

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.

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.

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 a threat to you.

Do not put yourself or anyone else in a danger.

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.

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 /