

# Health & Safety Matters

June 2015

## Team News

Joining the team this month is our new Health and Safety Adviser, Stephen Doubleday.

Stephen has joined the team to support the Estates Department on all non-capital build work.

In our existing team, Julie Brannon's time will now be fully allocated to the Science Faculty. Further information on the H&S team can be found here:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/meettheteam>



## Machinery Assessments



Departments are required to conduct a risk assessment prior to putting into use machinery or a piece of work equipment if it could present a risk. When considering purchasing new equipment an assessment should be carried out prior to that purchase. Guidance to support those involved in buying machinery can be found here: [http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/machinery\\_equipment/aquisitionincludingdesignandmodification/selectionofmachinery/](http://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/machinery_equipment/aquisitionincludingdesignandmodification/selectionofmachinery/) Mitigating risks at the procurement stage by selecting the right equipment should save you time and effort in the long run. If the equipment could present a risk whilst in use, whilst cleaned or maintained, you will need to document how these will be controlled to an acceptable level. A [machinery safety checklist](#) is available to support the assessment process. If after reading the guidance you need further advice, consult a member of our team.

## Risk Assessment



As part of managing health and safety you must control the risks connected with the activity that you are planning to do. To do this you need to think about what might cause harm to people and decide whether you are taking reasonable steps to prevent that harm.

Risk assessments and controls must be documented, where the risk is anything other than trivial. For more information on how to do this, see:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/>

Anyone involved or affected by the activity should be familiar with the associated risk assessment and advised on what controls need to be put into place.

Students may have to carry out risk assessments as part of their course. However, it remains the responsibility of the academic to ensure that the assessment is adequate

Regular monitoring to ensure that controls are in use should be made by managers/supervisors/tutors. The risk assessment should be made available during inspections.

Risk assessments, safe operating procedures etc., should be regularly reviewed, especially following an incident to ensure that they remain valid.

## Subscribe to updates

If you want to be alerted whenever a new newsletter is released, subscribe to the Newsletter webpage:

<http://www2.warwick.ac.uk/services/healthsafetywellbeing/newsletter>

## Hazard Mapping

July will see the launch of a new database across the Science Faculty called the Quemis Hazard Management System. Relevant Departments will be required to enter information on the hazards present within their research, laboratory and workshop areas.

The benefits of holding operational, safety and emergency related information in Quemis for areas of high risk are that:

- documents are stored centrally and should be easily accessible both locally and remotely
- improvement in the induction of new staff/students to an area should be possible with the improved local information
- relevant information should permit emergency responders to take action without putting themselves or others at risk
- support staff will have oversight on all activities taking place in a Facility which should improve service provision

Data will need to be updated locally as soon as circumstances change. More information to those impacted by this change will follow.

## Useful links

[Report all incidents and near misses](#)

[Health & Safety webpages](#)

[Need advice on health & safety](#)