**DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING**

**DEPARTMENT SAFETY OBJECTIVES 2024/25**

This document contains the department safety objectives for the commencing academic year. These objectives are to ensure that the department is constantly improving the health and safety systems as well as ensuring all staff are protected in their working environment.

|  |  |  |  |
| --- | --- | --- | --- |
| Objectives | Details | Completed? | Person(s) resposible |
| *T100 Programme achievement* *In line with UCL Corporate H&S objective 1* | To submit T100 Respond to feedback and keep evidence up to date.  | YesWaiting for feedback. | Roshni Harkishin |
| *Radiation Safety Risk Assessment for ionising Radiation and Class 3R, 3B and 4 lasers**In line with UCL Corporate H&S objective 2* | To have a documented plan in place by July 2025 to review their radiation risk assessments using the new templates. To have a documented plan in place by Dec 2024 to review their laser risk assessments using the new templates. | CompletedDone unless there is a newer template coming out.  | Simon Barnes Cyril Renaud  |
| *Increase wellbeing in the department and ensure stress management risk assessments are available to all staff.**In line with UCL Corporate H&S objective 3* | Roshni Harkishin to undergo wellbeing champion training. Wellbeing champion to hold periodic drop-in session and plan wellbeing events.Ensure stress risk assessments are carried out by LMs and notifying WH.  | OngoingOngoingAs needed | Roshni Harkishin Roshni HarkishinLine managers |
| *To increase compliance with the mandatory fire safety training for staff new starters to 95% by September 2022**To increase compliance for local fire safety refresher training for staff to 40% compliance by September 2022**In line with UCL Corporate H&S objective 4* | Ensure regular reminders are sent out and that the training is accessibleCreate a manager only email list to ensure it’s considered at appraisal. | Ongoing | Prof John MitchellRoshni Harkishin Becca Thomas |
| *Hazardous Waste management plan**In line with UCL Corporate H&S objective 5* | Write a waste management plan covering types of haz waste, who is responsible at all stages and how waste generated is monitored.  | Waiting for central safety to send template to DSOs | Laboratory ManagersRoshni Harkishin |

These safety objectives will be reviewed termly after each DSC by the DSO and adapted if necessary.