



ANNUAL STATEMENT OF COMMITMENT TO UCL's SAFETY POLICY

DEPARTMENT OF MATHEMATICS

This document sets out my commitment to ensure that the activities of the Department¹, of which I have been appointed as Head, will be carried out in a safe manner in accordance with the corporate statement of safety policy of University College London and the requirements placed upon me by the UCL Approved Code of Practice entitled 'The Management of Health and Safety in Departments'.

The department has written Arrangements for Safe Working that have been drawn up to correspond with the work hazards and activities under my control. An overview, in the form of an index of the Department's arrangements, including a summary of priorities for action in the present year, has been drawn up.

I acknowledge that the Department is a department of UCL and that I am responsible to the Provost and President for the implementation of UCL's corporate health and safety arrangements wherever they apply to the department.

Head of Department: Professor Christian Boehmer

Signature

A handwritten signature in black ink, appearing to read 'Ch. Boehmer', is written over a faint horizontal line.

Date 20 September 2023

¹ The term "department" is used generically to apply to all UCL management entities whose Head annually reviews and signs a departmental statement of safety policy.

POLICY COMMITMENT

General Policy

1. The policy of the Department is to promote, through active management of its hazards and activities, the safety, health and welfare of all its staff, students, visitors, contractors and members of the public on the Department's premises and to protect them from any adverse effect on their health and safety arising from the activities of the Department.
2. The Department seeks continual improvement of its occupational health and safety systems through processes of measurement and review in order to achieve or maintain best practice standards.

Commitment and leadership by the Head of Department and senior Departmental management

3. The Department recognises the importance of establishing clear lines of management accountability for controlling the risks of its work activities and these are set out in the Organising for Safety section.
4. The Department recognises that commitment and involvement by senior managers plays a significant part in promoting health and safety in the Department.
5. The Department will allocate sufficient resources in terms of people, money and facilities to plan, implement, monitor and review its safety systems.
6. The Department will ensure that staff and students are kept informed of matters which may affect their health and safety including the dissemination of this Policy statement.
7. Senior Departmental management will take the lead in consulting with staff, safety representatives and student on matters of health and safety and will seek their involvement in the development and improvement of safety in the Department.
8. The Department will ensure that health and safety considerations are integrated into the planning of Departmental work activities.
9. The Department will consider its overall health and safety policy in parallel to other corporate policy that is designed to promote the well-being of staff and students such as policies on equal opportunity, harassment and bullying, disability, age and racial discrimination.

The duty to establish, maintain and develop systems for the management of health and safety

10. The Department is committed to planning and setting objectives for the management of safety commensurate with the nature and level of the risk created by its work activities and fully implementing those measures deemed necessary by the Department as indicated in the Index of Arrangements for Safe Working section.
11. The Department undertakes to monitor the operation of its systems and procedures for safety management and review them in the light of experience and in accordance with UCL corporate direction.
12. The Department is committed to ensuring that risk assessments are carried out as required by the Management of Health and Safety at Work Regulations 1999 and other regulations applicable to its work activities. These assessments will be made by the staff responsible for supervision of the work, set out in writing and signed by the person with responsibility for supervision of the relevant work.

No work is permitted to start unless it is covered by a suitable and sufficient assessment of the risks involved in the work, without which the Department cannot be considered to have taken responsibly practicable steps to manage the risks of its work activities to staff, students, visitors and others who might be affected by its work ⁽¹⁾.

Statement of Safety Policy for the UCL Department of Mathematics

13. The Department is committed to ensuring that all work activities are carried out by persons competent to perform those activities ⁽²⁾. To this end, the Department will ensure that all members of the Department receive such training and instruction as required for them to discharge their tasks and duties in a competent manner.
14. The Department arranges for work activities to be supervised by competent people.
15. The Department recognises that a person can only be fully competent to discharge a duty if they accept that duty, understand the nature of that duty and are allocated sufficient time to discharge that duty.
16. To give effect to this Policy, the organisation and procedures as described or cross-referenced to in this document have been approved and authorised by the Head of Department who is responsible to the Provost and President and Council for setting and maintaining the standards of safety in the Department.
17. The Department recognises its responsibilities with respect to fire safety and is committed to ensuring its systems and procedures comply with UCL policies.

The duties of staff, students and visitors

18. It is a legal duty ⁽³⁾ for ALL staff, students and visitors to co-operate with the policy for safety set out in this document and all other Departmental systems and procedures designed to promote and ensure their health and safety.
19. Members of the Department shall not interfere with or misuse anything provided to ensure their safety.

(1) See also Section 3.3 of the UCL-Approved Code of Practice: "The Management of Health and Safety in Departments"

(2) i.e. people who have the skills, knowledge and experience required to discharge safely a particular duty, who know the limits of their competence and seek advice when reaching those limits.

(3) Health and Safety at Work, etc. Act 1974 Sections 7 and 8.

ORGANISING FOR SAFETY

Managers within the department have responsibility for ensuring the management of health and safety. Safety Officers have responsibility for monitoring the implementation of the Health and Safety policy and reporting their findings to the Head of Department. The following have Health and Safety responsibilities in the Department:

UCL DEPARTMENT OF MATHEMATICS

| | |
|------------------------------------|-----------------------------|
| Head of Department | Professor Christian Boehmer |
| Departmental Safety Officer | Miss Nancy Wilson |
| Deputy Departmental Safety Officer | Dr Mikhail Karpukhin |
| Department Manager | Ms H L Higgins |
| Senior Fire Evacuation Marshal | Professor Christian Boehmer |

Units

The Department is organised into four units. Below are details of these units:

Administration

25 Gordon Street

| | |
|-----------------------------|-----------------------------|
| Head of Department | Professor Christian Boehmer |
| Departmental Safety Officer | Miss Nancy Wilson |

KLB UNIT

Kathleen Lonsdale Building

| | |
|-----------------------------|-----------------------------|
| Head of Department | Professor Christian Boehmer |
| Departmental Safety Officer | Miss Nancy Wilson |

LSGNT UNIT

Physics Building

| | |
|---|-------------------|
| Departmental Safety Officer (Safety inductions are undertaken by Mathematics Department) | Miss Nancy Wilson |
|---|-------------------|

CORU

4 Taviton Street

| | |
|---------------------|-----------------------|
| Head of Unit | Professor Sonya Crowe |
| Unit Safety Officer | Dr Luca Grieco |

UCL Area Safety Adviser (ASA)

As a low risk department, Mathematics does not require a specific primary Area Safety Adviser assigned by Safety Services. For any queries, please contact the DSO, or Safety Services at safety@ucl.ac.uk,

Department of Mathematics

Arrangements for Safe Working

1. ACCIDENT REPORTING

All accidents and near misses must be reported to the Departmental Safety Officer (DSO) Miss Nancy Wilson, and then input the details on the online RiskNET system (via the Safety Services website). Anyone can and should report an accident on RiskNet.

Serious accidents must be reported immediately to Safety Services by telephone ext. 57587.

All accidents must be reported, no matter how minor.

2. AFTER HOURS AND LONE WORKING

Out of hours working is defined as: before 8:00am and after 6pm.

Please see the UCL After Hours and Lone Working policy for further information, and speak with the Head of Department (HoD) regarding specific Lone Working arrangements if necessary.

Do not allow entry to persons other than identified Security Personnel. If in doubt summon assistance:

| | |
|-----------------|----------------------------|
| Security Office | 020 7679 7111 (ext. 37111) |
| Emergency | 222 |

3. AUDITS AND INSPECTIONS

The DSO or Deputy DSO will carry out a Safety Inspection every year. The inspection will monitor the implementation and compliance with Departmental safety arrangements.

There is an audit and inspections tool in RiskNET via the Safety Services website.

4. BUILDING MAINTENANCE PROBLEMS

(Normal working hours)

Any Emergency safety matters involving building or emergency work activity should be reported to the Departmental Manager (DM) or the DSO who will contact:

or Senior Estates Surveyor, Megan Putt, on 07741 671312,

or, Head of Biological and Chemical Safety, Rachel Fairfax on 07741 670 865

Contact maintenance via ext. 30000

5. CLEANING OF DEPARTMENT

Any safety issues related to the cleaning should be reported to the Administrative Team in Room 610 who will liaise with Cleaning and Waste Management.

6. CO-OPERATION BETWEEN ORGANISATIONS

Staff and students working in other organisations are required to comply with the safety arrangements for safe working. The Department holds a record of names of all contacts in other Organisations. Supervisors are responsible for ensuring there are safe working procedures in place for any of their staff or students who are required to undertake work in environments controlled by other organisations.

7. CONTRACTORS

Employment and supervision of contractors for building work and/or maintenance is the responsibility of the Estates and Facilities Department. The DSO or DM will provide the on-site liaison with the contractors.

8. DEPARTMENTAL SAFETY COMMITTEE

The Department does not have Departmental Safety Committee meetings, however all safety problems are considered at the Departmental Staff Meeting which is held each October and appropriate arrangements are subsequently made where required.

9. DEPARTMENTAL SAFETY OFFICER (DSO) DUTIES

To carry out the Local Safety Induction for all new staff, post-graduate students and visitors.

To ensure all First Aiders and Fire Evacuation Marshals are up to date with their training/qualifications.

To assemble, disseminate and update as necessary all the control arrangements indicated as required by the risk assessments in the Department's Statement of Safety Policy (DSSP).

To advise the Safety Services of any obstacles to the creation, implementation and/or monitoring of these arrangements.

To liaise with the Safety Services, relevant college departments and health and safety agencies where appropriate.

To report all accidents involving members of staff and visitors to the College Safety Officer via RiskNET immediately.

10. DISABLED REFUGE

There are two Disabled Refuge within 25 Gordon Street, located in the corridor on the 4th and 7th floor.

11. EMERGENCY SITUATIONS

In the event of a serious accident requiring an ambulance, violence/threat of violence, discovering a fire, phone **222**.

In the event of electrical mains failure or smell of mains gas phone ext. 30000, or for out-of-hours phone ext. 222.

All emergency instructions are displayed on the office notice board in the corridor.

In the event of an emergency,

Phone 222

State your location and the telephone number

Describe the nature of the emergency

12. FIRST AID

The following are competent to administer First Aid:

25 Gordon Street:

Christian Boehmer (Room 608)

Helen Higgins (Room 609)

Abdal Asif (Room 610)

Helen Wilson (Room 700- on sabbatical 2023-2024)

Kathleen Lonsdale Building:

Thomas Mitchell (South Wing, Room 28)

Thibault Gendron (Room 208b)

Kerstin Sander (Room 208)

John Bowles (Basement)

Paul Bown (Basement)

Susie Rizvi (Room G12)

Appointed Person (First Aid):
Ian Petrow (Room 404)
John Talbot (Room 704)
Matthew Towers (Room 408)

LSGNT Unit, Physics Building:
Nicola Townsend (Room E25B)

4 Taviton Street:
Luca Grieco (Room 301)

In the event of ill-health, accident or injury at work the following action should be taken:

Major Injury

Phone 222

State location and telephone number

Give details of Accident

Obtain assistance from nearest First Aider

Minor Injury

Obtain assistance from nearest First Aider

Escort the patient to the UCLH A&E Department

13. HOUSEKEEPING AND TIDINESS

All staff are responsible for the general cleanliness of their office/offices or work areas and maintaining the circulation areas of the department free from obvious health and safety hazards, e.g. rubbish accumulation, food spills, and storage etc.

14. IDENTIFICATION OF SPECIAL RISK AREAS

The lift motor room has been identified as special risk area. Roof and basement access is also not permitted. Entry to these areas is only permitted for skilled personnel and/or via a Permit to Work.

15. INDUCTION ARRANGEMENTS

All new staff must attend a Local Safety Induction (conducted by the DSO) and complete the 'UCL Safety Induction' and the 'Basic Fire Safety' courses.

All new staff and long term visitors are made aware of emergency procedures, location of fire exits and extinguishers, and given a copy of the Department's Statement of Safety Policy by the DSO or DM.

16. PERMITS TO WORK

Where Contractors have put out a Permit to Work sign, there is no entry to staff, students or visitors.

17. PREGNANT WORKERS

A pregnant worker is defined as either pregnant, has given birth within the previous six months (including still births after 24 weeks) or is breast feeding. When a woman informs the College (the employer) and the Department in writing that she is a pregnant worker as defined above, the Manager or the DSO will arrange for a Risk Assessment of her work activities and where any risk to the mother or the unborn child is identified, control that risk.

Below is the procedure to be followed if notification is made.

- 1) Notification should be made in writing to the Manager/Supervisor by the pregnant worker. Receipt of written notification will be confirmed in writing. A copy of this confirmation should be forwarded to DSO.
- 2) The Risk Assessment will be carried out jointly by the pregnant worker and the Manager/Supervisor and/or the DSO.
- 3) The DSO will send the Risk Assessment to Safety Services for scrutiny.
- 4) Safety Services will scrutinise the Risk Assessment form and where it is thought necessary seek further information from the DSO or the Department or the Manager/Supervisor. The DSO/Department/Manager/Supervisor may also seek health advice from the Occupational Health Service. After all concerned have been addressed, The Risk Assessment form can then be signed by the DSO/Manager/Supervisor to declare that there is no significant risk or that the risk has been controlled, or that the pregnant worker has been assigned alternative duties.
- 5) Once the Risk Assessment is completed satisfactorily the Declaration is acknowledged by the pregnant worker.
- 6) The Risk Assessment is passed by the pregnant worker or the Manager/Supervisor to the DSO for filing on the pregnant worker's personal file.
- 7) The pregnant worker completes and returns the forms for maternity benefits to the HR Employment Contract Administration team, HR Division.

There is information on the HR website regarding UCL's maternity leave policy (e.g. the Maternity Leave Calculator, the maternity application form, the risk assessment form and information relating to maternity benefits to the pregnant worker).

18. PURCHASING ARRANGEMENTS

Purchasing of safety equipment is carried out by the DM or DSO. All equipment and substances must be purchased from approved suppliers.

19. RECORD KEEPING

Office safety records are maintained by the DSO and DM - they are input on RiskNET (via the Safety Services website) by the DSO, as well as being filed in the departmental Safety folder and the relevant staff file(s) as appropriate.

20. RESOURCING FOR SAFETY MANAGEMENT

All issues relating to the safety management resourcing are addressed to the HoD.

21. RISK ASSESSMENT

It is a statutory requirement that risk assessments are undertaken for all activities of the Department, e.g. Workstation Assessment, Display Screen Equipment, Manual Handling. Supervisors are responsible for risk assessments. Risk assessments should identify those involved in the work, location of the work, any risks arising from the work, controls for those risks, training needs of those involved and be shown to those involved in the work. There is a risk assessment tool in RiskNET (via the Safety Services website).

22. SAFETY POLICY DISPLAY

The safety policy will be available on the Mathematics Intranet and accessible to all staff members. The DSO and the HoD also hold copies. The policy should be reviewed at least annually in liaison with UCL Safety Services.

23. SAFETY REPRESENTATIVES

Safety representatives are trade union persons recognised by the college under the Safety committee and safety representatives act 1997. They can investigate potential hazards and dangerous occurrences and causes of accidents at the workplace. They can make representation to the employer on general matters of Health and Safety. They can

represent employee in workplace consultations with inspectors of the enforcing authority, and attend safety committee's meeting in the capacity of safety representative in connection with any above function.

24. SMOKING, EATING AND DRINKING

Eating and drinking are only permitted in personal offices and common rooms. The department is a no-smoking area, and smoking is not permitted in any UCL buildings, or within 10 metres of doorways or open windows.

25. SOCIAL EVENTS

Organisers of social events are to liaise with HoD, DSO and DM regarding safety, hazards and risk.

26. SPILL PROCEDURE

Spillages should be reported to the DSO/Person in Charge or cleaned up immediately as appropriate.

27. STUDENTS

Students are the responsibility of their Supervisor, and must comply with Departmental Safety Arrangements and Instructions.

28. SUPERVISION

All Supervisors are required to adequately supervise the work of staff, students and visitors under them or in their care/control. This will include, but not be limited to, discussion of the work to be done, the materials and methods to be used, health, safety and emergency procedures, waste disposal etc. Supervisors are responsible for risk assessment of all activities under their control.

List of Supervisors:

Prof. C. Böhmer (Academic)

Ms. H. L. Higgins (Administrative)

Supervisors must make sure that staff are trained and competent to perform tasks given.

29. TRAINING

The Supervisors are responsible for bringing the safety training needs of their staff to the attention of the DSO. Safety training needs should be discussed with the Supervisors, who will inform staff how to make the necessary arrangements for appropriate safety training.

Safety training arrangements are recorded by the DM.

30. VISITORS/MEMBERS OF THE PUBLIC

All visitors, members of the public and agency staff must report to the DM or DSO on arrival. Visitors and agency staff spending extended periods in the Department should be given an induction and made aware of Emergency procedures, and given a copy of Department's Safety Statement Policy Arrangements where appropriate. All guests are the responsibility of the member of staff or student inviting them.

31. VIOLENCE

Report any incident immediately to Security on ext. 222, stating name, location and circumstance. Inform DSO/HoD of any incidences so that this can be reported in RiskNET (via the Safety Services website).

32. WASTE DISPOSAL

All waste should be disposed of in accordance with College Policy using colour coded bags or other designated containers, e.g. 'sharps' containers. UCL operates a two bin system across the estate for mixed recycling and food waste. All food waste should be disposed of into a caddy or brown top bin with a red bin liner. All other general waste should be placed into a bin with a clear bin liner. Batteries and Toner Cartridges can be recycled in the General Office. Glassware and broken glass should be disposed of in a strong sealed and labelled cardboard box. Collection for glass, electrical equipment, hazardous, or large and bulky waste can be arranged by contacting Domestic Services on ext. 30000. Staff should also be aware of the Departmental procedure in the event of accidental spillage. Batteries and Toner Cartridges can be recycled in the General Office.

All staff are encouraged to take personal responsibility to reduce waste and recycle where possible as per the aims of the UCL Sustainability Team. Please speak to local Green Champion Harry Donnelly if you would like more information about the environmental responsibilities of the Department.

Department of Mathematics

Arrangements to Cover Hazards

1. ASBESTOS

Any discovery of asbestos should be reported immediately to the DSO and the DM who will contact UCL Estates and Facilities Division or UCL Maintenance.

2. BUILDING WORK WITHIN OFFICES

All maintenance staff and contractors must report to DM/DSO/General Office before starting any work in the offices.

Safety problems created by building work in progress must be reported to the DM and/or DSO who will contact the appropriate member of Estates and Facilities department.

The name of the Project Manager in the Estates and Facilities department should always be obtained from the Contractor on arrival by the DM, the DSO or staff in the General Office.

3. CHEMICAL AGENTS

A Risk Assessment must be carried out before any chemicals are used, this includes Bleaches and Cleaners. In the event of an accident occurring, follow the manufacturer's guidance provided, notify the DSO/a First Aider or call 222 if the accident is serious. Strong agents causing odours must only be used in a well ventilated area.

4. DISPLAY SCREEN EQUIPMENT

A Display Screen Equipment (DSE) online self-assessment must be carried out by all new staff and postgraduate students when they first join the Department. Copies of the UCL DSE policy which details risks from DSE work, and provides advice on safe practices, are available online. Further advice on Display Screen Equipment and Workstation set-up can be obtained from Safety Services or a DSE Assessor.

Staff are also reminded of their responsibility to promote correct workspace management and office safety by avoiding unsafe practices e.g. clutter obstructing walkways and/or fire exits, trailing cables, debris and rubbish accumulation.

5. ELECTRICAL EQUIPMENT SAFETY

New electrical equipment should be subject to a visual inspection before use, to include plug, wires and the condition of the equipment. Each member of staff is responsible for visual inspection of the plugs and cables of the electrical equipment that they use routinely, and should undertake annual visual inspections of their electrical equipment. General common sense All faults are to be reported to the DSO or DM who will arrange for repairs or replacement on advice from the Electrical Engineer/Safety Services. Broken equipment should be removed from use until mended or replaced. Repairs must be dealt with by an approved contractor or the manufacturer. All new equipment should be CE or BS (kitemarked) standard.

6. FIRE SAFETY

All staff and students should familiarise themselves with exit routes and assembly areas to be used in the event of fire.

The Appointed Fire Evacuation Marshals for the Department are:

25 Gordon Street:

Christian Boehmer (Senior FEM, current Head of Department)

Helen Wilson (Senior FEM on sabbatical 2023-2024, former Head of Department)

Rod Halburd

Helen Higgins

Richard Hill

Nick Ovenden

Yiannis Petridis

Sergei Timoshin

Dmitri Vassiliev

Ted Johnson

Rosemary Harris

Ruth Reynolds

Sidrah Mailk

Luciano Rila

Holly Crawford

Almudena Gomez Blasco

Robb McDonald

Samuel Coskey

David Hewett

Neofytos Rodosthenous

Yusra Naqvi

Betti Hartmann

Kathleen Lonsdale Building:

Carlo Marinelli

Aleksander Doan

Physics Building:

Nicola Townsend

(Additional FEM's are shared between departments located in this building)

4 Taviton Street (CORU):

Ruksana Begum

Julie Taylor

Alejandro Diaz

Sonya Crowe

Fire notices are displayed next to the Fire Exits.

In the event of an outbreak of fire:

Phone 222

Evacuate the Department via fire escapes

Assemble outside the Department

In the event of the Fire Alarm sounding, ensure that persons under your supervision leave immediately via fire escape routes.

Fire doors must not be wedged open, and corridors should be kept clear and not used for storage of excess furniture or equipment.

7. LOADING AND UNLOADING

Any loading and unloading tasks must be individually risk assessed and appropriate controls and/or personnel used as required.

8. MANUAL HANDLING

All manual handling tasks must be risk assessed and organised to minimise the amount of manual handling that is necessary. Wherever possible mechanical means should be used. The assessment should take into account the weight of the object, the capability of the person carrying the weight and the distance the object is to be carried. Large, awkward and heavy office equipment should be handled by arrangement with the Porters via Central Services.

VIOLENCE
All staff are instructed not to take any risks when dealing with potentially violent intruders or students. They should call security on 222 or the Police if they feel they are at risk.

9. WORKING AT HEIGHTS

Nobody should be engaged in work above head height for prolonged period of time. Ladders, step ladders and kick stalls must be used when working at heights. Two people must be present when a ladder is in use and care must be taken that it is secure at all times. The working area must be flat and away from the movement of persons and vehicles.

10. LEGIONELLA

The DM/DSO are responsible for identifying potential risks from water systems installed in the Department, and are responsible for working with UCL Estates and/or Safety Services to control those risks, including that of legionella.

September 2023

INDEX OF ARRANGEMENTS FOR SAFE WORKING 2023-2024

Department Mathematics

1) Mandatory arrangements

The Department must have written procedures for items marked in **bold** which are mandatory.

2) Arrangements necessary to ensure safe working in the Department

In the column headed 'Potential for harm' you should consider the potential for harm that the activity or hazard creates for people BEFORE any specific risk control measures have been applied. To do this, you should ask: "What harm might result to staff members or students from the hazard/activity who have not received specific information, instruction or training related to the process concerned?" This judgement establishes the level of intrinsic risk and assists the setting of priorities for action including the review of existing arrangements.

| TOPIC | Y/N or N/A | Document Reference | Date last reviewed | Potential for harm H/M/L |
|--|------------|--------------------|--------------------|--------------------------|
| Accidents and incidents | mandatory | ASW1 | 3/9/18 | Medium |
| Allergens | N/A | | | |
| Biological agents | N/A | | | |
| Building maintenance | Yes | ASW4 | " | Low |
| Carcinogens | N/A | | | |
| Chemicals | Yes | ACH3 | " | Low |
| Compressed gases | N/A | | | |
| Consultation | N/A | | | |
| Contractors | Yes | ASW7, 16 | " | Low |
| Control of access | Yes | ASW2 | " | Low |
| Co-operation between organisations | Yes | ASW6 | " | Low |
| Cryogenic substances | N/A | | | |
| Dangerous goods transportation | N/A | | | |
| Disabilities | Yes | ASW10, 28 | " | Medium |
| Display screen equipment | mandatory | ACH4 | " | Low |
| Electricity | mandatory | ACH5 | " | Medium |
| Emergencies | mandatory | ASW11 | " | Medium |
| Events | Yes | ASW25 | " | Low |
| Exhibitions | N/A | | | |
| Fieldwork | N/A | | | |
| Fire | mandatory | ACH6 | " | Medium |
| First aid | mandatory | ASW12 | " | Medium |
| Gas Monitors and Detectors | N/A | | | |
| Genetically modified organisms | N/A | | | |
| Integrating incoming groups | N/A | | | |
| Inspections | mandatory | ASW3 | " | Low |
| Inspection, testing and maintenance of engineered safety equipment | N/A | | | |
| Ionising radiations | N/A | | | |
| Laboratory work | N/A | | | |

| | | | | |
|---|-----------|-----------------|---|--------|
| Lasers | N/A | | | |
| Lone working | mandatory | ASW2 | " | Medium |
| Manual handling | Yes | ACH8 | " | Low |
| Noise | N/A | | | |
| Non-ionising radiations, e.g. UV and microwave emitters | N/A | | | |
| Novel materials | N/A | | | |
| Office work | No | | | |
| Out of hours working | Yes | ASW2 | " | Medium |
| Permits to work | Yes | ASW16 | " | Low |
| Personal protective equipment (PPE) | N/A | | | |
| Placements | N/A | | | |
| Pregnant workers | Yes | ASW17 | " | Low |
| Purchasing arrangements | Yes | ASW18 | " | Low |
| Record keeping | Yes | ASW19 | " | Low |
| Review of safety management arrangements | mandatory | ASW3, 9, 20, 22 | " | Medium |
| Risk assessment | mandatory | ASW21 | " | Medium |
| Safety Committee | Yes | ASW8 | " | Low |
| Safety Policy distribution & display | Yes | ASW22 | " | Low |
| Sensitisers | N/A | | | |
| Signage | No | | | |
| Slips, trips and falls | No | | | |
| Soldering and welding | N/A | | | |
| Spill procedures | Yes | ASW26 | " | Low |
| Storage | No | | | |
| Substances | N/A | | | |
| Supervision | Yes | ASW28 | " | Low |
| Safety training | mandatory | ASW15, 29 | " | Medium |
| Unattended or overnight processes | N/A | | | |
| Vacating UCL premises | Yes | ASW2, 15 | " | Medium |
| Vehicles | N/A | | | |
| Violence | Yes | ASW31, ACH9 | " | Low |
| Visitors and members of the public | Yes | ASW30 | " | Low |
| Waste management | mandatory | ASW32 | " | High |
| Working at Heights | Yes | ACH10 | " | Low |
| Working in the open air | N/A | | | |
| Workshops | No | | | |
| Young persons | No | | | |

3) Include any additional arrangements for safe working not in Table 2

| TOPIC | Document Reference | Date last reviewed | Potential for harm H/M/L |
|------------------------------|--------------------|--------------------|--------------------------|
| DSO Duties | ASW9 | " | Low |
| Safety representatives | ASW23 | " | Low |
| Students | ASW27 | " | Medium |
| Housekeeping and tidyness | ASW13 | " | Low |
| Cleaning | ASW5 | " | Low |
| Smoking, eating and drinking | ASW24 | " | Low |
| Special risk areas | ASW14 | " | Low |
| Building work within offices | ACH2 | " | Low |
| Asbestos | ACH1 | " | Medium |
| Legionella | ACH11 | " | Low |
| Loading and unloading | ACH7 | " | Low |

SAFETY PLAN FOR 2023-2024

The information you have provided in the previous pages will help you decide which activities you need to prioritise to ensure safe working in the Department in the coming year. This may include and be achieved by revising and updating existing documents, procedures and guidance, or in preparing new documents. Alternatively you may wish to set as a priority other actions to promote safety that are not already covered in these lists such as preparing for a change in the type of work undertaken by the department and developing procedures such as new inspection routines.

Head of Department: Professor C. Boehmer

* Data Protection Act

University College London is registered under the terms of the Data Protection Act 1998 to enable it to hold and process personal data for the purposes of ensuring and monitoring health and safety at the University. The data contained in this Statement will be kept secure and accurate and will only be disclosed to people who have a need to know in accordance with the University College London's registration under the Act.