Health and Safety Management in the School of Computer Science

Health and Safety in the School of Computer Science (the School) is managed by the School’s Health and Safety Co-ordinators and a Union representative. The management group meets at least once a term and reports to both the School Committee, where there is a standing agenda item, and following the formation of the College of Engineering and Physical Sciences (the College), also to the College Health and Safety Committee.

Terms of Reference of the School Health & Safety Management Group (HSMG)

**Role:** The group formulates and reviews School policies, procedures and practices relating to health and safety issues, and monitors their implementation and efficacy. It ensures that the School conforms to University Guidelines on Health and Safety by keeping under review all aspects of safety within the School, making recommendations to the Head of School and other members of the School as appropriate. It reports relevant issues to the School Committee.

**Specifically, the group:**

(i) Devises, monitors and assesses the implementation of the School’s Health and Safety Action Plan;

(ii) Maintains an awareness of University policies relating to Health and Safety, and provides advice needed to implement and/or revise School procedures appropriately;

(iii) Disseminates relevant Health and Safety policies, procedures and practices to members of the School as appropriate;

(iv) Provides advice to staff within the School on Health and Safety issues;

(v) Considers matters that are referred to it by the School Committee or any member of the School.

**Membership:** School Health and Safety co-ordinators
Union Representative

**Reporting Relationship:** Reports to School Committee.

**Frequency of Meeting:** Meets at least once per term (three times per year.)
During the above period significant progress has been made in the following areas:

- Comprehensive electrical testing and marking has been conducted on relevant equipment used within the School during the period. This has been possible due to the purchase of dedicated test equipment and training in its usage by the School’s Electronic Technician. Tested equipment has been bar-coded and test result logs will be held in an inventory database.

(i) Aims

To reduce and control the health and safety risks to all members of, and visitors to, the School, and to comply, as a minimum, with all applicable legislation and all relevant safety policies issued by the University’s Health and Safety Unit.

(ii) Objectives

- To continue to improve the standard of health and safety management in the School of Computer Science.
- To continue to review and where necessary improve the management of health and safety in the School;
- To continue to make individuals aware of the system of management of health and safety in the School, and of their own responsibilities within that system;
- To improve the methods of communication of health and safety issues to all members of the School;
- To continue to develop health and safety training within the School, appropriate to the needs of its individual members and taking into account their duties; and also to keep records of such training;
- To continue to develop and implement the formal system for monitoring the performance of plant, as appropriate, and other equipment upon which the health and safety of members of the School depend.
- To liaise with in-coming staff and their groups members of the School to ensure that their health and safety practices conform to School and University policies;
- To continue to improve provision for emergency egress of disabled persons from the buildings occupied by the School of Computer Science.
- To update and improve the general risk assessments for the School;
- To review items included in previous Action Plans, identifying matters yet to be resolved and new issues;
- To set priorities for the coming year;
- To allocate duties and responsibilities to named individuals;
- To specify time-scales for the completion of any remedial steps/work required;
- To detail a mechanism to assess progress and results;
- To identify means to minimise the environmental impact of activities within the School in support of the University’s Environmental Policy.

(iii) Implementation Plan

We intend to:

• Establish a log and ‘escalation procedure’ for potential Health and Safety issues caused by the building/plant within the School (following on from a recent flood under the Computer Room which was discovered only by chance and which could have resulted in a fire and/or serious injury.) [January 2008]

• Identify all employees who have arrived since March 2007 and organise a group induction session and/or personal briefings for all who have not previously received Health & Safety induction. Design and issue a requirements questionnaire to all staff. [January 2009]

• Disseminate ‘Guidance for Academic Supervisors & Others’ (GUIDANCE/16/SAW/00) to academic staff and elicit feedback about any issues arising. [January 2009]

• Follow-up on all personal Display Screen Equipment assessments conducted during the last Action Plan period. Ascertain whether the problems previously encountered have been addressed and/or require further investigation. [February 2009]

• Organise an annual fire evacuation practice (in conjunction with Estates Office and University Fire Officer.) [March 2009]

• Review Terms of Reference and operations of the Health & Safety Management Group following the School joining the College of Engineering and Physical Sciences. [April 2009]

• Conduct a Risk Assessment exercise and building inspection. [April 2009]

• Update the Health and Safety information provided within the on-line ‘Staff Handbook’ and review, update and combine information produced for inductions. [May 2009]

• Document standard procedures for appropriate electrical equipment testing and marking in accordance with University policies (Electrical Safety, UHSP/18/ES/02.) Create a schedule and log to record test results. [In conjunction with Bert Dandy: June 2009]

• Elicit information from staff and personal equipment used at work and establish a published policy for its testing/approval for use. [July 2009]

• Draft a School policy – with the help of the Head of School and School Operations Manager – to help identify potential problems and implement preventative measures to tackle stress in the workplace (This is a recent major initiative by the Health and Safety Executive and the university re-organisation could mean that this is a particular challenge during this period.) [In conjunction with HoS and OM: July 2009]

• Review compliance with the University’s Environmental Impact Policy (UEP/0/0) – particularly in relation to WEEE directives for disposal of electrical equipment – and provide information to staff where better practices might be employed. [August 2009]