



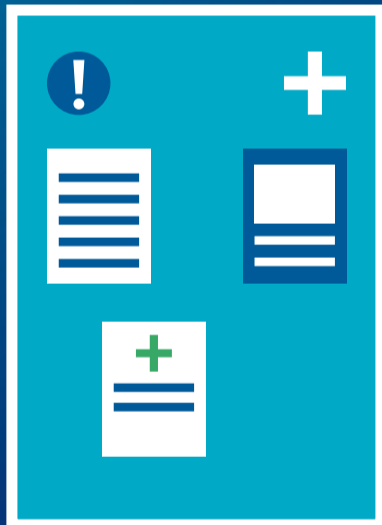
# Faculty Safety

As part of the ongoing development of the Faculty Safety Culture, a number of important steps have been taken to improve awareness and encourage engagement with our health and safety responsibilities across the faculty.

## Health and Safety notice boards

Notice boards across the faculty are designed to provide relevant Health and Safety information and display:

- local first aiders
- fire/emergency evacuation
- Safety Observation box location
- Health and Safety committee meeting notes
- information/contact lists
- Health and Safety Policy Statement and Health and Safety Law (what you need to know poster)

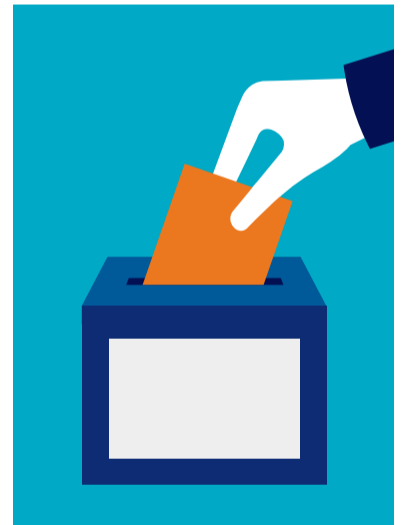


## Safety Observation\* boxes

All staff are invited to submit a Safety Observation when they witness an occurrence or way of working (either minor or major) that could have led to someone being hurt or have resulted in an accident. By reporting such near misses/unsafe conditions, we can identify problems before they have a direct impact on ourselves or others.

Corrective action and updates of observations received will be displayed on the health and safety notice boards.

\*not designed to replace the current University Incident/Accident Reporting System.



## Health and Safety committee structure

Each committee has a clearly defined remit and area of responsibility; any matters that cannot be resolved in the faculty committee structure will be raised with the University Health and Safety committee. Each committee will meet four times per year, with dates of meetings and action-logs being made available on the H&S notice boards. Anyone wishing to include any points on a particular committee agenda should put these forward through the secretary or any member of the committee. Membership of the committees will be displayed on the health and safety notice boards.

