

Assessment of safety climate perception of undergraduate and postgraduate science and engineering students

Participant Information Sheet (PIS)

You are being invited to complete a survey which is an integral part of data collection for an undergraduate individual project. The main aim is to investigate and assess the safety climate through the perception of undergraduate and postgraduate students in Natural Science and Engineering Schools within the University of Manchester. This will try to establish the link between safety perception, safety climate/culture and safety performance within the selected schools. Before you decide whether to take part, it is important for you to understand why the survey is being conducted and what it will involve. Please take time to read the following information carefully.

Thank you.

About the survey

➤ Who will conduct the survey?

Hayaat Nankya Kagimu, Department of Mechanical, Aerospace and Civil Engineering (MACE), School of Engineering, Faculty of Science and Engineering (FSE), University of Manchester.

➤ What is the purpose of the survey?

The purpose of the survey is to develop an understanding of the perception of students involved with workshop and laboratory activities within FSE and NS, to understand how this correlates with Schools' safety climate/culture and performance.

➤ Will the outcomes of the survey be published?

As this is an undergraduate individual project, outcomes of this research may be published. However, all responses will be completely anonymous throughout the data collection, handling and interpretation processes.

➤ Who has reviewed the research project?

The research instrument to be used for this project was evaluated using the MACE/FSE/UoM ethical process decision-making tool.

What would my involvement be?

➤ What would I be asked to do if I took part?

You would be required to fill a set of questionnaires that will last for approximately 15-20 minutes. All questions shall focus on exploring the:

- Student's awareness of safety protocol regarding reporting accidents
- Safety climate through student opinion on the safety conduct of laboratory users and technicians
- Perception of safety through student opinion on the attitude towards safety at the university and whether they are motivated to have good safety conduct

All data will be collected remotely through the SmartSurvey tool.

➤ Will I be compensated for taking part?

There will be no incentives for participating in this data collection process.

➤ **What happens if I do not want to take part or if I change my mind?**

It is up to you to decide whether or not to take part. You can decline to take part in this study by not completing the survey. If you decide not to take part, you do not need to do anything further.

Data Protection and Confidentiality

➤ **What information will you collect about me?**

In order to participate in this survey, I will need to collect information that is classified as “non-personally identifiable information” and can **not** be used to identify an individual’s identity. Such information includes:

- School
- Department
- Year
- Program
- Gender

➤ **Under what legal basis are you collecting this information?**

Information and responses will be collected in accordance with data protection law which protects your rights. The law states that I must have a legal basis (specific reason) for collecting your data. For this study, the specific reason is only for academic research (Undergraduate project study) purposes. Therefore, all data will be collected in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 which legislate me to protect your personal information.

The University of Manchester, as Data Controller for this project, takes full responsibility for the protection of the information that this study is collecting about you. Therefore, in order to comply with the legal obligations to protect your information, the University of Manchester has safeguards in place such as policies and procedures. All researchers are appropriately trained and your data will be looked after in an appropriate manner.

Also, the data to be obtained shall be processed and using a university approved device in this case an encrypted personal computer. Such information (both signed consent form and data obtained) shall be kept in the University’s secure server for a period of 5 years before it could be destroyed. During this period, only the researcher would have access to the data, which will be anonymised before making any attempt to publish.

➤ **What are my rights in relation to the information you will collect about me?**

You have a number of rights under data protection law regarding your information. For example, you can request for a copy of the information we hold about you. For further information about the information rights, you could consult our privacy notice for research and if you wish to contact us about your data protection rights, please email dataprotection@manchester.ac.uk or write to The Information Governance Office, Christie Building, University of Manchester, Oxford Road, M13 9PL at the University and we will guide you through the process of exercising your rights.

You also have a right to forward complain to the Information Commissioner's Office if you are unsatisfied with any stage of the process (Tel 0303 123 1113)

If you would like to know more about your different rights or the way we use your personal information to ensure we follow the law, please consult our [Privacy Notice for Research](http://documents.manchester.ac.uk/display.aspx?DocID=37095). [http://documents.manchester.ac.uk/display.aspx?DocID=37095]

- **Will my participation in the study be confidential and my information be protected?**

To participate in this study all information obtained would be treated with utmost confidentiality which is in accordance with University of Manchester data protection law. This means that I am responsible for making sure your information is kept secure, confidential and used only in the way you have been told it will be used. Therefore, all data will be looked after in the following ways:

- All information will remain anonymous.
- No data would be shared with others.
- No personal information would be collected
- The information collected shall be retained for a period of 5 years and then destroyed afterwards.
- Only the primary researcher ((Hayaat Nankya Kagimu) and Supervisor (Dr Akilu Yunusa-Kaltungo) shall have access to the data collected.

Please also note that authorised individuals from The University of Manchester or regulatory authorities may need to look at the data collected for this study to make sure the project is being carried out as planned. This may involve looking at data. All individuals involved in auditing and monitoring the study will have a strict duty of confidentiality to you as a research participant.

What if I have a complaint?

If you wish to make a complaint, please follow the below mentioned procedure:

Minor complaints

If you have a minor complaint then you need to contact the researcher(s) in the first instance. Hayaat Nankya Kagimu (hayaat.nankyakagimu@student.manchester.ac.uk)

Formal Complaints

If you wish to make a formal complaint to someone independent of the research team or if you are not satisfied with the response you have gained from the researchers in the first instance then please contact The Research Governance and Integrity Officer, Research Office, Christie Building, The University of Manchester, Oxford Road, Manchester, M13 9PL, by emailing: research.complaints@manchester.ac.uk or by telephoning 0161 275 2674.

Contact Details

If you have any queries about the study or if you are interested in taking part then please contact the researcher **Hayaat Nankya Kagimu** (hayaat.nankyakagimu@student.manchester.ac.uk)

