

Help keep our Campuses safe: Report unsafe behaviour and hazards

Have you ever seen someone behaving unsafely on our campuses and don't know what to do about it?

Here is what you need to do:

Think about your own safety first. Without endangering yourself or the individual concerned, you can raise it directly. If you do this please also report the incident (see below) as this will assist in preventing a similar incident happening again.

It is not a problem if you do not feel comfortable with a direct approach. You can also report in the following ways.



To report:	Contact:
<ul style="list-style-type: none"> Unsafe behaviour by contractors or Estate Management Staff Unsafe use of vehicles on campus Premises hazards / faults (damage, spills) Damage to anything provided for fire safety 	<p>Southend Campus 01702328214 fmhelp@essex.ac.uk</p> <p>Loughton Campus 0208 508 7326</p> <p>Out of hours: Southend Campus 07827988085</p>
<ul style="list-style-type: none"> Unsafe behaviour by a member of staff Fire safety concerns 	<p>Relevant manager or department (if known), or Health and Safety Advisory Service Tel: 01206 872944 Email: safety@essex.ac.uk or fire@essex.ac.uk</p>
<ul style="list-style-type: none"> Unsafe behaviour by a student 	<p>Depending on location/activity:</p> <ul style="list-style-type: none"> Person/department responsible for activity or venue Information Centre (public areas)
<ul style="list-style-type: none"> Health and safety concerns about your work 	<p>Your manager Your HSLO / DHSO¹ The Health and Safety Advisory Service A Union appointed safety representative¹</p>

Please go to the health and safety website at www.essex.ac.uk/health-safety for full details of how to report health and safety incidents and health and safety concerns.

¹ Follow the *Help and Advice* link at www.essex.ac.uk/health-safety or contact HSAS for contact details.