Department of Electronic and Electrical Engineering

STATEMENT OF SAFETY POLICY 2025/26

SUMMARY

This document sets out the commitment of the UCL Department of Electronic and Electrical Engineering to ensure that its activities are carried out in a safe manner in accordance with the corporate Statement of Safety Policy of University College London and the requirements placed upon the Department by the UCL Approved Code of Practice entitled 'The Management of Health and Safety in Departments'.

In addition to the statement of policy, the document describes the organisational structure for health and safety management within the Department.

The statement contains an overview of the Department's arrangements to control the health and safety risks that arise from its work activities. The Department should also provide a summary of its priorities for action in the present year.

This Policy document should be read in conjunction with the Department's written Arrangements for Safe Working which should be appended to this document.

The Department of Electronic and Electrical Engineering is a department of UCL and is responsible to the Provost and President for the implementation of the arrangements in the UCL Statement of Safety Policy.

Professor John Mitchell, Head of Department

Signature Date: 09/2025

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 elsewhere 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 electronic mail 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 students 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 with 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. All new policies and changes to existing policies are subject to consultation with the Departmental Safety Committee. Final approval is an action by the Departmental Safety Committee chair. All approved and signed off policies are uploaded to the Departmental Safety webpage and communicated to staff through emails and termly newsletters.
12. 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.
13. 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
14. ***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 reasonably practicable steps to manage the risks of its work activities to staff, students, visitors and others who might be affected by its work (1)
15. The Department is committed to ensuring that all work activities are carry 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.
16. The Department arranges for work activities to be supervised by competent people.
17. 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.

18. 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.
19. 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

20. 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.
21. Members of the Department shall not interfere with or misuse anything provided to ensure their safety

(1) See also Section 3.3 at 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 Section 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 ELECTRONIC AND ELECTRICAL ENGINEERING

Position	Name	Deputy
Head of Department (HoD)	Professor John Mitchell	Professor Sally Day (Teaching) Professor Cyril Renaud (Research)
Departmental Safety Officer (DSO)	Ms. Roshni Harkishin	N/A
Departmental Manager (DM)	Mr. Andy O'Reilly	N/A
Technical Services Manager (TSM)	Mr. Simon Barnes	Dr Steve Hudziak
Senior Fire Evacuation Marshal	Ms. Roshni Harkishin (Roberts)	Mr. Andrew Moss (MPEB)
Laser Safety Officer (LSO)	Professor Cyril Renaud	N/A
Chemical Safety Officer (CSO)	Ms. Roshni Harkishin	N/A
Radiation Protection Supervisor. (RPS)	Mr. Simon Barnes	Dr. Firoz Alam
Legionella Awareness Officer (LAO)	Mr. Tommy Tagg	N/A
Wellbeing Champion (WC)	Ms. Roshni Harkishin	Thomas Gilbert

Units
The department is split into 7 units, below are the details of each unit.

Administrative Support	
Roberts Building	
Head of Unit	Mr. Andy O'Reilly
Unit Safety Officer	Ms. Roshni Harkishin
6th & 7th floor, Malet Place Engineering Building	
Head of Unit	Mr. Andy O'Reilly
Unit safety Officer	Ms. Roshni Harkishin
Undergraduate Studies	
Roberts Building	
Head of Unit	Dr Thomas Gilbert
Unit Safety Officer	Ms. Roshni Harkishin
Postgraduate Taught Studies (taught MScs)	
Roberts Building	
Head of Unit	Professor Miguel Rio
Unit Safety Officer	Ms. Roshni Harkishin
7th floor, Malet Place Engineering building	
Head of Unit	Professor Miguel Rio
Unit Safety Officer	Ms. Roshni Harkishin

Postgraduate Studies (PhD)	
Head of Unit	Professor Cyril Renaud
Unit Safety Officer	Ms. Roshni Harkishin
7th floor, Malet Place Engineering Building	
Head of Unit	Professor Cyril Renaud
Unit Safety Officer	Ms. Roshni Harkishin
Technical Support	
Roberts Building	
Head of Unit	Mr. Simon Barnes
Unit Safety Officer	Ms. Roshni Harkishin
7th floor, Malet Place Engineering Building	
Head of Unit	Mr Simon Barnes
Unit Safety Officer	Ms. Roshni Harkishin
External to Department	
Faculty of Engineering Safety Advisor	Ms. Emma Price
UCL Area Safety Adviser (ASA)	Ms Christine Le Blanc