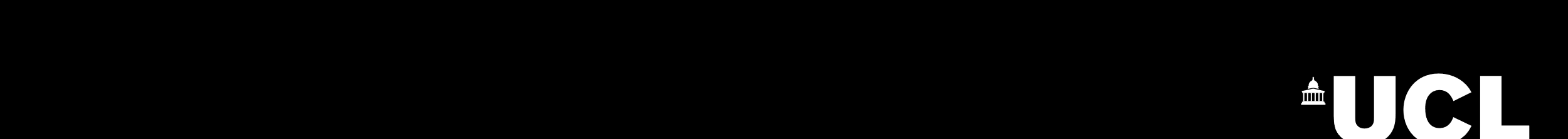
**DEPARTMENT OF ELECTRONIC AND ELECTRICAL ENGINEERING**

**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 |
| *Increase departmental training statistics to 95%* | Ensure regular reminders are sent out and that the training is accessible  Create a manager only email list | Ongoing | Prof John Mitchell  Roshni 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 levels  Event demonstrators and stakeholders |
| *Increase wellbeing in the department.* | Roshni Harkishin to undergo wellbeing champion training.  Wellbeing champion to hold periodic drop in sessions  Plan wellbeing events. | Ongoing  Ongoing  Started | 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/Estates  Faculty Stakeholders  All 9th floor Roberts users. |
| *Red lab safety folders* | All labs to have a red safety folder with required safety documentations. | Ongoing | Principal Investigators  All Safety Contacts  Laboratory Managers  Roshni Harkishin |

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