

## Safety Policy in the Photon Science Institute

Issue 3 – November 2014

This document contains the Statement of Health & Safety Policy, details of roles and responsibilities and the arrangements for implementing the Policy in the Photon Science Institute within the University of Manchester.

### Statement of Health and Safety Policy

It is the aim of the PSI to comply with the University's general health and safety policy statement; to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and students; and to provide such information, training and supervision necessary for this purpose. Further details of the University's general health and safety policy statement can be found at:

<http://www.healthandsafety.manchester.ac.uk/policy>

The PSI also accepts responsibility for the health and safety of other people who may be affected by PSI activities.

The PSI recognizes that health and safety is a core management function that should be fully integrated into the management of its other key activities. The PSI is committed to a continuous improvement in health and safety performance, and will ensure that adequate resources are allocated to ensure that health and safety standards are met.

While PSI staff are members of different Schools and Faculties, the day to day responsibility for health and safety management for work within PSI lies with the PSI Director, Professor Bruce Hamilton. Individuals with concerns regarding Health and Safety should raise them with the relevant person in PSI, identified below. For issues that may require intervention by others (e.g. stress, lone working), individuals should also contact their School/Faculty line manager. In some circumstances there will need to be an exchange of information and co-operation between those responsible for PSI safety management and the School/Faculty line manager to resolve issues. In pursuance of this policy, it is the intention of the Photon Science Institute to conform to the principles set out in the University of Manchester's Health and Safety Policy.

This policy statement will be formally approved by the PSI Health and Safety Committee and brought to the attention of all staff and students within the PSI by:

- Staff email

- Publication on the PSI website safety pages:  
<http://www.psi.manchester.ac.uk/health&safety/>
- Placement on notice boards

The policy will be kept up to date by an annual review to take account of changes in circumstances.

The Director will chair the PSI Health and Safety Committee which will meet quarterly to monitor health and safety management, set policy and implement best practice

### **Roles and Responsibilities**

Managers, senior staff, research supervisors and principal investigators will all show leadership and commitment in managing health and safety, and will ensure, as far as is reasonably practicable that:

- i) They work towards best practice by a process of continuous improvement and compliance with all relevant legislation, codes of practice and appropriate guidance.
- ii) They manage risks to staff, students, visitors and others through the process of hazard identification, risk assessment and risk control. Implementation of safety management procedures will be by managers, senior staff, research supervisors and principal investigators through a clear and formal delegation to those competent to carry out risk assessments and implement suitable control measures.
- iii) All premises, plant and systems of work provided by them, or under their control, or as specified in agreements with others, are maintained as far as is reasonably practicable without risk to health and safety.
- iv) To the extent that they have control, they will ensure that the workplace and any means of access and egress are maintained in a safe manner, and will liaise with Estates about issues that are the responsibility of Estates, or a joint responsibility.
- v) The PSI will provide appropriate and relevant information, instruction, training and supervision to ensure that all staff and students are able to perform their tasks and duties in a competent and safe manner.
- vi) All accidents, incidents and near-misses are reported to Health and Safety Services and an investigation is carried out to determine the cause and prevent a re-occurrence.
- vii) The PSI will encourage staff to set a high standard of health and safety at all times.

Dr. Med BenYezzar is nominated as the Health and Safety Advisor for the PSI (School SAA equivalent). The following people are nominated to provide advice on health and safety matters relating to specific areas of activity. They are also members of the PSI Health and Safety Committee, chaired by the Director of the PSI.

- Dr Kathy England: PSI Fire and Office Safety Tel: 51007 Room: 3.301, Alan Turing Building

- Dr Alisdair Macpherson: PSI Laser Safety Tel: 51021 Room: 2.312, Alan Turing Building
- Dr Andrew Thomas: PSI Chemical Safety Tel: 68764 Room: 3.321, Alan Turing Building
- Dr Tom Waigh: PSI Biological Safety Tel: 68881 Room: 3.9, Schuster Building
- Dr Marc Schmidt University Laser Safety Officer Tel: 63826 Room: B30, Sackville Street Building
- Dr Mark Dickinson Department of Physics Laser Safety Tel: 54215 Room: 3.326, Alan Turing Building
- Dr Med Benyazzar PSI Electrical/Vacuum/Mechanical Safety Tel: 51020 Room: 2.311, Alan Turing Building

Professor Bruce Hamilton

Director, Photon Science Institute

12 November 2014