

TO BE COMPLETED FOR EACH ASSESSMENT

Assessor's Aide Memoire for 2011 Health & Safety Overview Assessment

Date of visit – 6th May 2011

Assessor's name – G. Smith & R. Bell

Dept / Faculty / Area assessed – CATS – LIRANS 250 Butterfield

Name(s) of those assessed - Dr Barry Haggett

1. General risk assessments appropriate to work activities

Rating - 2

Comments

While there is a robust system in place for the production and maintenance of higher risk activities associated to this area (i.e. various CoSHH / Handling Sharps / Lone Working / Young Persons etc.), there were no assessments evidenced for the general office areas or specifically, for manual handling activities (i.e. movement of liquid nitrogen dewars).

Recommendation –

The production and maintenance of R/A's for all manual handling activities and general office areas should be undertaken and included in the existing R/A system for the Unit.

2. Fire wardens named trained and in place

Rating - 3

Comments

There are currently three Fire Wardens in post for this area, a fourth person has been identified but is currently awaiting training.

3. First Aiders named trained and in place

Rating - 3

Comments

There are three persons currently trained and available for the provision of First Aid in this area.

Recommendation –

The First Aid sign (displayed in the main reception area at ground level – adjacent to the lift) requires updating to display local & available persons who are trained and competent to provide this service (other first aid signs within the unit should also be checked for accuracy).

4. Work place inspections once each term as a minimum recorded and undertaken

Rating - 1

Comments

Workplace inspections for April & May 2011 were evidenced however, there was no other supporting historical evidence of these inspections being undertaken in this area.

Recommendation –

These inspections are implemented to a published schedule to enable them to be completed on a one per term basis as a minimum (though greater frequency

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is preferred in higher risk areas - such as the lab), all records are to be held locally for action / file as necessary.

5. Work place fire inspections undertaken once per quarter as a minimum

Rating - 2

Comments

There were five Fire Inspections (dated Jan / Feb / Mar / Apr / May 2011) evidenced with no historical supporting evidence beyond this calendar year.

Number of points available to award dependent on circumstances evidenced for each area covered based on the Assessor's findings and experience -

- 3 - All in place / up to date / completely covered
- 2 - Partly in place / further work – appointments required
- 1 - Little in place / some evidence but sketchy or unconfirmed
- 0 - No start / no evidence

Overall opinion / comments –

Clearly a well managed Unit in terms of identifying and managing higher risks associated with work activities. With the exception of general workplace inspections (as above), a positive approach has evidently been in place for some time regarding the overall management within.