



School of Biodiversity One Health and Veterinary Medicine Research Health and Safety Policy Statement

The Health and Safety at Work Act 1974 along with other regulations and approved codes of practice ensure, so far as is reasonably practical, the health, safety and wellbeing of employees, students, visitors and contractors of The University of Glasgow. As a School of the University, we have set forth a policy to promote compliance with the HASAW Act.

The School of Biodiversity, One Health and Veterinary Medicine (SBOHVM) Research is located across three campus areas, namely Gilmorehill main campus (predominantly Graham Kerr Building but with satellite labs in the Davidson, Sir Graeme Davies building and Joseph Black Buildings), Garscube Estate (Henry Wellcome Complex {HWC} comprising the Henry Wellcome Building, Jarrett Building, Urquhart Building and The Scottish Centre for Ecology and the Natural Environment (SCENE) at Rowardennan.

The School, in conjunction with the University's Health, Safety and Wellbeing policy (copies of which are available on the University's Safety and Environmental Protection Service website), is committed to the provision of a safe and healthy workplace environment. In addition to meeting statutory requirements, the School will strive to continually review and improve upon standards of health, safety and wellbeing and, as such, this document aims to enhance the University's policy by describing the organisational structure in place for safety in the School and by indicating potential hazards and the precautions required to prevent accidents and ill health

The successful management of health and safety at work requires active participation of every member of staff within the School. Although the Head of School has delegated responsibility through the Head of College and ultimately the University Court for the establishment of suitable and sufficient arrangements for health, safety and wellbeing for everyone working or visiting within School, all staff, students, and registered visitors have a duty to ensure that they behave in a manner that will not adversely affect the welfare of colleagues. PIs within the School are responsible for the safe working practices of their staff and students when on campus and when in the field. Supporting documentation in the form of risk assessments should cover all areas of work and be approved by the supervising PIs.

The School recognises that safety requirements enforced by law set only a minimum standard. It also recognises that safety standards are dynamic in nature and the School, as far as conditions and resources permit, remains committed to continual and progressive improvement in this area.

All staff, students and registered visitors are required to observe the health and safety rules and standards and adhere to the School Health and Safety Policy Statement. Deliberate deviation from the established rules and standards may result in disciplinary action. This policy statement will be reviewed at least annually by the School Safety Committee. The main objectives of this policy are

1. To provide guidance on the implementation of the Health & Safety at Work Act 1974
2. To enhance the University policy with a bespoke section relating more specifically to School activities.
3. To ensure effective management of risks by assessment and periodic review
4. To provide training in safe working methods with the opportunity for all to participate.



Should any member of staff or any students have suggestions or comments regarding the above Policy Statement, please contact the Convener of the School Safety Committee, Dr Lisa Ranford-Cartwright (Lisa.Ranford-Cartwright@glasgow.ac.uk).

See overleaf for members of the SBOHVM Research Health and Safety Committee.

As part of the Safety Policy, all new members of staff and students are required to read and adhere to the School policy and complete the Induction Form found in Appendix A. Visitors are required to read and adhere to both the Safety Policy and the fire policy.

The School Research Health and Safety strongly encourages all research active staff to attend [The Safety in Research Groups](#) one day training course run by SEPS (Safety & Environmental Protection Service). This course is intended for principal investigators and early career researchers who have responsibility for managing a research group within the University (or are planning to do so in the future). It is intended to help academic staff members to develop an understanding of their legal responsibilities with respect to health and safety and how they can develop a positive, proactive health and safety culture in the workplace.

There are University mandatory online inductions to be completed by staff and students; Introduction to Safety at the UofG, Working Safely with Computers and Display Screen Equipment, and the online fire safety training- link below.

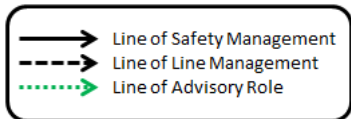
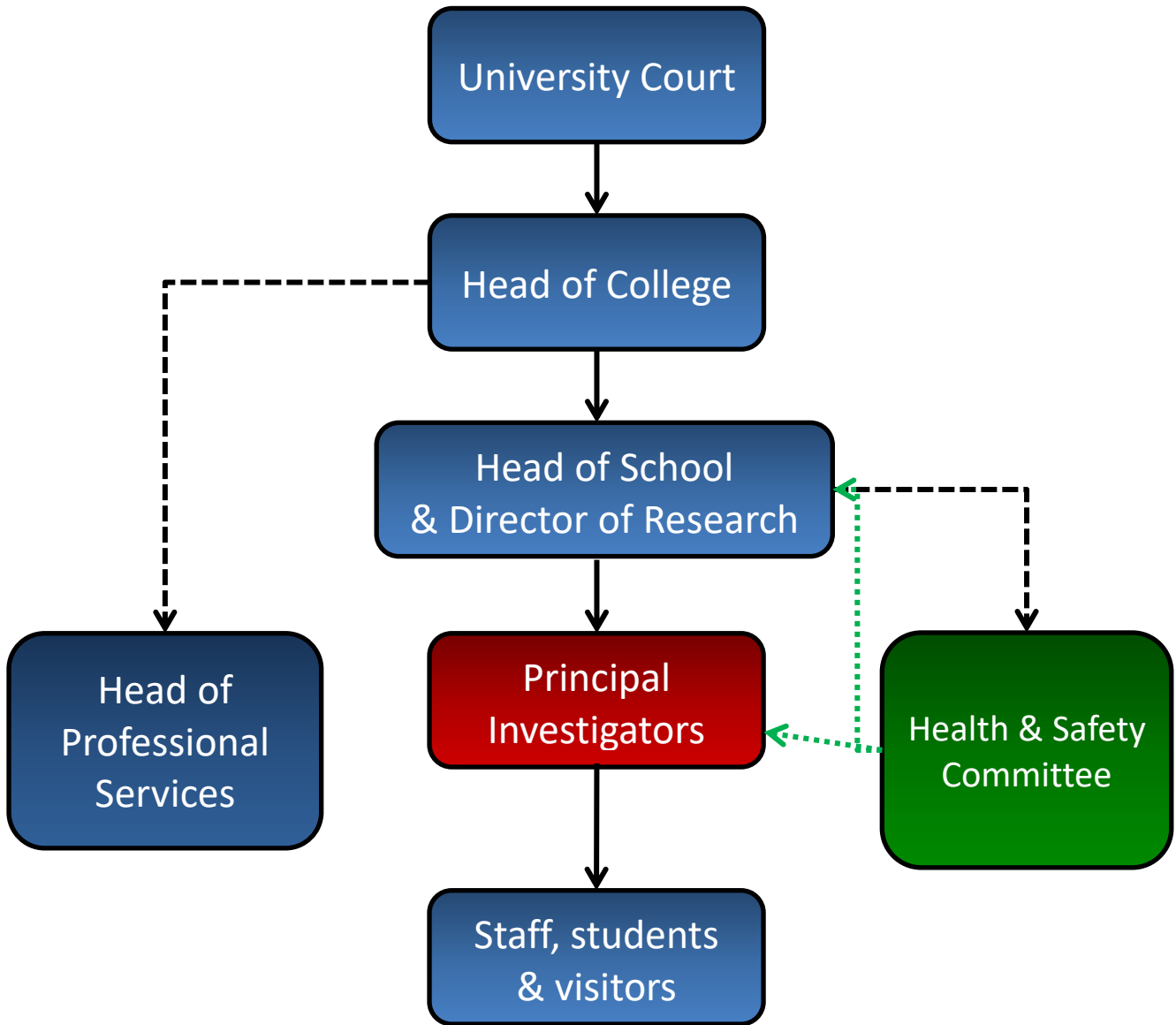
<https://www.gla.ac.uk/myglasgow/humanresources/all/mandatorytraining/>

Please note that fire safety training should be completed at least every three years.

Jan 2024



Hierarchy of Safety Management





Mode of Operation

As stated above, the Head of School and Director of Research have delegated responsibility from the University Court via the Head of College; this is then further devolved to Principal Investigators (PIs) who may then delegate certain activities to other research group members whilst maintaining overall responsibility. These supervising PIs are responsible for health and safety in their own offices and research laboratories. They also have responsibility, with regard to safety, for work conducted by their staff, students and visitors in other laboratories, both within and outside of the School, and when relevant in the field. Supervisors/PIs have a responsibility to make sure that risk assessments have been carried out for all their research activities, including fieldwork and that all appropriate documentation has been completed and filed electronically with the safety coordinator. All those involved in the research, i.e., PDRAs, RAs, technicians, students and visitors must have read and understood the relevant risk assessments and be deemed competent, before being allowed to work unsupervised. It should be noted that undergraduate students are not allowed to work unsupervised at any time.

Safety issues should be raised with local safety representatives in the first instance, and then if required with the School safety coordinator. If further follow up is required, then the safety coordinator can act as a conduit between the researchers and the School Health & Safety Committee and/or Safety Environmental Protection Service (SEPS) as appropriate.



SBOHVM Research Health & Safety Committee

Lisa Ranford Cartwright	Convener of Committee, School Safety Adviser & CL3 Lead (lisa.ranford-cartwright@glasgow.ac.uk)
Kate Griffiths	Safety Coordinator & UK Fieldwork Lead (kate.griffiths@glasgow.ac.uk)
Andrew Brownlow	UK Fieldwork Lead (andrew.brownlow@glasgow.ac.uk)
Anneli Cooper	Parasitology Lead (Anneli.Cooper@glasgow.ac.uk)
Deepti Negi	Student Representative (2694049N@student.gla.ac.uk)
David Bailey	Sub Aqua/Water Activities Lead (David.Bailey@glasgow.ac.uk)
Francesco Baldini	International Fieldwork Lead (Francesco.Baldini@glasgow.ac.uk)
Jo Halliday	International Fieldwork Lead (jo.halliday@glasgow.ac.uk)
Jennifer Crawford	Professional Services Representative (jennifer.crawford@glasgow.ac.uk)
Joeseph Pennock	Biological Services Representative (Joeseph.Pennock@glasgow.ac.uk)
Katarina Oravcova	Bacteriology Lead (katarina.oravcova@glasgow.ac.uk)
Maria Capstick	Area Safety Lead Gilmorehill (maria.capstick@glasgow.ac.uk)
Neil Evans	Physiology Lead and Cochno Farm Lead Area Safety Lead (neil.evans@glasgow.ac.uk)
Phoebe Kaiser-Wilks	Area Safety Lead (SCENE) (phoebe.kaiser-wilks@glasgow.ac.uk)
Ross Phillips	Aviaries and Aquaria Area Safety Lead (ross.phillips@glasgow.ac.uk)
Winifred Boner	Senior Researcher Representative (Winnie.boner@glasgow.ac.uk)
Claire Malcolm	Clerk (claire.malcolm@glasgow.ac.uk)

The School Research Health & Safety Committee is made of PIs from the principal research themes within the School, namely bacteriology, parasitology, physiology and molecular biology and SCENE which focuses on ecological studies and the natural environment. Other areas represented are the aquaria and aviary, international fieldwork and containment level three (CL3) activities. Area safety leads for each campus are also assigned in addition to an overall School safety coordinator. It should be noted that the area safety leads, and safety coordinators are administrative roles only



SBOHVM Research Health & Safety Committee Mandate

The role of the safety committee is to:

- Provide guidance and advice on health and safety issues within the School research,
- Identify and address arising concerns
- Implement university policy across the School
- Advise on suitable safety training courses

The committee meets at least three times a year to discuss and address current matters of concern and to update the policy document as necessary.

Members of the safety committee also:

- Conduct safety audits once a year to ensure that all campus areas throughout the School remain safe environments to work in and to provide help and advice on potential aspects for improvement.
- Provide permanent points of contact for members of staff wanting to raise or discuss safety issues.

The convener of the committee maintains communication with the Head of School, to whom she reports issues that require action at higher management levels.



Safety Induction Information

No new staff or students can start work until they have received appropriate safety instruction. This instruction should be provided by the supervisor, or someone delegated by them, but all staff/students also have a personal responsibility for their own safe working practices.

The Safety Policy Statement

Everyone should have read and understood The Safety Policy Statement found:

<https://www.gla.ac.uk/schools/bohvm/about/studentstaff/healthsafety/>

Everyone should sign the Safety Induction Form to state they have read and understood the content and email their form to: sbohvm-hs-research@glasgow.ac.uk

The Safety & Environmental Protection Service

The Safety & Environmental Protection Service (SEPS) is the University's safety service and forms part of the Health, Safety and Wellbeing Division. Here links can be found to all areas of health and safety (H&S) as well as the contact details of SEPS staff.

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

Health, Safety and Wellbeing e-induction

All new contracted staff MUST complete Health, Safety and Wellbeing e-induction. If someone has completed this induction for a previous UofG post within 3 years of their new contract they will not be required to do it again.

<http://www.gla.ac.uk/services/health/e-inductionoverview/>

Fire Safety

Fire Safety information can be found on the SEPS website:

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

The on-line training is mandatory for all staff and students and should be completed at least every 3 years: <https://moodle.gla.ac.uk/login/index.php>

Accident/Incident Reporting

In the case of accident, incident or near miss, reports must be submitted to SEPS promptly. Forms for reporting can be found at the following link but if the incident is serious or results in major injury, then SEPS should be contacted ASAP by telephone on ex 5532 in the first instance.

<http://www.gla.ac.uk/services/seps/reportanincident/#d.en.411120>

Reports should be submitted by the supervisor to sbohvm-hs-research@glasgow.ac.uk but Head of Professional Services (Jennifer.Crawford@glasgow.ac.uk) and the School Safety Coordinator (Kate.Griffiths@glasgow.ac.uk) should also be notified.

If the incident takes place at HWC, please contact Area Supervisor ana.monteiro@glasgow.ac.uk on ext 8093, SCENE contact Hannele.Honkanen@glasgow.ac.uk on 01360 870571 and for Cochno Farm contact Neil.Evans@glasgow.ac.uk on x 5795

Please refer to SEPS for a comprehensive overview:

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



Radiation

All staff/students wishing to work with radiation must first contact their local area Radiation Adviser:
Kate Griffiths (Graham Kerr Building) Kate.Griffiths@glasgow.ac.uk ex 4779
Lynne Fleming (HWC Garscube) Lynne.Fleming@glasgow.ac.uk ex 6948

They will be able to provide initial training and advise on forthcoming courses provided by the Radiation Protection Service

COSHH Risk Assessments

Before commencing bench-research, new staff/students MUST have read and signed all relevant COSHH (Control of Substances Hazardous to Health) risk assessments. Hard copies of these should be signed and kept within a suitable lab/office area; PIs/supervisor have copies of the relevant forms. All new protocols and procedures involving a risk or hazard should be assessed under COSHH and a new risk assessment prepared by the PI/supervisor. An electronic copy should be sent to the safety co-ordinator. This form will be added to the Health and Safety folder and will be available to other labs working with similar chemicals or carrying out similar procedures.

Biological Hazards, Pathogens and Toxins

The possession or use of certain pathogens and toxins is controlled under health and safety, animal health, plant health, environmental and terrorism legislation and requires registration with your School and the Safety and Environmental Protection Service (SEPS). The purpose of this registration process is to ensure that the University and Schools can comply with legal requirements for work with pathogens and toxins by maintaining a complete list of certain pathogens, pathogen infected materials and toxins.

The principal investigator has the primary responsibility for work with their pathogens and toxins and must ensure that the registration form is completed and submitted by providing information on the possession or proposed possession or use in advance of starting work.

You should ensure that you know the categorisation of the organism(s) being used, and follow the appropriate recommendations given by the HSE ACDP Approved list of biological agents. Note that no organisms in hazard group 4 should ever be received in this School. The organisms in hazard group 3 require special precautions. Anyone wishing to import HG 3 organisms must seek permission from the Head of Institute.

Particular care should be exercised when handling material of human origin and any member of staff responsible for bringing such material into the building must ensure that it has been adequately screened (especially for HIV and hepatitis B, C & D viruses) before its arrival in the buildings wherever feasible. Appropriate records of such material must be maintained. Staff working with such materials should be familiar with the recommendations contained in the ACDP guidance documents which can be found on the SEPS website (biological hazards section).

- HSE ACDP Approved list of biological agents
- HSE ACDP Safe working and prevention of infection in clinical laboratories and similar facilities
- HSE ACDP Management and operation of microbiological containment laboratories
- HSE ACDP DEFRA Biological agents: Principles, design and operation of containment level 4 facilities



- HSE ACDP Infection risks to mothers and babies
- HSE Seal ability of microbiological containment level 3 and 4 facilities
- HSE Fumigation
- HSE Bloodborne viruses in the workplace
- HSE ACDP Protection against blood borne infections in the workplace: HIV and hepatitis
- HSE ACDP Working safely with research animals: Management of infection risks
- HSE Control of laboratory animal allergy
- HSE ACDP Safe working and prevention of infection in mortuary and post mortem room
- HSE ACDP Controlling risks of infection at work from human remains
- HSE SACGM Compendium of guidance
- HSE Containment and control of specified animal pathogens
- WHO Transport of infectious substances

Before starting work with biologically hazardous material, you must read the relevant COSHH form and risk assessment and ensure that you know the categorisation of the organism(s) being used. All spillages and accidents with Biological Hazards must be reported using an Injury or Dangerous Occurrence form even when no personal injury is involved.

GM

Work on Genetically Modified Organisms (GMO) or Microorganisms (GMM) must be approved by the GM safety Committee (GMSC). This is true even if working solely with commercially available GM reagents. Staff/students will be able to find out from their PI/supervisor whether this is relevant to their work. Basic information can be found at:

<http://www.gla.ac.uk/services/seps/az/biological%20safety/gmriskassessment/basic%20requirements%20for%20work%20with%20genetically%20modified/>

The local committees are GM/37 & GM/223 for Gilmorehill and Garscube campuses respectively.

Fieldwork

If staff/students carry out fieldwork in any location (UK or overseas) a Fieldwork Risk Assessment (FWRA) must be completed. If fieldwork involves working with biological and/or chemical agents, then standard operating procedures (SOPs) should be provided also. In some cases, the hosting School associated with the field research will already have such documentation and provided it is of a suitable and sufficient standard, may be attached as appendices to the FWRA. A FWRA should be provided for each activity/trip and read by every member of the party. If additional assessment is required e.g., for existing medical reasons, this should be coordinated directly between staff/student and supervising PI. Signed electronic FWRAs should be sent to: sbohvm-hs-fw-travel@glasgow.ac.uk

If the FWRA is for a student, please provide a copy to the appropriate School along with a research furth form where appropriate. This information is available from Davina Hill (davina.hill@glasgow.ac.uk - IBAHCM PGR Convenor team)

UG students send to Stewart White Stewart.White@glasgow.ac.uk

PG students send to MVLS Graduate School mvlgs-gradschool@glasgow.ac.uk FAO Audrey Hillis

If the staff/students are to be resident at SCENE they must consult Hannele Honkanen or Joris Philip for a residential safety induction.

Ethics



University ethics page:

<https://www.gla.ac.uk/research/strategy/ourpolicies/ethics/>

The College ethics committee page:

<https://www.gla.ac.uk/colleges/mvls/researchinnovationengagementsupport/collegeethicscommittee/>

The School animal ethics page:

<https://www.gla.ac.uk/schools/bohvm/research/vetresearch/ethicsapprovalforanimalrelatedresearch/>

Further guidance for supervisors as below.

Pathogen & Toxin registration:

<http://www.gla.ac.uk/services/seps/az/biological%20safety/pathogensandtoxins/pathogen%20and%20toxin%20registration/>

Biological containment:

<http://www.gla.ac.uk/services/seps/az/biological%20safety/containmentlaboratoriesandfacilities/>

Transport of Biological Hazards:

<http://www.gla.ac.uk/services/seps/az/biological%20safety/transport%20of%20biological%20hazards/>

Waste Guidance:

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

Chemical Safety:

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

Manual Handling:

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

Note that staff/students may be required to complete other Safety induction material before starting work e.g., specific training for containment level 3 or Home Office training for ASPA. The PI/supervisor will be able to provide guidance in these cases.



Appendix A

Safety Induction Form

PIs/supervisor should now go through the following tick list with the new staff/student, indicate those of relevance and sign off that they have been made aware of each point.

Key Inductions Topics	Supervisor's Initials
Personal responsibility for safe working practices	
SBOHVM Research Safety Page https://www.gla.ac.uk/schools/bohvm/about/studentstaff/healthsafety/	
SEPS Safety & Environmental Protection Service including e-induction http://www.gla.ac.uk/services/health/e-inductionoverview/	
Fire safety: http://www.gla.ac.uk/services/seps/az/firesafety/ On-line fire safety training: https://moodle2.gla.ac.uk/login/index.php	
Other sources of safety advice and information: Health & Safety Executive: http://www.hse.gov.uk/ Scottish Environmental Protection Agency: https://www.sepa.org.uk/	
Emergency fire evacuation procedures	
Personal Emergency Evacuation Plan (if required)	
Out of hours working	
Personal Protective Equipment (PPE)	
Extended periods of working in warm or cold environments (insectaries, aquaria)	
Safe working practice for the -20°C Walk-In Freezer. Including emergency alarm/door release button, no lone working.	
Storage of flammables, corrosive materials, dangerous chemicals	
Good microbiological practice	
Working with GMOs	
Handling of pathogens and potentially infective tissues	
COSHH: Biological & chemical risk assessments	
Relevant Standard Operating Procedure's according to lab environment	
Liquid Nitrogen Safety	
Fieldwork Risk Assessments (FWRAs)	
Disposal procedures for hazardous waste	
Manual Handling	
First aiders	
Electric shock hazards in the laboratory	
Wet work	



Building security General security- Gilmorehill Gatehouse ex 4282 (24hr)	
Building security General security- Garscube Gatehouse ex 5799 (24hr)	
Emergency (Fire/Ambulance/police) Gilmorehill ex 4444	
Emergency (Fire/Ambulance/police) Garscube ex 2222	
Reporting of accidents/dangerous occurrences/near misses	
Slips/trips/falls	
Safety training opportunities	
Building as residence (SCENE Welcome Pack)	
New & expectant mothers: http://www.gla.ac.uk/services/seps/az/newandexpectantmothers/	
Occupational Health: http://www.gla.ac.uk/services/occupationalhealthunit/ Health Surveillance including respiratory sensitiser surveillance: http://www.gla.ac.uk/services/occupationalhealthunit/staff/healthsurveillance/ Hepatitis B vaccinations: http://www.gla.ac.uk/services/occupationalhealthunit/hepb/	

I CERTIFY THAT THE ATTENTION OF THE STAFF/STUDENT NAMED HERE HAS BEEN DRAWN TO THE SBOHVM RESEARCH HEALTH AND SAFETY POLICY AND TO THE POINTS LISTED ABOVE.

Supervisor's Name & Signature

OR Delegated Staff Name & Signature

Staff/Student Name & Signature

Staff/Student Location

Date

A copy of the form should be retained by the staff or student.
Please return the signed statement to sbohvm-hs-research-enquires@glasgow.ac.uk