

ESW Health and Safety Policy

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.
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- 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. y.3 701.26wBTs013(te)vessff3ce;

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-

Appendix 1

(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 areas 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

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 ensure that the fume cupboard is switched off and the sash is down at the lowest level to save energy and lights switched off.