).

2.4 Accident Reporting

All accidents or near-misses around Arts C must be reported to the Health and Safety Coordinator, and those in the Chichester I Geography Laboratory to the Lab Director as soon as possible after the incident. All accidents will be recorded on the University's online reporting system. Accident and near-miss data will be reviewed by the School's Health and Safety Committee to identify any issues.

2.5 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.

2.6 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.

2.7 Display Screen Equipment (DSE)

If you use display screen equipment, you need to carry out a [DSE workstation self-assessment](#) as soon as possible after starting work. 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 Health and Safety Coordinator know immediately. Further assessment can be requested from Occupational Health via your Line Manager. University policy and guidance documents on DSE use are available [here](#).

2.8 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.

2.9 Driving for Work

If you are required to drive for work then you need to comply with the [Driving for Work policy](#). The policy applies to staff requiring to drive vehicles owned, hired or leased as an integral part of their role, or staff who use their own vehicles or hired vehicles for convenience in order to attend e.g. a conference, seminar or meeting off campus. The policy does not apply to the activity of driving to or from work.

2.10 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.

2.11 Personal Emergency Evacuation Plans (PEEPs)

A Personal Emergency Evacuation Plan (PEEP) is required for all members of the university with a permanent or temporary disability. Only trained staff can carry out a [PEEP Assessment](#). Please contact the Health and Safety Coordinator if a PEEP is required.

2.12 Local Arrangements for Laboratories or Workshops

The Physical Geography Lab has written details of local safety arrangements that can be referred to by those working in the lab as required.

3. Roles and Responsibilities

3.1 Head of School

The Head of School has overall responsibility for ensuring health, safety and wellbeing within the school and ensures that there is a robust health and safety management system in place, upheld by the school.

3.2 Health and Safety Coordinator

The Assistant Operations Manager has been designated Health and Safety Coordinator for the school, responsible for the day-to-day administration of safety. Responsibility includes informing all staff of relevant legislation, carrying out safety inspections, risk assessments of the workplace and, from these, identifying any necessary training needs and/or preventative/protective measures and implementing them. Matters involving outside agencies, e.g. the Health and Safety Executive, will be brought to the attention of the School through the Health and Safety Coordinator.

3.3 Principle Investigators, Academic Supervisors and Technical Services Supervisors

Academic and support staff who supervise or exercise control over specific areas, activities or processes will have a level of management responsibility over the employees, visitors or students involved. They will need to ensure:

- i. that relevant health and safety information is available for staff, students, contractors and/or visitors within their area;
- ii. that an appropriate risk assessment is undertaken before work (including undergraduate and postgraduate project work) with hazardous substances, articles or equipment, or in potentially unsafe environments, is started.
- iii. health and safety precautions identified by their risk assessments are in place and that a safe system of work (safe working procedure) is provided and maintained;
- iv. that training needs of staff and students are identified by risk assessment of practical work and routine or project work. Appropriate mandatory training programmes should then be put in place;
- v. that accidents resulting in injury, loss of life or damage to property, or near misses are reported.

3.4 All employees and students

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

- i. comply with health and safety standards and arrangements that have been issued;
- ii. report any accidents or unsafe conditions to their supervisor or appropriate officer within the University;

- iii. make proper use of any necessary health and safety measures including protective clothing or equipment;
- iv. attend induction training & additional training relevant to their specific activities;
- v. not interfere with or misuse anything that is provided in the interest of health and safety;

4. 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](#).

Professor Elizabeth Harrison
Head of School



Signed

26/05/2023

Date

For and on behalf of the University Council

SCHOOL OF GLOBAL STUDIES

FIRE WARDENS

[Fire Warden details TBC following training]
