

School of Chemistry Safety Audit Process

School Safety Audit process:

Audits:

Members of the School Safety Committee conduct 3 School Safety audits per year. This audit process takes 3 forms:

- Review of Health and Safety compliance in all laboratory spaces in the School.
- Review of safety documentation across the School.
- In-depth audit of a lab or research group (on the request of a Principal Investigator or lab manager).

You are required to co-operate fully with the members of the Safety Committee. You will receive an email in advance of documentation audits, while no notice is given before lab housekeeping audits.

Audit reports:

The Safety audit will be followed by a Safety Audit report. Issues highlighted in this report **must** be investigated fully and resolved as quickly as possible.

- In addition to group-specific comments, general notes will be made regarding widespread issues that all researcher and staff should look out for, as well as examples of good practice that others may want to emulate.
- Reoccurring issues with individuals or groups (e.g. not wearing a lab coat or blocking access to fire extinguishers) will result in warnings being issued by the Head of School.