1. Introduction
This document discusses the management of health and safety within the School of Computing and Mathematics. It is based on the five-stage framework outlined by the Health and Safety Executive in their publication, “Successful Health and Safety Management” (HSG65).

To ensure all staff are familiar with the content of this document, it will be formally considered at the first meeting of School Board in each academic year.

2. Policy Statement
The School of Computing and Mathematics is committed to providing a safe working and study environment for all of its staff, students and visitors. As such it will aim to comply with all aspects of the University’s policy and appropriate legislation.

Formally, the responsibility for ensuring that the requirements of health and safety legislation are complied with lies with the Head of School. However, everyone associated with the School has a responsibility to comply with the associated practices and procedures and to report potential hazards. In this way the School aims to be proactive in preventing accidents.

While it is recognised that the School generally operates in a low risk environment, seemingly minor risks can result in serious injuries and hence the School is committed to regularly reviewing its environment and acting to address any concerns raised in a timely manner.

3. Organisation
The Head of School is formally responsible for all health and safety matters within the School. To support the Head of School in the operational aspects of health and safety, the Technical Planning and Development Manager has been appointed as the School Coordinator. Both of these individuals will sit on the Faculty’s statutory Health and Safety Committee.

At School level, the Head of School and the School Coordinator will formally meet at least annually to discuss health and safety matters and notes will be retained recording any agree actions. Clearly there will also be on-going communication throughout the year with the possibility of additional meetings should the need arise.

The formal meeting will typically take place over the summer months and will specifically focus on updating existing health and safety documentation such as risk assessments and this document. This will ensure documentation is refreshed at least annually and will also allow any newly identified issues to be addressed over the summer period before the start of the subsequent year. Meetings will also review progress on any previously agreed actions.
The School Coordinator will lodge with the Head of School’s Secretary brief reports on any actions resulting from their regular checks. While action will be taken as soon as practical to address any issues, the annual meeting between the School Coordinator and the Head of School will review all such documentation lodged since the previous meeting to allow any “trends” to be identified which may require, for example, staff development. These meetings will also review any accidents that have occurred and any steps that have been put in place to prevent similar accidents happening in future.

The School welcomes the specific advice and guidance provided by the University’s Health and Safety Services Department and will invite a representative from that department to the formal meeting between the Head of School and School Coordinator. The Occupational Health department will also be consulted where necessary to review the causes of sickness absence and to provide advice to proactively address the causes.

The Head of School’s secretary will hold copies of all School level documentation relating to health and safety.

The School Coordinator will be responsible for:

- Carrying out School level risk assessments and delegating any specific risk assessments to the appropriate individual where this is deemed necessary.
- Investigating and reporting on any accidents.
- Carrying out a walkthrough of public spaces before the start of each Semester and referring any issues to the appropriate authority.
- Carrying out a walkthrough of staff offices on an annual basis at the start of each academic year.
- Reporting any health and safety concerns to Physical Resources or other relevant department.

The School retains a register of all electrical items. Where appropriate, portable appliance testing to ensure electrical safety will be carried out in line with University guidelines and will typically be contracted out to the University’s nominated contractor. However, staff should regularly visually inspect portable electrical equipment in their office. Support as to what to look for can be provided through the Technicians. In addition, there will also be an annual walk around of the School’s geographical area that will help to maintain the register of such items.

Given the School represents a relatively low risk environment, first aid will be provided through the security staff who may be contacted on extension 22222.

Fire wardens have now been appointed and formally trained for Block 16. There are two wardens on each floor within Block 16 as indicated in the table below:

<table>
<thead>
<tr>
<th>Floor</th>
<th>Warden</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Shane Gavaghan, Stephen Lyttle</td>
</tr>
<tr>
<td>E</td>
<td>Colin Graham, Paul Stewart</td>
</tr>
<tr>
<td>G</td>
<td>Lynne Todd, Andrea McNally, Paul Hanna, Amanda Johnston</td>
</tr>
<tr>
<td>J</td>
<td>Leo Galway</td>
</tr>
</tbody>
</table>
In addition to the formal structures outlined above, all staff, students and visitors have a responsibility to take reasonable steps to ensure their own health and safety and to report any potential hazards that they identify.

This document will be revised on an annual basis and formally considered at the first School Board in each academic year.

4. Planning and Implementation for 2014-15

New staff will be encouraged to undertake at least both the display screen equipment and fire safety awareness training within the first few weeks of their appointment. All staff will be reminded of the University’s training matrix highlighting in particular the recommended Heart Start training programme.

The Head of School and the School Coordinator will review all risk assessments at a meeting in the summer of 2015, which will also involve a representative of the University’s Health and Safety Services. This meeting will also consider the need for new risk assessments to be produced and will review the following documentation in line with Faculty’s H&S Committee requirements:

- Standard University Generic Stress Risk Assessment
- Fire Safety Checklist
- Health and Safety Checklist for Heads of School

Specifically the following risk assessments will be reviewed:
- Computer Laboratories
- Academic Staff Offices
- Publicly accessible areas of Block 16
- Lone working
- Manual Handling
- Working with Display Screen Equipment
- New and expectant mothers

The School also plans to design, commission and test a secure website where students and staff in the School of Computing and Mathematics can access School-specific Health and Safety materials. This will be operational by August 2015.

The School will also design, commission and test enhanced processes to inform staff about the handling of confidential waste, printed materials, obsolete and operational equipment by August 2015. This is being done as a direct result of an accident in the School.

5. Measuring Performance

The following criteria will be used to evaluate the effectiveness of the actions outlined in this document:

- The number of pro-active steps taken to reduce risk.
- The number of tasks outlined in section 4 which have been completed on time (This document will be updated to include a review of the progress against these tasks when presented to the first School Board in 2015-16.)
6. Reviewing Performance
The following measures of performance were identified in last year’s policy:

- **The number of proactive steps taken to reduce risk**
  The School has been very proactive in reporting hazards ranging from fire extinguishers needing serviced through to accidents. The annual review meeting with Health and Safety Services provides further assurance that the School is doing all that can reasonably be expected to ensure a safe working environment.

- **The number of tasks outlined in section 4 which have been completed on time**
  - All staff have reported they have completed the compulsory display screen and fire safety training. Staff were reminded of all available H&S related courses, in particular Head Start, at the first School Board in the 2013-14 academic year.
  - Training was put in place for new Fire Marshals.
  - As there was no School Away Day in 2013-14, health checks were not organised as part of the event. However, staff are now aware of the availability of these and the School would support individual staff approaching Occupational Health directly.
  - All risk assessments were reviewed and updated in August 2014
  - Specific risk assessments were carried out in relation to new or expectant mothers.
  - The School’s approach to H&S was also reviewed at its annual meeting with H&S services where it was agreed that future annual meetings would use the new audit template as the “agenda” for the meeting to ensure all aspects of H&S were addressed.

Hence all actions identified in last year’s report have been implemented within agreed timescales.

Overall, the School continues to be proactive in all matters relating to Health and Safety. In general, we work in a low risk environment and staff are compliant with health and safety procedures and this cooperation is appreciated.

Professor Paul Hanna
Head of School