**Health and Safety Management in Queen Mary**

**SBCS Health and Safety Management Policy Statement**

The School of Biological and Chemical Sciences regards the health, safety and welfare of its staff and students as of major importance and recognises the vital role that good health and safety practices have in the workplace. Health, Safety and Welfare is managed using the Queen Mary University of London's (QMUL) Health & Safety Policy as a minimum standard and in accordance with the Health & Safety at Work Act etc. 1974. The School will make available resources of time and money as far as reasonably practicable, in order to fully implement the QMUL Health and Safety policy. It will encourage and arrange for training and instruction of staff in health and safety matters in order to ensure that safe systems of work are practiced throughout the School.

**SBCS Arrangements for Health and Safety**

The School is comprised of the G.E. Fogg and Joseph Priestly building. The School will appoint two main Safety Coordinators (one for Fogg/FBB and one for JP/FBB), who will advise and assist the Head of School with Health and Safety related issues in the School. They will have specific responsibility for oversight of Health and Safety within office, laboratory and administrative areas. The School will also appoint specific Laboratory Managers who will oversee Health and Safety within their areas of responsibility along with Fire Marshals, First Aiders and Radiation Supervisors as appropriate. The local Laboratory Managers will assist and ensure suitable and sufficient risk assessments are carried out and reviewed regularly by staff or line managers for all work activities involving hazards. They will also ensure that all Health and Safety related equipment within their area of responsibility is adequately maintained.

Health and Safety issues will be recorded at both the SBCS and the Faculty Health and Safety committee which will meet three times per year. Monthly local Health and Safety inspections will also occur in the School laboratories along with regular monitoring checks. Mandatory Health and Safety inductions will be provided for all new members of staff/students, visitors and contractors. Appropriate manuals and guidance for Health and Safety within the School will be provided through the SBCS webpage/QMPlus and the QMUL Health and Safety Directorate website.

It is good practice to ensure all staff are aware of the support services available to them and how to access.  It is recommended that all staff are informed and reminders provided at regular intervals e.g. 6 monthly.

Information on Occupational Health and the Employee Assistance Programme can be found on the intranet as follows:-

Occupational Health - http://hr.qmul.ac.uk/about-us/

Workplace Options - <http://hr.qmul.ac.uk/about-us/staff-support/>

Signed:

Professor Richard Pickersgill

SBCS Head of School

Date: 29/10/20