

School safety policy

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Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our staff and students on matters affecting their health and safety;
- To provide and maintain a safe environment and equipment;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy as necessary at regular intervals.

Responsibilities:

Head of school **Tim Hollins** has overall responsibility for health and safety within the school
Safety Coordinator **Anthony Mee** has day to day responsibility for ensuring this policy is put into practice
All staff and students have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety;
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our activities:

Risk assessments are to be undertaken by the safety coordinator who will take the required action to remove/control risks. Assessments will be reviewed annually or when the activity changes.

Scope:

Risk assessing will be applied to all labs in which school research activity takes place. A full list is available from the safety coordinator. All corridors, teaching space, offices or communal spaces will fall under the responsibility of the university Health and Safety officer.

The safety coordinator will be responsible for maintaining and ensuring that lab equipment meets health and safety standards.

Emergency procedures:

Accidents, injuries or near misses are to be recorded in the accident book held in the school office PSQB223. Fire and evacuation procedures and first aid details will be provided in each building on the health and safety notice boards and will adhere to the general university policy.

For full details about the University Health and Safety policies and procedures please visit the Health and Safety pages on the University web site.