



The Faculty of Law's Action Plan for the Work and Study Environment 2023-2025

The Faculty of Law's Action Plan for the Work and Study Environment is based on the measures proposed following annual risk assessments completed after the safety inspections, which include both physical and psychosocial safety inspections. The Action Plan is also based on potential risks identified in connection with the annual follow-up of the systematic work environment management. If new risks are identified during the period covered by the Plan, revisions may be made. In developing the Action Plan, proposals for measures were also made based on the 2018–2026 Strategic Plan, which states that the faculty is to develop its leadership and collegiality and offer an attractive environment.

The Lund University Work Environment Policy (Reg. no STYR 2018/2030), Overall Work Environment Goals for Lund University 2021-2023 (Reg. no STYR 2021/1995) and the Faculty of Law's Action Plan for Sustainable Development (Reg. no STYR 2022/165) also act as a starting point and basis for goals and measures.

Goals for work and study environments at the Faculty of Law	Measures	Schedule	Person responsible for monitoring/follow-up of measure
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<p>Staff and students are to feel they have a good physical and psychosocial work or study environment.</p>	<p>The work environment, with a particular focus on stress/workload, is to be followed up at annual staff appraisals. Each manager is to carry out a collective analysis of their employees as a group. The analysis is to provide the employer with complementary information on the employees' experiences of stress so that appropriate measures may be put in place.</p>	<p>Continuously during the period covered by the Plan.</p>	<p>Dean, head of department, assistant head of department, managers, director of third-cycle studies.</p>
	<p>Staff are to be offered seminars or workshops on health/ill-health and stress. Information is to be given about seminars organised centrally by the University.</p>	<p>By 30 June 2024, at the latest. Information is to be provided continuously.</p>	<p>Head of department, managers, HR manager.</p>
	<p>Students are to be offered seminars on stress/ill-health. Initiatives such as study workshops are to be encouraged to continue.</p> <p>There is to be clear information on where students can turn if they experience stress/ill-health.</p> <p>The work is to take place in collaboration with the Law Student Union (Juridiska föreningen), Study Guidance and the Educational Committee of the Faculty of Law (NUGA).</p>	<p>Continuously during the period covered by the Plan.</p>	<p>Head of department, chair of the Educational Committee of the Faculty of Law (NUGA).</p>

	Stress-reducing measures for teaching staff and students are to be presented	A working group has been formed with the ambition of presenting proposals for measures that can be discussed during a trip away on 28-29 March. Further work and follow up are to take place according to the schedule.	Head of department in cooperation with HR
	The employer is to offer groups of employees the course "Mental health first aid" with the aim of being better at identifying mental health issues among colleagues.	By 31 December 2023, at the latest.	Dean, head of department, HR managers.
	A psychosocial safety inspection is to be carried out annually. The results are to be analysed and the risks assessed. Surveys of students, e.g. the student barometer, are also to be analysed and assessed for risks.	Annually.	Head of department.

	<p>The manager/head of department/director of studies is to ensure that staff are aware of the work duties to be carried out and how they are to be prioritised when the time available seems insufficient.</p> <p>For doctoral students this primarily takes place within the framework of the doctoral programme. For example, through introduction, supervision, seminars within the Graduate School, doctoral courses, follow-up of the individual study plan, teaching and learning in higher education courses, mentorship and other research and educational activities.</p>	<p>Ongoing follow-up in staff appraisals or when the need arises.</p>	<p>Head of department, assistant head of department, managers, director of third-cycle studies.</p>
	<p>Courses in Swedish and English are to be offered to all employees when the need is identified.</p>	<p>Ongoing follow-up in staff appraisals or when the need arises.</p>	<p>Head of department, assistant head of department, managers, director of third-cycle studies.</p>

<p>Information about career support and possible career paths are to be clear for all employees.</p>	<p>The introduction and the annual staff appraisals for doctoral students, postdocs and early-career researchers are to contain information about career paths within academia, as well as career support offered at the University and the faculty. The needs of international members of staff are to be of particular focus in this context.</p>	<p>In conjunction with the introduction, and followed up in staff appraisals.</p>	<p>Head of department, assistant head of department, director of third-cycle studies and HR managers.</p>
	<p>Special information initiatives are to be made in relation to doctoral students. E.g., how doctoral students can be involved in teaching and why teaching qualifications are important.</p>	<p>In conjunction with introduction of new employees and when need arises.</p>	<p>Head of department, director of first and second-cycle studies, HR managers.</p>
	<p>Themes are to be proposed at employee meetings about possible career paths in law.</p> <p>Relevance is to be established in the formulation of a new plan for the provision of expertise.</p> <p>There needs to be a structure and clear plan for communication when new action plans are implemented.</p>	<p>By 31 December 2024, at the latest.</p> <p>Continuously, as well as in the formulation of new action plans.</p>	<p>Dean, head of department, assistant head of department, managers, HR managers.</p>

<p>All staff and students are to feel they have a good physical and psychosocial work or study environment.</p>	<p>In the context of new appointments or moves to new office spaces, a review of the ergonomic design of the new working spaces should take place as needed.</p> <p>Ergonomic reviews are also to be conducted of study environments.</p>	<p>Continuously during the period covered by the Plan.</p>	<p>Head of the infrastructure, distance learning and contract education office.</p>
	<p>In the context of new appointments of salaried staff, information is to be sent to the faculty with a link to the website where there is to be a photo in place the first week. A meeting with the multimedia developer for photo taking is to be put into the introduction schedule.</p>	<p>Continuously during the period covered by the Plan.</p>	<p>HR officer, multimedia developer.</p>
	<p>Monthly safety inspections are to be carried out to review work and teaching premises as well as student workspaces. The review is also to be carried out from an accessibility perspective.</p>	<p>According to specific plan (monthly).</p>	<p>Head of the infrastructure, distance learning and contract education office.</p>
<p>Staff and students are to be aware of who the person responsible for the work and study environment is.</p>	<p>Information about the work environment organisation is to be kept updated and available on our premises and the faculty website.</p> <p>Work environment-related information for students is also to be available in the digital learning platform.</p>	<p>Continuously during the period covered by the Plan.</p>	<p>Head of department, managers. Head of the infrastructure, distance learning and contract education office.</p>

	In conjunction with the introduction of newly appointed staff and new students on semester 1, information is to be given about who has responsibility for the work environment and study environment, and who they can turn to.		Head of department, managers, HR.
All employees and students are to know the procedures in place for the handling of victimisation and discrimination. This means that staff and students are to know how to report a case and what steps are taken after that.	<p>These information efforts are to be prioritised over the course of 2023-2025.</p> <p>Clear information is to be available on the faculty website. The brochure “Respect, tolerance and consideration” is to be updated and distributed at the introduction of new staff and to students in semester 1, 3 and 5.</p> <p>The brochure is to be distributed widely at the faculty and the Law Student Union (Juridiska föreningen), and be available on the faculty website.</p>	<p>Continuously during the period covered by the Plan.</p> <p>The brochure is to be updated by 31 May 2023 at the latest.</p>	Head of department, managers, HR manager.
	Everyone with work environment responsibility is to be aware of their obligation to manage and investigate victimisation and/or harassment and to be aware that they can turn to their HR manager for more in-depth information.	Continuously during the period covered by the Plan.	Head of department, HR manager.

The faculty is to have a developed organisation for managing crisis situations.	There is to be relevant information, including who should be contacted in different situations, available on the faculty website. There is an operational group for crisis situations.	Up-to-date information is to be published by 30 June 2023, at the latest.	Head of department, HR manager.
	There are to be members of staff with CPR and first aid training. The information about work environment organisation is to include the names of these people. Training in CPR/first aid is to be compulsory for all reception staff.	Continuously during the period covered by the Plan.	Head of the infrastructure, distance learning and contract education office.
	Evacuation drills are to be carried out.	Continuously during the period covered by the Plan.	Head of the infrastructure, distance learning and contract education office.
	A fire safety presentation is to be carried out for everyone who has an office, in conjunction with the introduction.	Continuously during the period covered by the Plan.	Head of the infrastructure, distance learning and contract education office.
All managers are to have the requisite knowledge and conditions to carry out their duties as well as be able to manage the work environment responsibility placed on them in accordance with the allocation of duties. Managers are to be offered good introductions and training.	All managers with staff and work environment responsibility are to have completed basic training in work environment management. New training is to be completed a maximum of three years after the initial training is completed.	Continuously during the period covered by the Plan.	Dean, head of department.

	Leadership training is to be regularly offered to managers and other staff in positions of responsibility.	Continuously	Dean, head of department.
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