**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.

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| Objectives | Details | Completed? | Person(s) resposible |
| *Increase departmental training statistics to 95%* | Ensure regular reminders are sent out and that the training is accessibleCreate a manager only email list | Ongoing | Prof John MitchellRoshni Harkishin Becca Thomas |
| *Ensure all lab staff understand how to carry out a risk assessment* | Promote training via the UCL website. Develop departmental training sessions as required i.e. before big events.  | Ongoing  | Roshni Harkishin Lab users at all levelsEvent demonstrators and stakeholders |
| *Increase wellbeing in the department.*  | Roshni Harkishin to undergo wellbeing champion training. Wellbeing champion to hold periodic drop in sessionsPlan wellbeing events. | OngoingOngoingStarted | Roshni Harkishin  |
| *Create 9th floor low O2 alarm procedure.*  | Write procedure and ensure all stakeholders are aware. Liaise cross department and security for Roberts Building | In draft form | Roshni Harkishin Security/EstatesFaculty StakeholdersAll 9th floor Roberts users.  |
| *Red lab safety folders* | All labs to have a red safety folder with required safety documentations. | Ongoing | Principal InvestigatorsAll Safety ContactsLaboratory ManagersRoshni Harkishin |

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