## C:\Users\rmann.ICHEME\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\3OTIYRIM\IChemE.10mm.HiRes.with exclusion.jpgSafety & Health, Sustainability, Ethics, Diversity & Inclusion Culture/ Practice CHECKLIST FOR ACCREDITATION ASSESSORS

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| **Assessment Criteria/Areas to Probe** | **Typical evidence expected** | **Assessor comments \*** |
|  |  |  |
| **SH&E Leadership**  Does HoD take an active part in SH&E? | Policy statements displayed prominently, signed and dated within the last year |  |
|  |  |  |
|  | SH&E Management System in place, regularly audited and reviewed for improvement opportunities |  |
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|  | Academic staff demonstrate their ownership for SH&E aspects of all activities for which they are responsible |  |
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|  | Clear commitment demonstrated by staff (for example through involvement in SH&E reporting and review of incidents and/or near misses and implementation of associated actions) |  |
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|  | Training in SH&E provided for all members of staff |  |
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|  | Safety Handbook up to date and signed off by students and staff |  |

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| A**ssessment Criteria/Areas to Probe** | **Typical evidence expected** | **Assessor comments \*** |
| **Visible SH&E**  Is SH&E visible as a priority in the daily routines and activities of the department? | Clear and relevant signage prominently displayed and complied with in all work areas.  (No examples of signage which is no longer required) |  |
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| Are housekeeping standards maintained? | All items of equipment have a designated storage location. Equipment is returned there when work is completed |  |
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| Are Material Safety Data Sheets readily available for reference? | All laboratories have access to relevant information when required |  |
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| **SH&E Behaviour**  Does everyone behave in a careful, risk averse manner? | Staff, students and contractors understand benefits and willingly comply with all requirements |  |
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| Are PPE standards maintained? | Lab coats, light eye protection and helmets are in plentiful supply |  |
|  |  |  |
|  | Other items of PPE (eg goggles, fall protection harnesses) are available on request |  |
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|  | Staff, students and contractors wear the correct PPE at all times |  |
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| **Legislative Compliance**  Is there a sound understanding of applicable SH&E legislation? | All equipment (eg portable electrical appliances, Fire Extinguishers, Eye wash bottles, lifting equipment) available for use is tested (and in date) as required |  |
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| **Assessment Criteria/Areas to Probe** | **Typical evidence expected** | **Assessor comments \*** |
| **Risk Assessment and Management**  Are Risk Assessment and Permit to Work systems in place? | Risk Assessment (including Hazardous Substances Assessments where required) are available for all work activities |  |
|  |  |  |
| Are those who use them fully conversant with their roles? | There is clear accountability for documenting and communicating these assessments |  |
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|  | Staff and students check that they understand the requirements of the risk assessment before commencing their work |  |
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| **Sustainability**  Does the University or Department have a policy around sustainability to evaluate the environmental and societal impact of solutions to complex problems (to include the entire life-cycle of a product or process) and minimise adverse impacts | Appropriateness of University / Departmental policy  What difference does it make in the operation of the Department? |  |
|  |  |  |
|  | Evidence of application of principles |  |
|  |  |  |
|  | Attitude and adherence of staff to the policy |  |
|  |  |  |
|  | Extent of student engagement in the policies |  |
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|  | Waste is segregated and recycled where possible. If not, is disposal correctly managed |  |

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| **Assessment Criteria/Areas to Probe** | **Typical evidence expected** | **Assessor comments \*** |
| **Ethics**  Does the University or Department have a policy around the 4 principles\*\* of ethics in its own operations?  \*\*See guidance notes A6.2 | Appropriateness of University / Departmental policy  What difference does it make in the operation of the Department? |  |
|  |  |  |
|  | Evidence of application of principles |  |
|  |  |  |
|  | Attitude and adherence of staff to the policy |  |
|  |  |  |
|  | Extent of student engagement in the policies |  |
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| **Assessment Criteria/Areas to Probe** | **Typical evidence expected** | **Assessor comments \*** |
| **Diversity and inclusion**  Does the University or Department have a policy covering an inclusive approach to engineering practice and recognition of the responsibilities, benefits and importance of supporting equality, diversity and inclusion | Appropriateness of University / Departmental policy  What difference does it make in the operation of the Department? |  |
|  |  |  |
|  | Evidence of application of principles |  |
|  |  |  |
|  | Attitude and adherence of staff to the policy |  |
|  |  |  |
|  | Extent of student engagement in the policies |  |
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**\*** Notes:

Please note that a tick is unlikely to give sufficient evidence on which to base a sound judgement. Please write a comment in the box – either as an exemplar of good practice or as a basis for an improvement need.

The completed checklist is required by the office and will enable you to make a comment in the SH&E Culture section (B 6) of the final Accreditation Report

The checklist is intended as a guide to the assessment of Safety & Health, Sustainability, Ethics and Diversity and Inclusion Culture and Practice. The SH&E matrix attachment to the Accreditation Assessors Guide is intended as a parallel guide to comments on the teaching and learning aspects of SH&E.