

**SCHOOL OF MEDICINE DENTISTRY AND NURSING
SAFETY, HEALTH AND ENVIRONMENT POLICY**

(2019-2020)

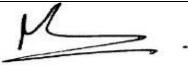

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1. Commitment to Safety, Health and the Environment

The School of Medicine, Dentistry and Nursing (hereafter referred to as “the School”) recognises that the health and safety of its students and staff, which it considers to be its most valued and valuable resource, and protection of the environment, are of primary importance. Furthermore the School recognises that it must aim to ensure that its work does not adversely affect the health and safety of patients, visitors and the general public. Therefore, the School has established detailed mechanisms to achieve its commitment to:

Maintenance and continual improvement, as far as is reasonably practicable, of a safe and healthy working environment , for all staff, students and visitors. To promote a culture in which safety, health and environmental objectives is regarded as being aligned with its goal of being a world leading university, through meeting or exceeding common and statutory safety, health and environmental requirements.

To achieve its goals the School has established detailed mechanisms for providing information, training and advice, about the various potential hazards which are likely to be encountered for monitoring and the maintenance of its high safety, health and environmental standards and for regular consultation between the School and representatives of its staff and students on health, safety and environmental matters.

The School will provide appropriate safety, health and environmental information for interested parties, contractors and others, who work within it, handle its products or operate its technologies. In addition, through these mechanisms, the School will remind staff and students at all levels that they have an individual duty to take reasonable care for their own health and safety and for that of other persons who might be affected by their actions (or lack of them); they must co-operate with the School in meeting its statutory and other requirements and; cooperate with those persons who are responsible for health, safety and the environment so as to enable them to carry out their duties.

1.1 Management Outline

As the Head of School (HoS) I recognise that the reduction and elimination of the causes of accidents and incidents and the reduction of environmental impact, requires effective management. The appointment of competent staff, at all levels, will ensure that hazards are identified, effective control measures are implemented and environmental matters are addressed.

The development and implementation of health and safety policies can only be effected through delegated lines of authority, therefore, the management of safety, health and environment will be based on a policy, the responsibility for which rests with the Head of School who must ensure compliance with the University's obligations to provide a healthy and safe environment for staff and other persons in, or affected by, the School.

Operational responsibility for health and safety matters has been delegated to the Heads of Units.

The School will monitor its safety, health and environmental performance through a process of audit and inspection. We will seek to promote continual improvement through appropriate training of staff at all levels, consideration of new, safer and more environmentally sustainable technologies and setting of challenging safety, health and environmental objectives.

This statement of intent, and the organisation and arrangements as described within the remainder of this document constitute the formal safety, health and environmental policy of the School of Medicine, with which all staff and visitors are expected to comply.



Professor Matthew Walters

Head of School of Medicine, Dentistry and Nursing

Date 14/08/19

School of Medicine Dentistry and Nursing Safety, Health and Environment Management Arrangements

1. Safety, Health and Management Objectives

University of Glasgow School of Medicine, Dentistry and Nursing will strive to:

Maintain and continually improve, as far as is reasonably practicable, a safe and healthy working environment for all staff, students and visitors. To strive for continual improvement in performance, in all its operations, through meeting or exceeding common and statutory safety, health and environmental requirements. Promote a culture where safety, health and environmental objectives are highly regarded by staff and students at all levels as aligned with its goal of being a world leading university.

2. Organisation

2.1 In practice, Court has delegated the authority for ensuring compliance with its obligations to the Heads of College. The Heads of College has further delegated authority to the Heads of Schools/Institutes (HoS) and to the Heads of Administration and this is consistent with the delegation of other responsibilities within the University. The lines of responsibility for Safety, Health and Environment are, therefore, as follows:

2.1.1 The Head of School responsibilities:

- The School's Safety, Health and Environment Policy
- Protecting the safety and health of personnel within their School
- Promoting the importance of safety, health and environment amongst their students and staff
- Ensuring that the organisational structure within the School is appropriate to manage safety, health and environment
- Ensuring that adequate resources are provided to meet safety, health and environment requirements
- Ensuring that adequate communication and consultation channels are present so that all managers are made aware of changes which may affect them and of any other relevant safety, health and environmental requirements
- Ensuring that adequate communication channels are present so that relevant safety, health and environmental issues are brought to the attention of senior management

- Ensuring the suitable training, instruction and supervision¹ for all students and staff so that they can competently carry out their safety, health and environmental responsibilities
- Ensuring that relevant University Policies are implemented
- Developing School safety, health and environmental objectives
- Ensuring that effective contingency arrangements are in place to control potentially serious hazards or imminent danger
- Ensuring that the same management standard is applied to safety, health and environment as to other management functions
- Ensuring that accidents and ill-health due to work which involve School students and staff are investigated and any rectifying action that is identified is taken
- Ensuring that suitable and sufficient control measures are in place to mitigate any foreseeable hazards
- Reviewing School safety, health and environmental performance
- Ensuring that health, safety and environmental monitoring is carried out at recommended frequencies
- Ensuring that a safe means of access and egress to the place of work is provided
- Ensuring the prompt return of the annual Health and Safety Reports
- Ensuring that there is provision of emergency procedures within the School and ensuring that personnel comply with the procedures

¹See Appendix 7

2.1.2 Teaching Staff responsibilities:

- Ensuring that students are evacuated promptly from teaching areas in the case of emergency evacuations using the appropriate routes
- Ensuring suitable and sufficient risk assessments are undertaken, reviewed and communicated to all interested parties
- Demonstrating their personal commitment to safety, health and environment through adoption of best practice and encouraging those whom they supervise to do the same (see Appendix 7)

2.1.3 Research Staff (Principal Investigators) responsibilities:

- Ensuring that students and junior colleagues are evacuated promptly from research areas in the case of emergency evacuations using the appropriate routes
- The preparation of safe systems of work
- Ensuring suitable and sufficient risk assessments are undertaken, reviewed and communicated to all interested parties
- Ensuring that students and staff under their supervision have adequate instruction, training and supervision (see Appendix 7)
- Demonstrating their personal commitment to safety, health and environment through adoption of best practice and encouraging those whom they supervise to do the same

2.1.4 All School Personnel Responsibilities:

- Complying and co-operating with safety, health and environmental rules, policies and procedures
- Ensuring that they do not interfere, change or compromise anything put in place for safety, health and environment
- Their own safety and health and those who may be affected by their actions /Inaction
- Promptly informing management of any work situation that may compromise safety, health and environment
- Ensuring that their day-to-day work processes have as little environmental impact as possible
- Fully appreciating the hazards encountered within their work processes through understanding of the associated risk assessments

3. Arrangements within the School of Medicine Dentistry and Nursing

3.1 Safety, Health and Environment Committee

The School has a recognised committee that is dedicated to the strategic management of safety, health and environment across the School. (Appendix 2). The size and composition of the committee is appropriate to the School and it is chaired by the Head of School (or nominee) Through the committee structure, management of safety, health and environmental issues is reviewed; dissemination of relevant safety, health and environmental information is conducted; and broad safety, health and environmental aims and objectives are formulated and monitored.

The main agency for the monitoring of the School's Safety, Health and Environment Policy is the School's Safety, Health and Environment Committee. The Committee will monitor the conduct of audits and inspections at a Building level, and make recommendations in writing to the Head of School who is responsible for any necessary action that needs to be taken. Reports on the audit / inspection are submitted to the Head of Safety and Environmental Service, who will arrange for them to be considered by the Safety and Environmental Service Committee. This ensures that where the School's policies and procedures impact upon the University Safety Policy this can be appropriately taken into account.

NHS Greater Glasgow and Clyde and The University of Glasgow are required to co-operate and co-ordinate health and safety arrangements where more than one organisation or group share or visit premises. Further details of the agreement can be accessed here:

http://www.gla.ac.uk/media/media_436971_en.pdf

3.1.2 Delegation of responsibility for Operational Safety, Health and Environment Matters

The Head of School has delegated responsibility for operational health and safety matters to the Head of Unit who are responsible for appointing relevant staff to undertake various duties in respect of the full range of safety, health and environmental matters. By way of example, these may include:

- Safety Co-ordinator
- Biological Safety Co-ordinator
- Radiation Protection Supervisor
- Fire Officers / Wardens
- Display Screen Equipment Assessors
- First Aiders

The Head of Unit, will ensure that, Principle Investigators, Line managers and Supervisors, understand their responsibilities, are competent to undertake their tasks and are allocated sufficient time, support and resources.

3.2 Safety, Health and Environmental Training

3.2.1 Each member of staff will receive safety, health and environmental induction on joining the School. Line managers will ensure that the induction process is completed.

<http://www.gla.ac.uk/services/seps/trainingandresources/> The induction will include:

- The University and School's safety, health and environmental responsibilities
- Their own personal safety, health and environmental responsibilities
- Emergency procedures
<http://www.gla.ac.uk/services/courtoffice/emergenciesresponseguidanceforstaff/>
- Accident and incident reporting.
<https://www.gla.ac.uk/myglasgow/seps/reportanincident/#d.en.411120/>
- Fire safety induction <http://www.gla.ac.uk/services/seps/az/firesafety/>

3.2.2 Each unit will prepare a local Emergency Procedures and Current Operational Procedures document entailing risks and precautions in place, local rules and relevant personnel with safety, health and environmental duties as part of the local induction.

3.2.3 University of Glasgow's Safety, Health and Environment Training Resources can be found at:

<http://www.gla.ac.uk/services/seps/trainingandresources/>

3.3 Risk Assessment

3.3.1 The School recognises that suitable and sufficient risk assessments are fundamental to effective risk management and that risk assessments must consider all factors relevant to the activity including environmental impact and the disposal routes of any waste or effluent.

3.3.2 Risk assessments are dynamic "living" documents that should be readily available for reference, communicated to and agreed by the interested parties. Safety coordinators will be invited to attend appropriate meetings to ensure interested parties are made aware of any need to review risk assessments in-line with accidents/incidents relating to the activity, relevant changes in legislation and the assigned review date.

3.3.3 For general hazards, University of Glasgow operates a risk assessment process through a generic risk assessment form: <http://www.gla.ac.uk/services/seps/az/risk%20assessment/> This document should be modified to suit each unit.

3.4 Codes of Practice and Approved Procedures

3.4.1 In addition to the University formulated and adopted Policies and Codes of Practice; each Unit within the School will develop local policies detailing arrangements dealing with specific risks and circumstances within each unit. It is the responsibility of all members of staff, students and visitors, where appropriate, to be familiar with the provisions of the Policies and Codes of Practice and to comply with them at all times. It is the duty of the Head of Unit to ensure compliance. The University's Policies and Codes of Practice should be adapted for local use:

<https://www.gla.ac.uk/myglasgow/seps/policies/>

Fire Safety Management

3.5.1 All University of Glasgow Schools based on hospital sites will be subject to the Fire Safety Policy and procedures of the relevant Local Health Board

3.5.2 Responsibility for the implementation of the relevant NHS Safety Policy has been delegated to the Head of Units within the School of Medicine.

3.5.3 For School premises that are not based on hospital sites, the University's Fire Safety Policy applies. This can be accessed at: http://www.gla.ac.uk/media/media_264405_en.pdf

3.5 Fire Risk Assessments

3.6.1 The University of Glasgow Safety and Environment Protection Service are responsible for Fire Risk Assessment in University buildings. Actions from Fire Risk assessments will be discussed by the School safety committee and appropriate actions implemented. The buildings within the School of Medicine, Nursing and Dentistry are:

- Dental School
- School of Nursing and Health Care
- Undergraduate Medical School
- Forensic Medicine and Science

3.6 Workplace Inspections

It is the responsibility of the Head of School to ensure that the workplace under their control is inspected regularly. In practice it is the responsibility of Safety Co-ordinators, PI's managers and supervisors to ensure the workplace under their control is inspected and that issues raised as a result of the inspections are addressed within a timescale proportionate to the risk. Records of the workplace inspections should be retained within the School. Checklists for Laboratories and Office (Appendix 8 and 9) should be used for periodic inspections. Further guidance can be found at:

<http://www.gla.ac.uk/services/seps/az/workplaces/>

4. Safety Appointments

4.1 Unit Safety Co-ordinators

The Head of Unit will identify a suitable individual(s) to take on the role of Unit Safety Co-ordinator to be concerned with the oversight of health and safety matters within the Unit. This is a staff member with sufficient experience and background knowledge to deputise if necessary for the Head of Unit on health and safety matters. (See Appendix 3) for arrangements for provision and duties of Safety Co-ordinator)

4.2 Radiation Protection Supervisors (RPS)

The role of a radiation protection supervisor is to supervise the arrangements set out in the local rules. It may not always be necessary for the RPS to be present in the department when work with ionising radiation is in progress. This will depend on the competency and experience of the workers, the work in progress and alternative arrangements that have been made for action in the event of an emergency.

4.3 University Radiation Protection Adviser (RPA)

In accordance with the Ionising Radiation Regulations the University will ensure the appointment of a person to act as RPA for the University. The departmental RPS should liaise directly with the RPA for up to date guidance, information and instruction.
<http://www.gla.ac.uk/services/radiationprotection/>

4.4 Biological Safety Co-ordinators

The Head of Unit, where applicable, must identify a suitable individual(s) to take on the role of Biological Safety Co-ordinator to advise and assist in the control of hazards associated with the work. The duties of the Biological Safety Officer are detailed in Appendix 4.

4.5 Fire Officer/ Wardens

The Head of Unit must identify a suitable individual(s) to take on the role of Fire Officer/Wardens to ensure that emergency evacuation is rapid and complete. Details of the role of the Fire/Wardens are detailed in Appendix 5.

4.6 Display Screen Equipment Assessors (DSE)

The Head of Unit must identify suitable and sufficient numbers of individual(s) to take on the role of Display Screen Equipment Assessors, usually line managers, to ensure that issues associated with workstation ergonomics are addressed. All staff will do self-assessment unless there are specific health reasons, in which case, line managers should carry out DSE assessment. There is an online DSE Awareness module on Moodle that offers guidance on

how to set up a typical workstation. University of Glasgow's DSE Policy can be found at:
http://www.gla.ac.uk/media/media_429683_en.docx

4.7 First Aiders

The Head of Unit must identify a suitable and sufficient numbers of individual(s) to take on the role of First Aider to ensure that prompt and competent first aid assistance is given in the event of instance of ill health. Schools engaged in fieldwork must have a first aider accompanying the work.

The roles of the First Aiders are detailed in Appendix 6.

5 Chemical Management

The U.K. legislative framework relating to chemical safety includes:

- **COSHH** (The Control of Substances Hazardous to Health)

The COSHH Regulations aim to protect workers from substances hazardous to health. It is the duty of the employer to assess each piece of work and to ensure that the workers are not exposed to harmful levels of any substance connected with that work.

<http://www.gla.ac.uk/services/seps/az/chemicalsafety/chemicalsafety/#d.en.35209>

The term hazardous substance includes:

- any substance (including mixtures) classified as hazardous to health:
 - acute toxicity categories 1-4
 - germ cell mutagenicity categories 1A, 1B & 2
 - carcinogenicity categories 1A, 1B & 2
 - reproductive toxicity categories 1A, 1B & 2
 - respiratory sensitisation
 - aspiration hazard
 - skin corrosion
 - serious eye damage
 - narcotic effects
- any substance assigned a Workplace Exposure Limit (WEL)
- are biological agents
- dusts at specified levels
- any substance not fulfilling any of the categories above but capable by its chemical or toxicological properties of creating a risk to health

Detailed codes of practice or local rules etc. are held in Receptions, Laboratories and teaching areas.

5.1 Substances Hazardous to Health

Both employers and suppliers have a duty under the Health and Safety at Work Act (and COSHH) to provide information on substances used at work.

Register of COSHH forms are kept in the laboratories or teaching areas.

Any person acquiring new substances must:

- (i) obtain a hazard data sheet from the suppliers,
- (ii) pass a copy of this information to the keeper of the central register.
- (iii) pass a copy of the information to those using the item. Under the COSHH substances hazardous to health it is the responsibility of the organiser of any work activity to carry out an assessment of the process before work commences.
- (iv) dispose of hazardous substances in a manner consistent with current legislation.

5.2 DSEAR (Dangerous Substances Explosive Atmosphere Regulations)

The DSEAR Regulations seek to ensure that workers are protected from 'dangerous substances' which present a safety hazard (substances, that, due to the physical properties of these substances (e.g. flammable, explosive), can cause injury) as opposed to a health hazard (e.g. a toxic substance). The regulations impose requirements designed to eliminate or reduce risks to safety from fire, explosion or other similar events arising from the hazardous properties of 'dangerous substances' associated with work activities.

<http://www.gla.ac.uk/services/seps/az/chemicalsafety/chemicalsafety/#d.en.35209>

5.3 Control of Waste

The School acknowledges its responsibility in protecting the environment and as such will, wherever possible, reduce its environmental impact by continually striving to minimise the production of wastes and effluents and ensuring hazardous wastes and effluents are disposed of in compliance with current legislation. As such the School is responsible for ensuring the correct disposal of all wastes.

Guidance on Waste streams can be found at: <http://www.gla.ac.uk/services/seps/waste/>

6 Procurement

Purchasers of any new equipment must ensure that the items and their installation comply with relevant legislation, conform to or better relevant recognised standards, CE marking etc and conform to local rules, and are sourced, wherever practicable, from parties whose safety, health and environmental principles are compatible with School of Medicine and University of Glasgow.

7 Occupational Health Unit

Details of the University of Glasgow's Occupational Health Unit services are available here:

<http://www.gla.ac.uk/services/occupationalhealthunit/>

8 Accident Procedures

The University accident reporting procedure complies with the requirements of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995²

Whenever an accident occurs to any person on University premises, an Accident Report Form must be completed as soon as possible. If the accident or incident is potentially serious, where an injury may necessitate absence from work, the Head of School must be notified immediately, together with the Head of Safety and Environmental Protection Service

Although it is not necessary to obtain the signature of any of the School safety staff prior to distributing the Accident form, the incident must be brought to their attention. This may be followed by an investigation by Safety staff if circumstances dictate. The objective of the investigation will be to establish the circumstances of the accident, not to apportion blame. This may include seeking statements from witnesses to the accident and preparing reports.

All accidents resulting in lost time of three or more days will be reported by the Head of Safety and Environmental Protection Service (or nominee) to the Health and Safety Executive, and to the University Insurers by the Insurance Officer in University of Glasgow Finance Office.

Incident forms are available from the Safety and Environmental Protection Service:

<https://www.gla.ac.uk/myglasgow/seps/reportanincident/#d.en.411120>

These forms should be completed as soon as possible after the accident giving all relevant detail and, where applicable, a written risk assessment for the activity being undertaken when the accident occurred. One copy should be sent to Safety & Environmental Protection Services and a copy retained by the School

Safety & Environmental Protection Service is responsible for circulating copies of the accident forms to the relevant persons.

All correspondence received by a School arising from a claim for compensation after an accident has occurred must be forwarded to the Finance Insurance Officer without delay or acknowledgement. It is imperative that liability is not admitted at any time.

² <http://www.hse.gov.uk/riddor/>

9 Dangerous Occurrence/ Near Miss Procedures

A dangerous occurrence can be defined as a "near miss" or more correctly a "near hit" where the incident has the potential to cause serious personal injury, has caused property damage or has the potential to cause property damage. It is important that equipment or objects relating to the incident should be left *in situ* at the time of the incident unless it would be unsafe to do so.

The investigative and reporting procedure is exactly the same as for accidents. Safety & Environmental Protection Services will inform the Health and Safety Executive, and the Finance Insurance Officer will inform the University Insurers.

10 Incident Investigation

All incidents must be reported within the School and to Safety & Environmental Protection Services indicating all the relevant information and detailing the exact location of the incident using the correct School address.

Incidents must be investigated by the appropriate line manager/safety coordinator, findings and recommendations disseminated to all relevant parties. Line managers must ensure that the investigation has taken place and any findings have been acted on.

Where an incident requires attendance at Accident and Emergency, the School must ensure that the casualty is accompanied at all times.

11 Out-of-hours working

Any member of staff working out-of-hours must follow the lone working procedures below and be fully trained in all procedures to be carried out. All work to be undertaken must be approved by the line manager (supervisor) beforehand. Out of hours is classed as any work carried out between 18.00 and 08.00 weekdays, all day Saturday and Sunday and any statutory University leave days.

Lone Worker

There are many situations both within the University and elsewhere, where individuals routinely work alone. Only in a very small number of high risk situations is such work expressly prohibited by law (e.g. Work in laboratories using certain chemicals including flammable, highly flammable or extremely flammable liquids, flammable gases, asphixiants, toxic substances, corrosive substances) but in all cases suitable arrangements do have to be in place to minimise the risk and to ensure that appropriate emergency aid can be obtained.

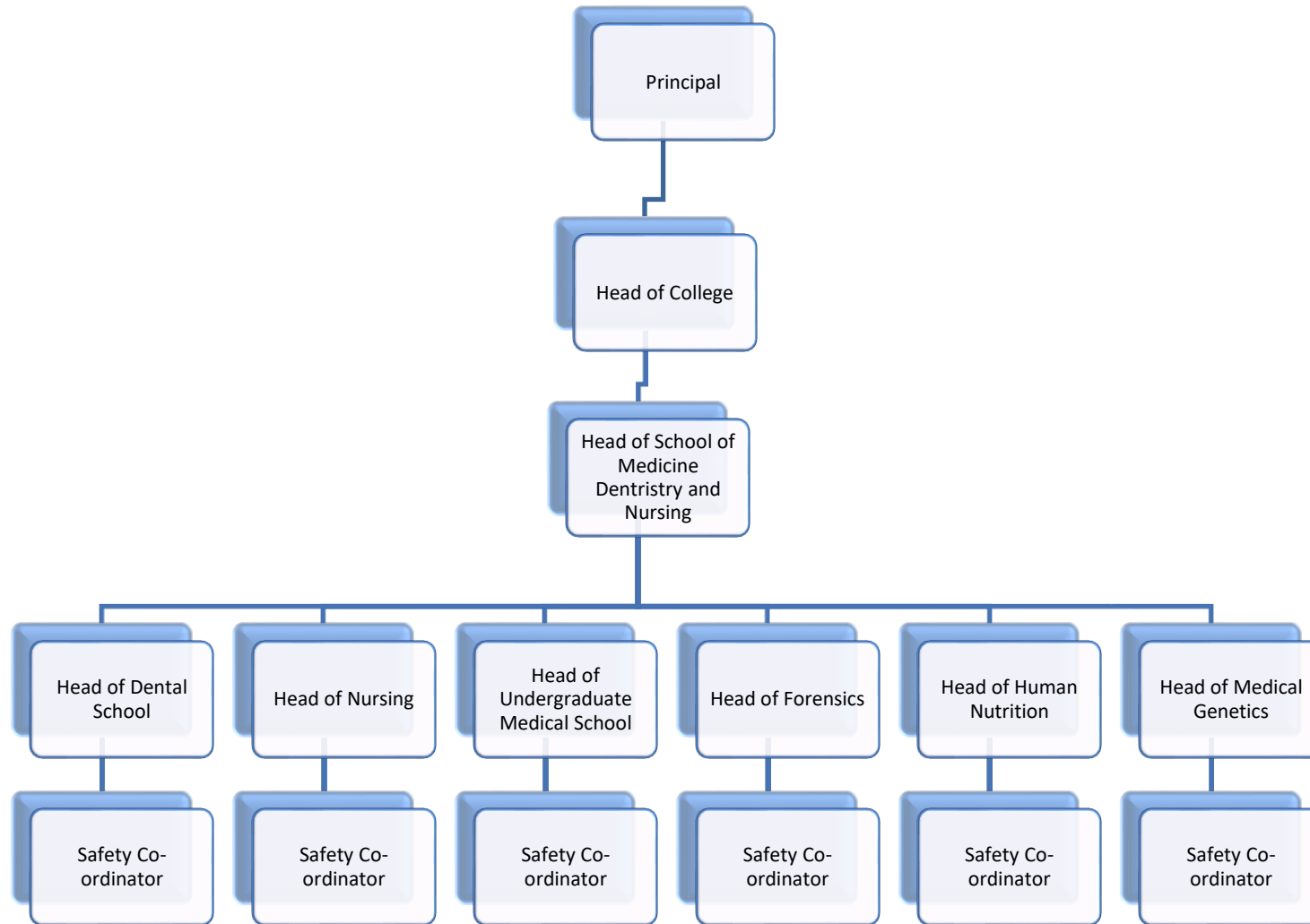
Where lone working is allowed, the Head of Unit must ensure that the foreseeable risks have been identified and that appropriate arrangements are in place to manage these. This may include limiting the type of activity that can be undertaken when working alone, adopting additional safety precautions and ensuring that effective emergency arrangements are in place.

The University has developed a Lone Working policy and also a suite of risk assessment forms to assist managers with such an assessment. These documents can be accessed here: Lone Working Procedures <https://www.gla.ac.uk/myglasgow/seps/az/loneworking/>

HSE advice on lone working can be found here:

<http://www.hse.gov.uk/toolbox/workers/lone.htm>

DRAFT



APPENDIX 2

School of Medicine, Dentistry and Nursing Health and Safety Committee Membership

The convenor for Health and Safety in the School of Medicine, Dentistry and Nursing is:

Professor Matthew Walters
Wolfson Medical School Building
telephone: 0141330 8020
email: Matthew.Walters@glasgow.ac.uk

Paul Fairie	Facilities Manager, College of MVLS
Ruth Stewart	Head of School Administration
Frank Bonner	Dental School - Safety Officer
Andrew Smith	Dental School – Academic representative
	Dental School – Student representative
Denise McKeown	Forensic Medicine – Safety Officer & Academic Representative
	Forensic Medicine –
Ann Marie Rice	Nursing & Health Care – Academic Representative
Susan Nellany	Nursing & Health Care – Safety Officer
	Nursing & Health Care - Student Representative
Konstantinos Gerasimidis	GRI – Academic Representative – Safety Officer
Donny McMillan	GRI – Academic Representative
	GRI - Student Representative
Carol Ditchfield	UG Medicine – Academic Representative
Sophia (Sam) Cameron	WMSB – Safety Officer
	UG Medicine – Student Representative
	QEUEH –Academic Representative
John Harris	QEUEH –Safety Officer
	QEUEH – Student Representative

APPENDIX 3

Arrangements within the School of Medicine Dentistry and Nursing Provision of Safety Co-ordinators

The following information should be considered as the "benchmark" against ensuring compliance with University Policy within your Unit. In addition, given the School of Medicine's staff and students are located in both University of Glasgow buildings and NHS sites then, where appropriate, there will be a need for Safety Co-ordinators to liaise with NHS staff on matters of Fire Safety, Security and Waste Disposal provision.

1.0 Safety Co-ordinators

Each Head of Unit (or, where a building is shared between Institutes, the nominated lead Academic) must identify a suitable individual to take on the role of Safety Co-ordinator. This individual will take responsibility for the oversight of all Health and Safety (H&S) matters within the Site/Building. This will be a senior member of tenured staff with sufficient experience and knowledge to deputise if necessary for the Head of Unit on H&S matters.

2.0 The Role of the Safety Co-ordinator

Where appropriate, there will need to be a Safety Co-ordinator appointed (where more than one Institute occupies the space) to oversee the day to day safety matters arising in "out-lying" buildings in order for there to be consistency of communication between staff and Safety Co-ordinators to reduce local rule confusion.

Safety Co-ordinator will normally devote only part of their time to H&S matters but, to enable them to fulfil this role, it is likely they will need to be relieved of some of their other duties. They will also be required to attend formal training⁴ organised by SEPS to enable them to fulfil this role.

- To act as liaison between the Unit/School and SEPS.
- To be an ex-officio member of the School Safety Committee.
- To retain familiarity with University and School Health and Safety policies.
- To maintain a general knowledge of safety, health and environmental legislation in relation to the activities of the School.
- To follow an appropriate programme of development so that an appropriate standard of safety, health and environmental knowledge is sustained.
- To provide general health and safety advice or, where appropriate, to refer members of the School to the SEPS Unit.

⁴ Qualifications required e.g. IOSH Managing Safely, NEBOSH Certificate

- To disseminate health and safety information and reports to appropriate members of School staff and students.
- Where appropriate, to liaise with the School on matters relating to the safe disposal of hazardous waste.
- Where appropriate, to liaise with the School Biological Safety Co-ordinator and School Radiation Protection Supervisor on matters relating to biological and radiation safety.
- Liaise with the School Safety Committee to review health and safety procedures within the School.
- Liaise with the School Safety Committee to assist with the coordination of systematic health and safety inspections of the workplace.
- Liaise with School Safety Committee to assist with the co-ordination of the reporting and investigation of accidents/incidents. The School of Medicine will commence a systematic and rigorous action plan to ensure compliance and adherence to the current Safety, Health and Environment Policy and strategically align itself to University of Glasgow through commitment to Health and Safety with the objectives of:
 - I. Maintaining and continually improving, as far as is reasonably practicable, a safe and healthy working environment for all staff, students and visitors.
 - II. Striving for continual improvement in safety, health and environmental performance, demonstrable by achieving and maintaining internationally recognised standards in safety, health and environmental management through strong, active and visible leadership from senior management.

APPENDIX 4

THE ROLE OF THE BIOLOGICAL SAFETY CO-ORDINATOR

- To ensure that the local rules³ are followed.
- To ensure that containment equipment is maintained and tested at appropriate intervals.
- Where necessary, monitor for the presence of viable GMOs outside of the containment area.
- Before agreeing to a new entrant to a containment laboratory, to be satisfied that the individual is familiar with the local rules and the correct use of the laboratory equipment. The training must be commensurate with the level of risk.
- To maintain a list of all people who are working in the laboratories for which he/she is responsible. Assist and/or advise on pregnancy assessment or work placements
- To ensure that the work of all new entrants are supervised by a responsible member of the laboratory staff.
- To ensure that no-one may enter the containment area (other than in an emergency) for cleaning, servicing of equipment, repairs or other activities outside the normal work of the laboratory unless the persons responsible for work in that area have previously been informed, have assessed the risks to the visitor, and have decontaminated laboratory surfaces and equipment when necessary.
- To ensure the safe storage of GMOs, harmful or potentially harmful material and ensuring that records of these are kept.
- To ensure the appropriate transport of all GMOs (transfer of organisms constructed at containment level 2 and above should be recorded).
- To ensure that laboratories are appropriately disinfected prior to the start of a new experiment. Appropriate disinfection could range from swabbing down work surfaces to complete fumigation and will be dependent on the Risk Assessment.
- To ensure appropriate waste disposal procedures are used.
- To formulate and implement emergency plan and procedures.
- To organise regular departmental investigations to assist them in meeting the other duties and monitor local standards of safety.
- To advise the head of unit in all matters relating to the containment of biological hazards and the safety of staff, except for those in which he/she is involved as principal investigator, when appropriate deputising arrangements should be made.
- To investigate all accidents, spillages etc. in the laboratory and taking what action he/she considers necessary. Each incident and the action taken must be recorded, together with the names of the personnel involved. All accidents and any incidents in containment level 2 laboratories must be reported to the Safety and Environmental Protection Services.

The responsible member of staff in charge of an experiment is:

- (i) Answerable at all times to the Biological Safety Co-Ordinator for the safe execution of the work in progress
- (ii) Responsible for ensuring the day-to-day cleanliness of the laboratory.
- (iii) Responsible for all aspects of training in appropriate microbiological practice.

3 Special safety conditions relating to specific areas e.g. Containment level 3 laboratories will be managed and coordinated centrally by the School and the respective Head of Unit

APPENDIX 5

THE ROLE OF AREA FIRE OFFICER / WARDENS

The appointment and appropriate training of local Area Fire Officer / Wardens is considered to be good management practice, and is a requirement of fire safety legislation, including the Fire Scotland Act

The main duties of the Area Fire Officer / Warden are:

- 1) To monitor fire safety systems and procedures.
- 2) Complete weekly walk round inspections.
- 3) To report any defects to the School Safety Co-ordinator and appropriate Estates and Buildings.
- 4) To take appropriate and effective action in the event of a fire.
- 5) To report to Safety Co-ordinator / SEPS (as appropriate) any potentially serious fire safety hazards.

On Evacuation:

- 1) To ensure that any disabled persons receive the appropriate assistance as detailed in their Personal Emergency Evacuation Plan (PEEP).
- 2) To note any disabled persons making use of a Safe Haven / Refuge.
- 3) On evacuation to check that all personnel have left the area.
- 4) If safe to do so, to close all doors and windows as they leave.

On Exiting the Building:

- 1) To direct people to the designated Assembly Point(s).
- 2) To ensure clear access for the Emergency Services.
- 3) To liaise with the Emergency Services.
- 4) If appropriate, undertake a roll-call.
- 5) To notify people when it is safe to re-enter the building.

APPENDIX 6

THE ROLE OF THE FIRST AIDER

- To assess a situation quickly and safely, and summon appropriate help.
- To protect casualties and others at the scene from possible danger.
- To identify, as far as possible, the injury or nature of the illness affecting the casualty.
- To give each casualty early and appropriate treatment, treating the most serious first.
- To arrange for the casualty's removal to hospital, into the care of a doctor, or to their home as necessary.
- If medical aid is needed, to remain with a casualty until further care is available.
- To report your observations to those taking over care of the casualty, and to give further assistance if required.
- To prevent cross-infection between yourself and the casualty as far as possible.

Further information on First Aid can be found here: <http://www.gla.ac.uk/services/seps/az/first-aid/>

APPENDIX 7

Health and Safety Responsibilities of PIs, Supervisors towards Undergraduate and Post Graduate Students

The School has a legal duty to provide such supervision as is necessary to ensure the Health and Safety of Undergraduate and Post Graduate Students. Any practical procedure undertaken by students will have been assessed under the COSHH Regulations 2002 and the Management of Health and Safety at Work Regulations 1999 (Risk Assessment and Categories of Supervision) and documented accordingly (see 3.3.3 for Risk Assessment information).

The Supervisor must be suitably experienced and trained in Safety, Health and Environmental issues in order to carry out the role of student supervision. Students must be advised of any hazard associated with the substances used or processes that will be undertaken; the Supervisor will instruct the student in the control measures which must be adopted to reduce the risk that might arise from any of the procedures undertaken.

Supervision

Categories of work have to be identified in relation to their degree of risk. These are:-

- (a) **Constant:** The work may only be undertaken under direct supervision.
- (b) **Periodic:** The work may not be started before obtaining the Supervisor's advice on risk control measures.
- (c) **Training Required:** Work may proceed without direct reference to the supervisor provided the worker is adequately trained in the procedures.
- (d) **None:** Upon assessment, no supervision is deemed to be required.

Student Projects and Supervision

The duty to supervise is delegated to your project supervisor; they must be able to demonstrate that they have exercised an effective supervisory role. This must be documented.

Categories of Supervision Only

Effective supervision does not necessarily mean constant supervision {see (a)–(d) above}. There are no hard and fast rules on what constitutes adequate supervision, but there are fundamental elements, which must be satisfied.

- (a) Risk to safety under the Management of Health and Safety at Work Regulations 1999, COSHH Regulations 2002, Genetically Modified Organisms (contained use) Regulations 2000 and the Manual Handling Operating Regulations 1992 (as amended in 2002).
- (b) Procedures are agreed between supervisor and student and should be committed to writing in all but the most elementary of circumstances.
- (c) The supervisor or deputy to ensure that the students are following the agreed procedure must carry out regular checks.
- (d) It must be made clear to the student that: -

(i) Alterations in method must be discussed and approved with the supervisor that must then be documented.

(ii) The students also have a legal responsibility not to endanger themselves or others by their action. Where necessary a formal arrangement must be made, such that a temporary alternative supervisor is provided during the absence of the regular supervisor (during periods of extended absence or especially when working out of hours).

The School has a responsibility to ensure a safe and healthy environment for staff and students to work in, and that exposure to any physical, chemical or biological hazard is eliminated or minimised, that safe working practices are implemented and maintained, that adequate information, training and supervision are made available at all times, and that adequate Risk/ COSHH assessments have been made in relation to any practical classes that are under taken.

The member of academic staff who is responsible for practical, special topic or project is responsible for the assessment of risks and ensuring compliance with the Health and Safety at Work Regulations (COSHH and Categories of Supervision) for undergraduate students.

Summary of Responsibilities: Supervisors

The assessment of risks and compliance with the COSHH regulations for substances used for undergraduate teaching as well as postgraduate supervision is the responsibility of the member of academic staff who is the supervisor for the practical project.

Supervisors have the responsibility to ensure that Risk Assessment Forms outlining categories of supervision have been completed prior to the commencement of practical work involving hazardous substances or process.

APPENDIX 8

Use this checklist to assist you when completing routine workplace inspections of laboratories. Carrying out regular workplace inspections is one way to identify workplace hazards. Any serious or ongoing hazards should be reported to ensure that appropriate corrective actions are tracked and completed.

School/Research Institute:	Date:
Area inspected:	Inspected by:

1. General laboratory environment

Inspection item	Yes	No	N/A	Notes
“AUTHORISED ENTRY ONLY” signage is displayed at the laboratory entrances – contacts up-to-date				
The laboratory is locked when unattended				
Hand washing facilities are available adjacent to the main entry/exit - hands free operation for PC2 areas				
Benches, floors and furniture surfaces are smooth, impervious, chemically resistant and easy to clean				
Benches are clean, tidy and uncluttered				
Floor is clean, dry and uncluttered				
All areas are adequately lit				
Ventilation feels adequate e.g. not stuffy				
Temperature is within acceptable limits e.g. 20-26°C				

2. Standard laboratory equipment

Inspection item	Yes	No	N/A	Notes
Fume cupboards are available for work with hazardous chemicals – operational & certified.				
Biosafety cabinets are available for biological work that may generate aerosols – operational & certified				
Autoclave is available for decontamination of biological waste – serviced & calibrated				
Laboratory fridges and freezers are used – not domestic products				

3. Electrical safety

Inspection item	Yes	No	N/A	Notes
Power outlets are located 300mm above bench height and in good working order.				
Double adaptors and power boards are not used				
Equipment power leads and plugs are in good condition e.g. not frayed or damaged				
Portable plug-in electrical equipment has been tested and tagged ¹				

¹ Some non-portable equipment may also require testing if exposed to operational conditions likely to result in damage or accelerated wear and tear.

4. Storage facilities

Inspection item	Yes	No	N/A	Notes
All substances, containers and processes are clearly labelled e.g. chemicals, biological materials, radioactive isotopes, reactions				
Gas cylinders are secured from falling				
Only "in-use" cylinders are located in the laboratory				
Atmospheric CO ₂ monitoring system is provided in areas where carbon dioxide is used				
Liquid nitrogen is stored in small Dewar's with a total aggregate volume less than 20 L for small laboratories (e.g. 50m ²) or 50 L for larger open laboratories				
Shelving and general storage areas are stable and chemically compatible—top shelves no higher than 1.7 m				
British Standard approved chemical storage cabinets are used for the storage of flammable, corrosive and toxic liquids.				
Only small under bench type flammable liquid cabinets are used – 30 L maximum storage volume per cabinet				
Flammable liquid cabinets are located more than 3 m laterally from all potential ignition sources.				
Chemical and biological waste is separated into different categories, packaged, labelled and regularly removed from the laboratory				
Flammable liquid waste is stored in a flammable liquid cabinet pending disposal				

5. Personal Protective Equipment

Inspection item	Yes	No	N/A	Notes
Fully enclosed non-absorbent shoes are worn in the laboratory				
Laboratory coats and/or gowns are available in the laboratory and worn during active laboratory work				
Appropriate eye protection is worn when active laboratory work is taking place				
Splash resistant eye protection is used where there is a higher risk of exposure, e.g. when handling corrosive liquids, liquid nitrogen, infectious substances or unscreened body fluids				
Gloves are worn and changed regularly when handling chemicals, infectious materials or radioactive isotopes				
Gloves are not worn outside of the laboratory or when handling clean laboratory equipment e.g. taps, door knobs				

6. Emergency preparation

Inspection item	Yes	No	N/A	Notes
Exit signage is illuminated				
Exit paths and walkways between benches are clear and free of obstructions				
Safety shower is available - operational and tested weekly				
Eyewash station is available - operational and tested weekly				
First Aid Kit is available and the local Nominated First Aid Officer is identified				
An appropriate spill kit is available – consider the plausible spill scenarios e.g. substances and maximum spill volumes				
Emergency shut-off devices are available for power and other reticulated services – located in an emergency exit path and clearly labelled.				

7. Actions

Action item	When by	Who by	Status

APPENDIX 9

Use this checklist to assist you when completing routine workplace inspections of your office work environment. Carrying out regular workplace inspections is one way to identify workplace hazards. Any serious or ongoing hazards should be reported, to ensure that appropriate corrective actions are tracked and completed.

School/Administrative Unit:	Date:
Area inspected:	Inspected by:

1. General work environment

Inspection item	Yes	No	N/A	Notes
Floor surfaces are flat, even and dry				
Floor coverings are in good condition				
Walkways are clear of obstructions and trip hazards e.g. boxes, electrical cords				
Stairs, steps and handrails are in good condition				
All areas are adequately lit				
Ventilation feels adequate e.g. not stuffy				
Temperature is within acceptable limits e.g. 20-26°C				
Area is clean, tidy and uncluttered				
Toilet/kitchen facilities are accessible and clean				

2. Office equipment

Inspection item	Yes	No	N/A	Notes
Furniture is in good repair e.g. not damaged or faulty				
All cords and wires are kept out of the way				
Heavy materials are stored in the lower drawers of filing cabinets				
Tall bookcases are secured in place e.g. to the wall				
The distance between high volume photocopiers and workstations is maximised				

3. Ergonomics/workstation setup

Inspection item	Yes	No	N/A	Notes
Staff have completed individual workstation self assessment checklists				

4. Manual handling

Inspection item	Yes	No	N/A	Notes
The majority of storage is at or below shoulder height				
Heavy items are delivered directly to the storage location by suppliers				
Heavy items are stored at waist height				
Manual handling equipment is readily available for moving heavy equipment e.g. trolleys				

5. Electrical safety

Inspection item	Yes	No	N/A	Notes
Power outlets and light switches are operational and in good condition				
Power boards are used in preference to double adapters, and not overloaded				
Power leads are in good condition e.g. not frayed or damaged				
Electrical appliances are kept clear of wet areas				
Portable plug-in electrical office and kitchen equipment (e.g. power cords, projectors, toasters, kettles) have been tested and tagged.				

6. Emergency preparation

Inspection item	Yes	No	N/A	Notes
Exit signage is illuminated				
Exit pathways are clear of obstructions				
Fire doors are operational, e.g. open and close easily, and not chocked open				
Fire stairs are well lit				
Local emergency contacts are displayed e.g. Fire Officer, nominated first aid officers				
Emergency evacuation signage is displayed in common areas of the building e.g. lift lobby, main corridors				

7. Actions

Action item	When by	Who by	Status

