

HEALTH AND SAFETY ACTION PLAN 2020-2021

H&S MANAGEMENT

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
H&S responsibilities are clearly defined and documented and all staff and students know what/when and how to fulfil their responsibilities	Alert all staff to H&S website and Documentation.	Centre Administrator	Annually
	Incorporate H&S responsibilities into position descriptions, work plans, course notes	Supervisors / Teaching Staff	Ongoing
	Incorporate H&S responsibilities into orientation for new staff, students and visitors	Supervisors / Teaching Staff	Ongoing
	Clarify that staff are aware of their H&S responsibilities	Supervisors	Ongoing

HAZARDS – GENERAL

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Procedures are established to find and rectify hazards	Encourage staff and students to report hazards and take action to minimise risk	Supervisors / Teaching Staff	Ongoing
	Keep Injury or Dangerous Occurrence Report forms in each work area.	Supervisors / Teaching Staff	Ongoing
	Conduct workplace inspections (see Checklists on the H&S web site).	Supervisors	Twice yearly

HAZARDS – ERGONOMICS

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Staff and students know about the risks associated with VDU use	Visual Display Unit information is available for all VDU users	Supervisors of VDU users / Teaching Staff	Ongoing as required

EMERGENCIES

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Staff and students know how to signal an emergency and what to do if they hear an alarm	ICT Labs / offices should ensure specific local Emergency Procedures and Evacuation Procedures are posted (preferably on the rear of all exit doors).	Supervisors / Teaching Staff	Ongoing
	Include emergency procedures in orientation information / safety policy for new staff and students	Supervisors / Academic staff / Teaching staff	As required

ACCIDENTS & INCIDENTS

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Accidents and incidents are reported and action is taken so that accidents are not repeated	Encourage staff and students to report accidents and incidents (information on accident reporting and reacting produced by H&S committee is widely distributed and available on the H&S website)	Every person in the Institute	Ongoing
	Keep a copy of Injury or Dangerous Occurrence Report forms in each work area.	Supervisors	Ongoing
	Investigate the causes of injury, accidents and dangerous occurrences and ensure policies and procedures are in place to avoid a recurrence.	Supervisors / Line Managers H & S Committee (if appropriate)	As soon as practical after they Occur.
	Review Injury or Dangerous Occurrence Reports annually to identify trends or problems	H & S Committee	Annually

FIRST AID

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
First Aid is available as needed	Designated First-Aiders at all centres Selby Centre - designated first-aiders North Block & South Block Watkins House – designated first-aiders Forest House - designated first-aiders Hyde House – designated first aiders Watling Gate - designated first aiders	H & S Committee	Ongoing

ENVIRONMENT

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Action is taken to minimise waste and to ensure that all waste is removed appropriately	<ul style="list-style-type: none"> • Consult with staff how best to minimise waste • Encourage double-sided printing and photocopying • Encourage staff to minimise their use of resources (e.g., stationery) • Encourage the re-use of paper for drafts (e.g. use both sides before recycling) • Consider the environmental performance of goods pre-purchase • Encourage the purchase of goods which have a recycled content, are efficient in their energy use, are durable, do not require a high level of maintenance • Identify how the Institute can participate in projects related to sustainability in teaching, research or projects 	Every person in the Institute	Ongoing
	Encourage teaching staff to incorporate issues of sustainability into their teaching	All teaching staff	Ongoing
	Ensure all rubbish associated with Institute operations is removed according to hospital's policy on waste removal	All staff	Ongoing

SPECIFIC HAZARDS

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
High risk hazards and issues are identified and action is taken to minimise the risks	MANUAL HANDLING – <ul style="list-style-type: none"> • Revise work practices to minimise lifting and carrying • Document and post safe work practices • Include manual handling problems as an issue at appropriate meetings • Approach H&S committee for assistance in the form of advice and education on specific manual handling issues • Attend Manual Handling Courses where appropriate. 	Every person in the Institution	Ongoing
	HAZARDOUS SUBSTANCES AND DANGEROUS GOODS – <ul style="list-style-type: none"> • Material Safety Data Sheets (MSDS) for all hazardous substances used must be attached to COSHH forms. • COSHH and Risk Assessments for each assay and technique must be Accessible to all staff and students. • Store reactive chemicals separately. • Label all decanted chemicals Appropriately (secondary labelling). • Conduct risk assessments on all hazardous substances used and have these assessments accessible locally. The risk assessments must be visible within a laboratory. Document and post safe work practices. • Dispose of all hazardous substances appropriately 	Health and Safety Officer	Ongoing
	Incorporate safe work practices into curricula	Teaching Staff	Ongoing

SPECIFIC HAZARDS (Continued)

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
	COMMUNICABLE DISEASES (SHARPS / NEEDLESTICKS) - Identify staff and students at risk and provide information on immunisation, document and post safe work practices and provide accident response (see Communicable Diseases Policy and information on best practice on H&S website)	All Health and Safety Officers	As applicable
	Incorporate information on immunisation and safe work practices into curricula	Teaching Staff	Ongoing
	Provide sharps waste disposal containers and dispose of containers appropriately	Lab Supervisors and domestic staff	Ongoing
	Provide information and / or training on safe work practices for staff as applicable	Supervisors	Ongoing
	Incorporate information on safe work practices into curricula	Teaching Staff	Ongoing
	Incorporate information on safe work practices into curricula.	Teaching Staff	Ongoing
	Incorporate information on safe work practices into curricula	Teaching staff	Ongoing

