

The Head of School's Health and Safety Statement of Intent for the School of Engineering

It is my intention as the Head of School for the School of Engineering that we take all necessary steps to prevent injury or ill-health to staff students or visitors, and that we support this through the establishment of a positive health and safety culture within the School, and that this culture includes awareness and understanding; effective processes; a commitment to continual improvement; safe and healthy working conditions in consultation with, and participation encouraged by, all staff and students; and positive behaviour by staff at all levels and by students, contractors and visitors.

This positive health and safety culture will be people-focussed and evidenced by:

- an atmosphere of trust where people question and challenge unacceptable behaviours and situations, report problems and are keen to learn from accidents and 'near misses';
- those with responsibility for health and safety being provided with the required training, guidance, information and support to enable them to perform their roles to the required standard;
- everyone being clear as to what is acceptable and unacceptable behaviour;
- colleagues being willing and able to draw the right conclusions from health and safety information and to implement major safety reforms; and
- adaptability such that the organisation and its members can adapt to changing circumstances and demands while maintaining focus on health, safety and well-being.

This positive health and safety culture will have as its key elements:

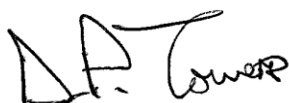
- sensible risk management that meets defined health and safety standards including compliance with legal and regulatory obligations and published best practice as a minimum requirement;
- the setting of objectives for health and safety at an institutional level within the University's Leadership and Management document;
- the development of School objectives which complement the institutional objectives and are included in School plans;
- emphasis on the importance of both the physical and mental health of staff and students;
- estate assets and facilities that are fit for purpose; and
- staff, students and contractors behaving in ways conducive to good health and safety.

Health and safety issues must be addressed through robust risk assessment at the specification, design, development and implementation phases in all planning, projects, research and working practices within the University and in its dealings with suppliers and contractors.

Risk control measures identified through the risk assessment process must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum.

Thereafter, steps must be taken to minimise risks to the health and safety of individuals, so far as is reasonably practicable, taking into account the control hierarchy: placing an emphasis on risk control by elimination, reduction and replacement, and technical solutions in particular.

It is important for all to remember that ***there is nothing so important that it cannot be done safely.***



Professor David Towers

June 2021

Review Due: June 2022



This statement of intent is supported by the School Management Committee:

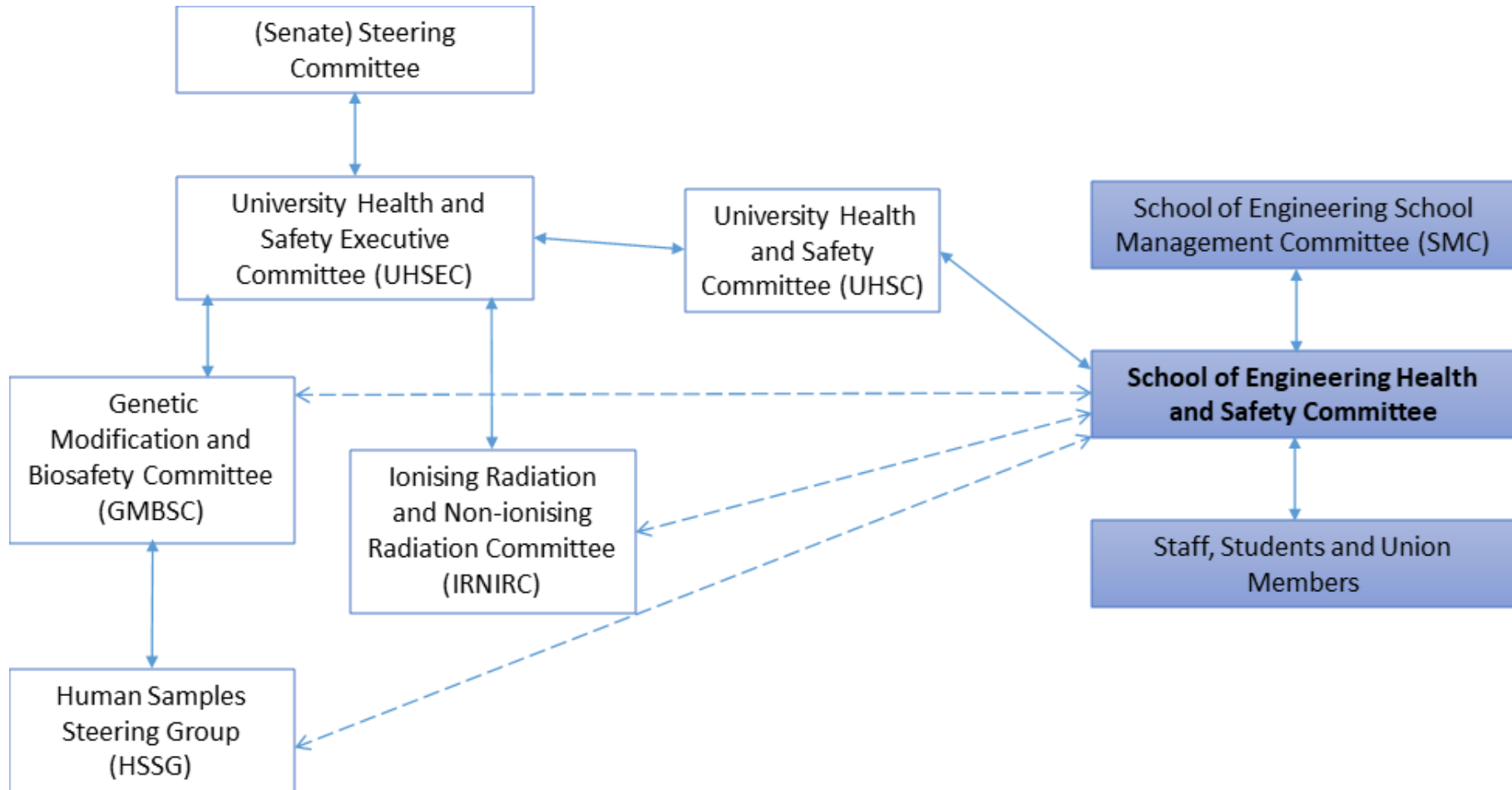
Amy Hamson	Senior Administrative Officer
Duncan Lockerby	Deputy Head / Head of Research
Gill Cooke	Head of Teaching
Toby Mottram	Deputy Head/Civil Discipline Stream Lead
Julian Gardner	Electrical and Electronic Discipline Stream Lead
Xianping Liu / John Murphy	Mechanical & Process Discipline Stream Lead
Mike Chappell	Systems and Information Discipline Stream Lead
Joanna Collingwood	Chair of the School's Equality and Diversity Committee and Athena SWAN Lead

UNIVERSITY HEALTH AND SAFETY POLICY

Organisation for Health and Safety

1. This Policy applies to every aspect of the School's business and activities, including all educational, research, technical and associated management activities, whether carried out on campus or elsewhere.
2. As Head of School I am accountable for following the University's health and safety policy and standards, including any allocation and for meeting the requirements of the ['Leadership and Management of Health and Safety at the University of Warwick'](#) document as it relates to my role.
3. Academic staff and Principal Investigators are responsible for meeting University health and safety standards for their research activities and their facilities. In particular Principal Investigators are responsible for assessing, taking account of, and addressing the risks including health and safety risks associated with new research proposals in line with University health and safety policies and standards, and for meeting the requirements of the Leadership and Management of Health and Safety at the University of Warwick..
4. Academic staff and staff with teaching responsibilities are responsible for meeting University health and Safety standards for their teaching activities and the equipment they use.
5. Those who have authority to instigate and direct activities and to instruct others are responsible for the health and safety of the people, activities, and projects that they direct or instruct. All staff in a supervisory position, including research supervisors and teaching staff, are responsible for the health and safety of the people, activities, and projects that they supervise. They must comply with the University's health and safety policy and the health and safety arrangements in the School.
6. Health and safety is an integral part of everyone's job. Every individual member of staff, student, visitor or contractor must take care of their own health and safety; take due consideration for the health and safety of others; not interfere with or misuse facilities that are there in the interests of health and safety; and comply with the University's policies and standards, and the relevant arrangements for the area or activity.
7. Every individual staff member, student, visitor or contractor is empowered to stop their work, or the work of others should they feel the work is being carried out in an unsafe manner: there is nothing so important that it cannot be done safely.
8. The following chart shows the School's organisation for health and safety.

School of Engineering - Health & Safety Structure



UNIVERSITY HEALTH AND SAFETY POLICY

Arrangements for Health and Safety

0. This policy complements the University Health and Safety Policy, as approved by Steering Committee.
1. This policy is supported by the University's Health and Safety web pages, which contain further policy statements on the University's expectations in relation to the management of certain higher hazard activities, accompanied by guidance for staff students and visitors.
2. This policy is approved and reviewed by the School of Engineering Senior Management Committee which is chaired by the Head of School, and includes in its membership the Deputy Heads, Head of Teaching, Senior Administrator and the leads for each of the four Engineering discipline streams covering research and teaching.
3. The School's web pages provide further information, instructions and Standard Operating Procedures (SOPs) detailing specific arrangements for the School on how the University's policies are to be met locally. The Head of School is responsible for ensuring that information on these pages or in SOPs does not contradict the requirements set out in the University's Health and Safety web pages.
4. The School's risk assessments are to be stored locally in laboratory/workshop 'health and safety folders'¹ and are accessible by/made available to those staff, students and visitors using the space as well as for the purpose of inspection and audit.
5. The School's Health and Safety Committee is held at least once every term and is chaired by the Head of School. Health and Safety matters are a standing item at the School's School Management Committee (SMC), Technical Committee, Research Committee and stream meetings.
6. The School provides a Health and Safety Management 'Self-Assessment' return at least once every year, and it is the responsibility of the Head of School and senior leadership to ensure that any shortfalls identified through this process are addressed, working with the Health and Safety Department to set priorities and to develop a Health and Safety Plan as appropriate.
7. Those individuals with accountability or responsibility for health and safety will be supported by the School's Health and Safety Officer with reference to central resources for additional guidance and training as appropriate such that their roles are carried out to the required standard.
8. School of Engineering policy statements provide additional understanding for the management of health and safety within the School and are also supported by this policy.

¹Please refer to the 'Health and Safety Folder' and the 'Risk assessment and management of high risk activities' policy statements