SH&E Covering Notes

Basic Principles

- Good SH&E is good for all in a learning environment.

- People are the most important aspect in the success of the SH&E development programme.

- All Safety, Health and Environmental and other incidents are preventable.

Aspects of SH&E that should be in place

- SH&E leadership must emanate from the most senior person in the organisation (presumed to be the Head of the Department for the purposes of this document) and be carried through the line management structure to all levels.

- An SH&E Policy is an important start point and should be displayed prominently (signed and dated). The "No Smoking" and "Drugs & Alcohol" policies must be clearly communicated. Designated smoking areas may be provided where necessary.

- A Safety, Health & Environmental Management System and/or Safety Handbook is a useful way to combine and communicate all aspects of SH&E policy and the way in which it is implemented.

- The HoD should review safety performance at regular intervals. Reviews should cover all incidents and near misses reported together with the status of agreed actions. This is often achieved through an appointed Safety Committee and/or representative.

- SH&E performance is everyone's responsibility – Staff, students and contractors – and is a requirement for continued employment/study. The HoD is directly accountable to his/her line manager for the SH&E performance of his/her department.

- Training in key elements of SH&E is essential for incident free performance – training covers induction training, skills training and refresher training.

- Workplace Safety Walkabouts (or audits) should be carried out as a part of the incident prevention strategy (The term "workplace" to include laboratories, pilot plants, demonstration rigs, workshops, offices and lecture rooms that are under the Department's direct control)

- Safety walkabouts are also an effective way of identifying safe practices which should be recognised and celebrated in an appropriate manner. Unsafe acts and conditions must be corrected promptly.

- It is essential that all incidents (and near misses with serious potential) are reported. logged, investigated and remedied. Actions required by investigations should be agreed by the HoD and tracked through to completion.

- Risk Assessment is a valuable tool for incident prevention. All planned activities must be Risk Assessed prior to commencement. Risk Assessments must be written and communicated to those involved in carrying out the work. They should be updated to take account of experiences of carrying out the work. (Note that COSHH Risk Assessments are also required by UK law).

- Material Safety Data Sheets (MSDS) to be readily available for all hazardous materials.

- Where necessary "Permits to Work" are also required (eg entry into a confined space, Hot Work in the vicinity of flammable materials).

- Suitable Personal Protective Equipment (PPE) must be available and worn as directed by Risk Assessment, by signs and/or pictograms.

- Signage must be relevant and enforced –signs that are no longer relevant must be removed so that relevant signs can be enforced.

- Waste materials should be segregated and recycled where possible. Segregated waste must then be disposed of in line with local waste regulations.

- Awareness promoted and kept up to date with respect to Legislation and Best Practice.

- Student participation encouraged through involvement in Risk Assessment, reporting of Incidents and near misses, peer-on-peer observations.

- Routine preventative checks must be carried out– for example to include:
    - Fire extinguishers/blankets (annually)
    - Fire evacuation alarms (weekly) and evacuation drills (annually)
    - Gas and smoke alarms (quarterly)
    - Sprinklers
    - Legionella
    - CO2/Halon extinguishing systems if installed (annually)
    - First Aid Kits (monthly)
    - Eye wash bottles (individually dated
    - Portable appliance tests (annually)
    - Safety showers (quarterly)
    - Radiation Protection
    - Spill containment kits
    - Fume Cupboards

- National Legislative requirements to be satisfied – for example to include:
    - Incident and Near Miss Reporting
    - Display Screen Equipment
    - Control of Hazardous Substances
    - Pressure Systems
    - Electricity at Work
    - Working at Height
    - Provision and Use of Work Equipment
    - Lifting Operations and Equipment
    - Local Exhaust Ventilation
    - Waste Disposal