

## **Health and Safety Policy Statement, January 2019**

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### **1. General Statement of Policy**

1.1. The Department of Chemical Engineering and Biotechnology is committed to safeguarding, so far as is reasonably practicable, the health, safety and welfare of staff, students and others who may be present in the Department, or affected by the Department's activities.

1.2. The Department recognises that full compliance with all aspects of legislation relating to health and safety, and with relevant University policy and procedure, is essential.

1.3. The Department recognises that competent health and safety management necessitates the allocation of appropriate resources, both in terms of money and in terms of staff time. The Department also recognises that health and safety management must be a core function of the management structure in the Department.

1.4. It is Departmental policy that risk assessments should exist for all of the Department's activities and that control measures which are specified in the risk assessment should always be used in practice.

1.5. All persons present within the Department have a responsibility for health and safety and that they should look out for potential hazards and notify the appropriate person in authority of the nature and location of those potential hazards. Health and safety assurance relies on individual vigilance as well as on codes of practice and regulations.

### **2. People and Responsibilities**

2.1. The Head of Department has overall responsibility for health and safety within the Department.

2.2. The Head of Department delegates the daily management of health and safety within the Magnetic Resonance Research Centre (MRRC) to the Manager of the Centre.

2.3. The Departmental Safety Officers advise the Head of Department, the Manager of the Magnetic Resonance Research Centre and all other members of the Department, on health and safety issues. They also conduct accident investigations, administer the safety inspection programme and maintain various other safety-related management systems.

2.4. The Assistant Safety Officer (MRRC) advises the Head of Department, and the Manager of the MRRC, on safety issues which relate directly to the MRRC.

2.5. The Fire Safety Managers are responsible, in liaison with the University Fire Safety Unit and the University Estate Management department, for the management of fire safety matters. The Deputy Fire Safety Manager supports them in this function.

2.6. Research Supervisors are responsible for managing the safety of all Research Workers who are supervised by them or who have been allocated to them. The term Research Workers includes students, post-doctoral researchers, academic visitors and technicians.

2.7. The Department considers that the promotion of safe working is an essential duty for all Research Supervisors.

2.8. All Research Supervisors are required to issue a Lab Management and Safety Plan which details how safety is managed within their specific research group or area. The Plan must be reviewed annually and must be revised whenever named personnel change.

2.9. Research Associates are expected to oversee the daily activities of any Research Workers who have been allocated to them, and to bring any safety-related problems which cannot be readily resolved to the attention of the relevant Research Supervisor.

2.10. The responsibility for laboratory safety and house-keeping problems which cannot be attributed to the activities of any particular known research group lies with the Room Responsible Person for the laboratory in question.

- 2.11. The responsibility for managing the safety of activities which take place off-site away from the Department's buildings rests with the manager or Research Supervisor of the individual working away. In the case of placements at host organisations, the manager or Research Supervisor of the individual working away will, so far as is reasonable, co-ordinate and co-operate with the host organisation in order to safeguard the individual.
- 2.12. The Buildings Safety Officer is responsible for liaising with the University Estate Management department over matters relating to the safety of the buildings.
- 2.13. The Section Heads are responsible for safety in the day-to-day work of their Section members and for the safe functioning of work carried out by their Sections.
- 2.14. The Head of Department, Manager of the Magnetic Resonance Research Centre and Departmental Safety Officers liaise with the University Health Safety Office for advice relating to health and safety.
- 2.15. The role of a Radiation Protection Supervisor is to ensure that all relevant local rules are followed.
- 2.16. The role of a Laser Safety Officer (LSO) is to ensure that all relevant local rules are followed and to provide advice on the safety of work with lasers.
- 2.17. The Biological Safety Officer (BSO) is responsible for advising on the safety of work with biologically hazardous materials and genetically modified materials within the Department. The Deputy Biological Safety Officer support the BSO in this function.
- 2.18. The Laboratory Technical Team Head is responsible for maintaining in a safe state laboratory equipment which is not under the control of any specific Research Supervisor or University Teaching Officer.
- 2.19. The Chief First-Aider is responsible for the provision of first-aid materials and services.
- 2.20. The Electrical Safety Adviser is responsible for advising on the safety of electrical and electronic equipment, and, to the extent that they may be competent to do so, of electrical installations.
- 2.21. The Chemical Safety Group is responsible for advising on the toxicity and health effects of chemicals and nano-particles.
- 2.22. The Dangerous Substances Advisers are responsible for advising on the physical hazards of substances, including flammability and explosivity.
- 2.23. The Asbestos Co-ordinator is responsible, in liaison with the University's Estate Management department, for co-ordinating the Department's response to asbestos risks.
- 2.24. The Insurance Register Co-ordinator is responsible for maintaining records which relate to the statutory inspection of pressure systems and lifting equipment, and for managing any necessary response to those statutory inspections.
- 2.25. The Departmental Catering Co-ordinator is responsible for advising on food safety and for maintaining records relating to food safety management.
- 2.26. The Safety Management Team comprises the Head of Department, the Manager of the Magnetic Resonance Research Centre, the Departmental Safety Officers, the Departmental Secretary, the Facilities Manager, the Chair of the SHE Committee and the Assistant Safety Officer (MRRC). This is an executive group which meets regularly to consider health and safety management issues.
- 2.27. In circumstances of serious and imminent danger, all members of the Safety Management Team may act with the full delegated authority of the Head of Department.
- 2.28. The Safety, Health and Environment Committee meets regularly to provide a forum for the discussion of safety issues. The Biological Safety and Genetic Modification Committee meets at least once per term (and additionally as required) to provide a forum for the discussion of biological safety and genetic modification issues. The Chairpersons of the respective Committees are responsible for their proper operation.
- 2.29. The Chemical Waste Co-ordinators are responsible for managing and co-ordinating chemical waste disposal procedures on their own site.
- 2.30. Senior Markers are responsible for ensuring the health and safety of teaching experiments under their control.

2.31. Demonstrators and Markers in teaching laboratories are responsible for day-to-day supervision of students as they carry out teaching experiments.

2.32. Persons giving lectures are responsible for the safety of any practical demonstrations which take place during those lectures.

2.33. The maintenance of a safe working environment requires the active participation of all persons present within the Department. Everybody has a responsibility to do everything that they reasonably can to prevent injury to themselves and others, and to prevent loss to the Department. The Department requires everyone to follow specific instructions given in current safety policies and procedures.

2.34. It is forbidden for any person to intentionally interfere with, or misuse, any equipment provided by the Department for the purposes of health and safety.

### **3. Recruitment, Training, Information and Supervision**

3.1. When recruiting new members of staff (at all levels) and when accepting new Research Workers, consideration shall be given to ensuring that they have the necessary skills and aptitude to carry out their work safely.

3.2. The Department is committed to ensuring that all employees, students and other persons (for example academic visitors) who undertake any given activities, including conducting experimental research, have adequate training, instruction and supervision to carry out those activities safely.

3.3. The Department is committed to ensuring that safety-related information is properly disseminated to all those for whom it is relevant.

3.4. The Department is committed to appointing and consulting competent advisors in health and safety.

3.5. The Department is committed to keeping abreast of current developments in the field of health and safety.

### **4. Planning, Monitoring and Review**

4.1. The Department is committed to improving standards of health and safety, and recognises that a good health and safety management system will seek to continually raise standards.

4.2. The Department considers health and safety to be a core issue when planning new ventures and future projects.

4.3. The Department recognises the need to regularly monitor its current levels of health and safety performance, and to react appropriately. The Department also recognises the need to regularly review policy and procedure.

4.4. The Department will produce an annual report on health and safety management which will be supplied to the University Safety Office and the School of Technology.

4.5. This Health and Safety Policy Statement will be reviewed on or before 1<sup>st</sup> October 2019.

### **5. Health and Safety Management Structure**

5.1. The health and safety management structure within the Department will be the same, in all respects, as the general management structure.

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Prof Elizabeth A Hall

4 January 2019