



**FACULTY OF MEDIA, ARTS AND HUMANITIES
(Formerly School of Media, Film & Music Guidance,
interim document to be reviewed)**

Health and Safety Guidance

January 2019

REVIEW DATE: January 2020

Head of Faculty Statement

It is our intent to demonstrate an ongoing and determined commitment to maintaining a safe working environment for all Faculty members throughout our organisation. The Faculty of Media, Arts and Humanities will ensure the health and safety at work for our staff, students and any other people who may be affected by our work activities. We will comply with the requirements of health and safety legislation. Application of good practice in health and safety is recognised as being a key component in achieving high quality teaching and research.

The Faculty endorses this aim and further aims to ensure that all staff receive 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
- risk assess all activities with the potential for injury or ill health

As our research interests grow and we utilise new materials and technology, we will plan and collaborate with relevant personnel and bodies to ensure that we fulfil our commitment, demonstrating appropriate control and prevention of incidents.

Signed.....

Professor Cornell Sandvoss, Executive Dean
For and on behalf of the University Council

Date.....

What to do in an emergency

First Aid

The University has appointed persons for First Aid. There is a First Aid box outside the Faculty Office (SB220) in Silverstone. The name of the appointed person and location of the first aid box appear on the Faculty'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.

Fire Precautions

There is a procedure for ensuring safe and speedy evacuation in the event of the fire alarm sounding. If the fire alarm sounds:-

- Leave what you are doing, close all windows and doors
- Exit the building promptly by the quickest safest route. Do not use the lifts when evacuating the building.
- 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 buildings. They are responsible for ensuring safe and speedy evacuation whenever the fire alarm sounds, and then reporting to the Fire Marshall, at the Assembly Point. A list of fire wardens is posted on the Health and Safety noticeboard.

Role & Responsibilities Please see **Appendix A**.

Head of Faculty

The Head of Faculty has overall responsibility for ensuring health, safety and wellbeing in the Faculty and ensures there is a Health and Safety management system in place upheld by the Faculty.

Health and Safety Coordinators

The Health and Safety Coordinators facilitate the Health and Safety management system within the Faculty, informing Faculty members about the processes and systems. They collate information regarding Health and Safety indicators and are a first point of contact for members of staff with safety concerns.

Principal Investigators, Academic and Professional Services (Administrative and Technical) Supervisors

Academic and Professional Services staff will have a level of management responsibility over the employees, visitors or students involved. They will need to ensure that:

- i. relevant health and safety information is available for staff, students, contractors and/or visitors within their area
- ii. 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. training needs of staff and students are identified by risk assessment of practical work and routine or project work. Appropriate mandatory training programmes must then be put in place
- v. accidents resulting in injury, loss of life, damage to property or near misses are reported

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

Incident reporting

Incidents should be reported directly to your line manager and the Faculty's Health and Safety Coordinator so that they can be entered online on the University incident reporting system.

Incidents and incidents should be investigated by your line manager, or supervisor if related to the work you are undertaking. This may require support of the Health & Safety Coordinator and/or the University Health and Safety office.

Appointment of nominated people

- First aiders: on a voluntary basis
- Fire Wardens: nominated by the Faculty Administrator
- Health and Safety Coordinators: by a letter signed by both the Head of Faculty and the Health and Safety Coordinator

Please see **Appendix B** for a list of named individuals.

Local Arrangements for Laboratories or Workshops

Each laboratory has written details of local safety arrangements that can be referred to by end users when required. These include:-

- Monthly check list (Photographic Studio)
- Emergency procedures for dealing with incidents
- Use of soldering equipment and associated LEV (Local Exhaust Ventilation)

Further reading

For additional information regarding Health & Safety and how to comply with this guidance please refer to:-

- University of Sussex Health and Safety website <http://www.sussex.ac.uk/hso/>
- MAH Health and Safety noticeboard on level 1 of Silverstone Building, close to the kitchen
- Health and Safety Executive website <http://www.hse.gov.uk/>