

## The Head of Department's Health and Safety Statement of Intent for Physics

It is my intention as the Head of Department for Physics that a positive health and safety culture is established within the department, and that this culture includes awareness and understanding; effective processes; 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:

- a) an atmosphere of trust where people question and challenge unacceptable behaviours and report problems;
- b) those with responsibility for health and safety being provided with the mandatory training, guidance, information and support to enable them to perform their roles to the required standard;
- c) the department builds on University provided training and delivers local competency based training;
- d) everyone being clear as to what is acceptable and unacceptable behaviour;
- e) colleagues being willing and able to draw the right conclusions from health and safety information and to implement major safety reforms;
- f) all meetings are minuted and disseminated with a report back to All-staff meeting to ensure consultation with and participation of workers, and, where they exist, workers' representatives when there are potential changes that could impact on staff safety or well-being; and
- g) 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:

- a) sensible risk management that meets defined health and safety standards including compliance with regulatory requirements;
- b) the setting of objectives for health and safety at an institutional level within the University's Leadership and Management document;
- c) the development of departmental objectives which complement the institutional objectives and are included in departmental plans;
- d) emphasis on the importance of both the physical and mental health of staff and students;
- e) estate, assets and facilities that are fit for purpose; and
- f) 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.

Physics is committed to strive for continual improvement in health and safety.

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

Professor Mark Newton  
Head of Department

Date: July 2024

Review Due: July 2025

## UNIVERSITY HEALTH AND SAFETY POLICY

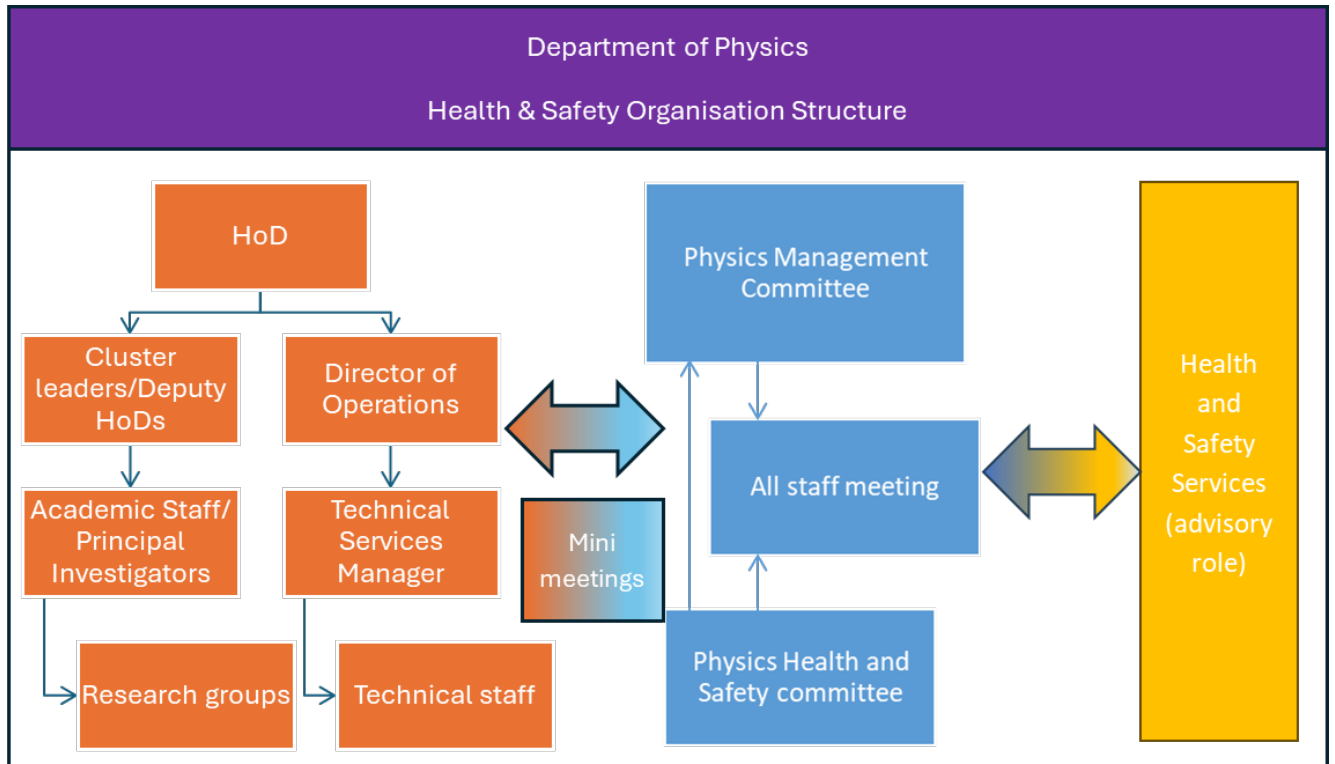
### Organisation for Health and Safety

1. This Policy applies to every aspect of the Department's activity, including all educational, research, technical and associated management activities, whether carried out on campus or elsewhere.
2. As Head of Department I am accountable for following the University's 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](#)' document as it relates to my role.
3. Academic staff, Principal Investigators and staff with teaching responsibilities are responsible for meeting University health and safety standards as they apply to their activities and the facilities and equipment they use. In particular they are responsible for assessing and controlling 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' document as it relates to their respective roles.
4. 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 arrangements for the Department.
5. 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.
6. 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.
7. The following chart shows the Department's organisation for health and safety.

# UNIVERSITY HEALTH AND SAFETY POLICY

## Organisation for Health and Safety

Organisational structure as it relates to H&S management:



- Departmental members of other Health and Safety Governance committees; Tom Hase is a member of the University Health and Safety Committee, David Leadley is a member of the University Health and Safety Executive Committee.
- Departmental Point of Contact for statutory testing and associated activities; Keith Jewkes
- Contractor approval departmental contact(s); Robb Johnston
- Laser Safety Officer(s); Gavin Morely, Laura Duran Ferverza, Colin Stephen, Ben Green, Sen Mou
- Radiation Protection Supervisor: Jon Duffy (Senior RPS), Sue Burrows (RPS)
- Emergency responders; Stephanie Andrews-Brown, Marcus Grant, Rosalind Johnstone, Sarah Parkin, Ayesha Rahman
- Overseas travel point(s) of contact; Katherine Branch
- Management of waste consignment notes; Keith Jewkes
- Professional health and safety advice (Health and Safety Officer or point of contact); Stephanie Andrews-Brown

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### Arrangements for Health and Safety

1. This policy complements the University Health and Safety Policy, as approved by Steering Committee.
2. The University's Health and Safety web pages contain further topic specific policy statements (also approved at the Policy Oversight Group and Steering Committee) which outline the University's expectations in relation to the management of certain higher hazard activities, and are accompanied by guidance for staff, students and visitors;
3. The department's web pages and local 'shared drives' provide further information, instructions and Standard Operating Procedures (SOPs) detailing specific arrangements for the department on how the University's policies are being met locally.
4. The department's risk assessments are stored within the department's web pages/local 'shared drives'/ SHE Assure and are accessible by staff and PHD students and made available to undergraduate students and visitors as required.
5. The department's Health and Safety Committee is held at least once every term and is chaired by Professor Tom Hase. Health and Safety matters are a standing agenda item at the department's all-staff meeting and discussed at management committee meetings.
6. Senior leadership consider health and safety performance through the Evotix dashboard at every H&S committee meeting and consider/escalate issues as necessary.
7. The department provides a Health and Safety Management 'Self-Assessment' and it is the responsibility of the Head of Department 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.
8. Those individuals with accountability or responsibility for health and safety are provided with the required mandatory health and safety training and have access to support to enable them to perform their roles to the required standard.