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.

<table>
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<th>To report:</th>
<th>Contact:</th>
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| • Unsafe behaviour by contractors or Estate Management Staff | **Estate Management Section Helpdesk**  
  Tel: 01206 872959  
  Email: ems-helpdesk@essex.ac.uk |
| • Unsafe use of vehicles on campus               | Out of hours: **Information Centre**  
  Square 3  
  Non-emergencies: 01206 872125/3148  
  Emergencies: 2222 or 01206 872222  
  Email: patrol@essex.ac.uk |
| • Premises hazards / faults (damage, spills)     | 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 |
| • Damage to anything provided for fire safety    | Depending on location/activity:  
  • Person/department responsible for activity or venue  
  • Information Centre (public areas) |
| • Unsafe behaviour by a member of staff          | Your manager  
  Your HSLO / DHSO¹  
  The Health and Safety Advisory Service  
  A Union appointed safety representative¹ |
| • Fire safety concerns                           |                                                                                  |
| • Unsafe behaviour by a student                 |                                                                                  |
| • Health and safety concerns about your work    |                                                                                  |

Please go to the health and safety website at [www.essex.ac.uk/health-safety](http://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](http://www.essex.ac.uk/health-safety) or contact HSAS for contact details.