

ESW Health and Safety Policy

1. Aims

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 Education and Social Work endorses these aims and further additional aims to ensure that all staff receives sufficient information, instruction, training and supervision in order to:

- comply with relevant safety legislation
- respond to emergency situations and
- report accidents and assist in investigation.
- 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, eg fire alarms or accidents, and that any accident on the premises is reported and investigated. 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. Health and Safety will be included in the agendas of School and Departmental Meetings.

2. Safety procedures

2 a) Responsibility

In order to achieve these aims, the Head of School, who is responsible for safety in the School, has designated the School Health and Safety Co-ordinator as the safety advisory person. The brief is to inform all staff of relevant legislation, carry out safety inspections, give advice on risk assessments of the workplace and, from these, identify any necessary training needs and/or preventative/protective measures and implement them. Matters involving outside agencies, e.g. the Health and Safety Executive, will be brought to the attention of the School through the

School Administrator/HSC . The Head of School and School Administrator/HSC are supported and kept advised of developments by the University's Health, Safety team.

Information about Health and Safety can be found on the notice board in the foyer of Essex House

All persons with managerial or supervisory responsibility for either staff or students must adequately supervise the work activities to ensure that safe systems of work are being followed. (This includes members of faculty who supervise students)

Within centres of teaching and research, members of faculty have responsibilities to their colleagues and a duty of care for all students (including postgraduates), especially whilst undertaking practical research and fieldwork. Where members of faculty, teaching and research fellows and technicians/demonstrators are involved in shared research and/or teaching work, the member of faculty retains overall responsibility for health and safety.

However, it is recognised that a technician/demonstrator Grade 5 and above can act in a supervisory role and in such cases will assume some of the responsibility for health and safety. This responsibility should be clearly indicated in the local Health & Safety procedures.

2 b) First Aid

First Aiders receive training through the University's Health and Safety team. There is a list of trained first aiders held by the Safety Office.

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 c) Fire Precautions

If the fire alarm 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 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. A list of fire wardens is posted on the Health & Safety noticeboard and on [the School's main internal staff web page](#).

2 d) Safety Information

Copies of the School's Safety Policy/Health & Safety guidance notes can be provided by the School's Senior Operations Manager and viewed/downloaded from [the School's main internal staff web page](#).

2 e) Employees' Responsibility

Under the regulations of the Health and Safety at Work Act 1974, 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 to co-operate with line managers.

2 f) Accidents

All accidents or 'near-misses' around Essex House must be reported to the School Administrator: those in Chichester 1 to the Senior Technician as soon as possible after the incident. All accidents will be recorded by using the University's on-line reporting system. Accident data will be reviewed by the School's Health and Safety Committee to identify any issues.

2 g) 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 h) Out of Hours Working

Persons wishing to gain access to the building outside of normal working hours are advised to refer to the [Management of Lone Working Risks policy](#) on the internal staff web pages.

A risk assessment should be carried out for any activity undertaken alone to ensure that the risk of working alone is reasonable.

2 j) Driving for Work

If you are required to drive for work, 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.

Please see the following link for the guidance on driving referred to above.

Guidance <https://www.sussex.ac.uk/webteam/gateway/file.php?name=microsoft-word---risk-assessment-guidance.pdf&site=332>

Policy on Driving for work <https://www.sussex.ac.uk/webteam/gateway/file.php?name=driving-at-work-policy2012.pdf&site=332>

2 k) Fieldwork

A risk assessment should be carried out for all trips off-campus. See the University's [Fieldwork Safety Policy](#) and [related forms and risk assessments](#).

2 l) Display Screen Equipment (DSE) requirements:

- a. To complete the DSE self-assessment form as soon as possible after starting work. Currently there is a self assessment checklist on [the HSE website](#)
- b. To comply with University and local guidance on the safe use of DSE workstations
- c. To follow good working practices, i.e. taking frequent short breaks from the VDU
- d. To report DSE related physical/medical problems to their DSE assessor, and arrange for the DSE Assessor to carry out a DSE assessment;
- e. Discuss the outcomes of the assessment with the DSE assessor;
- f. Make any changes indicated by the assessment or when recommended by a DSE Assessor;
- g. Notify the DSE Assessor of any significant changes associated with the DSE;
- h. Report any health problems related to DSE work to their Manager/Supervisor, DSE Assessor and Occupational Health.

When do you need to carry out a DSE self-assessment?

- All new colleagues are directed to carry out a self-assessment of their work station when they first set up their office space.
- If your workplace has undergone a significant change (e.g. you have moved office),
- If it has been over 3 years since you last assessed your workstation set-up,

2 m) 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, they are trained in manual handling and have the right equipment to move heavy or large items. 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 & Safety Office website for training available and to view the [Manual Handling Policy](#).

2 n) Risk assessments

Risk Assessments are undertaken by the School's managers on the work activities of staff and students as required, and are recorded and kept by the Senior Operations Manager/School Health and Safety Coordinator. A risk assessment template and example can be found on the School's website and shared folders. These will be reviewed at least annually and also after an accident or near miss.

Any staff who carry out risk assessments should be trained so that they are up to date with current legislation and practice.

If you carry out a risk assessment, please ensure a copy is passed on to the School's Health and Safety Coordinator. Risk assessments should be carried out for all activities where there could be a risk element. Examples are: manual handling, on and off campus events, pregnancy/maternity, activities being carried out by those with a disability, field trips, school visits, placements, out of hours meetings, travelling for work purposes and lone working.

Risk assessments for science laboratory activities are carried out/checked by the ESW Senior Technician and are stored alongside other risk assessments.

A general risk assessment form can be found on the [Health & Safety web pages](#) (under 'Risk Assessment'), or provided by the School's Health and Safety Coordinator

2 o) Personal Emergency Evacuation Plan

A Personal Emergency Evacuation Plan (PEEP) is required for all members of the University with a permanent or temporary disability. Only staff who have been trained can do PEEPs Assessments. Contact the Health & Safety Corodinator if a PEEPS is required.

3. induction

All staff must receive a local induction and Health & Safety Induction as soon as possible after starting work – certainly no later than within three months of starting.

In addition to induction training, managers and supervisors have a responsibility to identify the safety training needs of all subordinate employees. A training needs analysis should be conducted for each role. If the analysis highlights a health and safety training requirement, appropriate training must be provided within a reasonable timescale. Specialised training is likely to be required for staff with designated health and safety duties, e.g. Health & Safety Coordinators and line managers

4. ESW Health & Safety Committee

The School of Education and Social Work is part of a cluster of social science Schools with a combined Health & Safety Committee responsible for overseeing health and safety matters across the cluster and reporting to the University's overall Health & Safety and Committee. The cluster includes the Schools of Education and Social Work (ESW), Global Studies, and Law, Politics and Sociology (LPS).

The Committee meets at least once every three months and has a membership drawn from each School department and includes Health & Safety Coordinators, technical and administrative teams, trade union health & safety representatives and, by invitation, a member of the Health and Safety Office. Committee meetings are chaired by a Head of School within the cluster, or by a nominated individual in their absence.

5. Safety Information

The Health & Safety Coordinator keeps all relevant general safety information, including the School of Education and Social Work's Health & Safety Guidance notes duly completed. They are responsible for displaying pertinent information on the Safety noticeboard in Essex House (at the side of the main staircase on the ground floor).

Human Resources provide copies of the University's Safety Policy to all new staff.

Copies of the School of Education and Social Work's Safety Policy and Health & Safety guidance notes are provided by the Health & Safety Coordinator.

6. 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

The above 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
- Inspection, Monitoring and Auditing of Health and Safety Management 1994

The 'Provision and Use of Work Equipment Regulations 1992' also deals with equipment.

These regulations are incorporated in the University's 'Local Rules' issued by the University's Health, Safety and Wellbeing Office. Copies can be accessed from the Health, Safety and Wellbeing Office website.

For further guidance, please refer to the [Health and Safety Office web page](#).

The University's Health & Safety policies are on the [Health & Safety Governance web page](#).

Professor Gilliam Hampden-Thompson
Head of School, Education and Social Work

(Approved by ESW SLT on 19 December 2021)

Appendix 1

Laboratory Health and Safety Policy and Practice (Last reviewed December 2018)

This policy is to ensure that the laboratories are run in accordance with the University's Health and Safety Policy and also reflect Health and Safety practices in schools as recommended by CLEAPSS.

This policy covers activities in Chichester 131 –Geography Laboratory, Prep and Storeroom C-135 and outside chemical storage area IRG25 and IRG25A

All new users of the laboratory, staff, students and visitors must undergo a laboratory health and safety induction to ensure that they are aware of hazards and understand good laboratory practice

Under the COSHH Regulations, the Management of Health and Safety at Work Regulations and other regulations, employers are responsible for making a risk assessment before hazardous procedures are undertaken or hazardous chemicals used or made. All staffs are required to co-operate with their employer by complying with such risk assessments. There is a wide range of activities carried out in the Education Laboratories and responsibility for assessing the risks for these has been delegated to teaching staff and suitably competent technical staff. Trainee teachers will also be encouraged, as part of their training, to carry out risk assessments of activities undertaken

Reference material:

- 1) The most up to date University Health and Safety and Wellbeing Policy
- 2) The ESW health and Safety Policy
- 3) Generic risk assessments for technical staff
- 4) Education laboratories database (currently being modified to reflect changes in venue)
- 5) CLEAPSS Hazcards (see annually updated CLEAPSS Science Publications CD –ROM)
- 6) CLEAPSS laboratory handbook (see annually updated CD-ROM)
- 7) CLEAPSS Recipe cards
- 8) ASE Safeguards in the School laboratory 11th edition 2006
- 9) ASE Topics in Safety, 3rd Edition, 2001
- 10) ASE Safety Reprints, 2006 or later
- 11) SAFE LAB School Chemistry Lab Safety Guide –NIOSH

All users of the laboratory are provided with appropriate Personal Protective Equipment when required.

Health and Safety Checking

Before any activity the following checks should be carried out

- 1) Identify recognised hazards
- 2) Suggest suitable precautions
- 3) Where possible, the procedures are in accordance with commonly adapted model risk assessments
- 4) Where model risk assessments are not available tutors or technical staff will carry out an individual risk assessments
 - 12) Where the hazard or risk is moderate to high the educational benefit of the activity should be weighed against the risk and whether or not there are suitable alternatives which demonstrate the same principle. (See SAFE LAB School Chemistry Lab Safety Guide –NIOSH)

In line with CLEAPSS advice risk assessments for individual experiments are recorded at the point of use i.e. on a worksheet or separate sheet with the experiment being carried out

Assumptions

The practical work is carried out or supervised by a suitably qualified tutor or competent technician.

Trainees//students should not work alone in a university laboratory without a tutor or technician present

Practical work is conducted in a properly equipped and maintained laboratory

Rules for student behaviour are strictly enforced

Mains operated equipment is regularly inspected, properly maintained and appropriate records kept
Care is taken with normal laboratory operations such as heating substances and handling heavy objects
Good laboratory practice is observed when chemicals are handled
Eye protection is worn whenever risk assessments require it.
Any fume cupboard operated at least to the standard required in the CLEAPSS documentation
Trainees/students are familiar with or taught safe techniques for such activities as heating chemicals, smelling them or pouring from bottles.
Trainees/students are encouraged to ask for help with anything they are not sure about or confident about, recognising that the Education laboratories provide a safe and supportive environment to try out a range of activities to develop their skills and confidence in a typical school laboratory
Personal belongings are stored in a way that does not present a hazard to any user of the laboratory
Trainees/Students understand that they are responsible for their own working area on a bench in a laboratory, taking care with handling equipment and leaving the space as they found it. I.e. all gas taps turned off, spillages wiped up and bench area wiped down, litter in bins, broken glass in glass bin and no unlabelled and /or uncovered chemicals left lying around. All breakages are to be reported. Dirty glassware is rinsed and put in appropriate bowls or bucket provided. All mains equipment should be switched off unless required to be left on for a specific purpose. The last person to leave the laboratories at the end of the day should ensure that the doors are locked and windows shut. Fume cupboard sashes should be down at the lowest level to save energy and lights switched off.

All users of the Education laboratories should undergo a health and safety induction to the laboratories at the earliest opportunity. In addition to laboratory safety, they need to be aware of

- Fire precautions and evacuation procedures.
- What to do in the event of an accident and how to get first aid
- How to deal with any other emergencies that arise
- The fact that there are other users in the building and that activities carried out in the laboratory should be conducted so that they do not present a hazard to other users in the building.

There are floor wardens appointed for each corridor in the building and they are responsible for ensuring safe and speedy evacuation whenever the fire alarm rings continuously. They report to the Marshall in charge (nominated member of Estates) at the assembly point. The floor wardens are listed separately. They have or will be trained in how to evacuate the building quickly and safely.

4. Accidents

All accidents or near misses should be reported to the supervising tutor or Senior Technician

5. No Smoking

In line with University policy, smoking is prohibited in all areas of the building.

6. No eating or drinking in the laboratories

Eating or drinking in the laboratories is prohibited as there is a high risk of contamination by doing this

7. Out of Hours working

If you need to be in the building outside normal working hours (ie before 8am or after 6pm or anytime at weekends or minimum service days) please notify the university Security Services office on (01273) 678234 and via email at security@sussex.ac.uk . This is so that security staff know to try to find you in the event of an emergency. Please also read the university Lone Working Policy

http://www.sussex.ac.uk/hso/documents/microsoft_word_-_lone_working_policy