University of Glasgow School of Cancer Sciences

Health and Safety Policy Statement

V 2 | May 2026

Altered and updated format for the School of Cancer Sciences Health & Safety Policy Statement

1. Introduction and Scope

The School of Cancer Sciences (SCS) is committed to ensuring a safe, healthy, and supportive environment for all staff, students, visitors, contractors, and collaborators. This policy supports and operates under the **University of Glasgow Health, Safety & Wellbeing Policy** and the **MVLS Health & Safety Policy (May 2025)**.

SCS operates across multiple sites—including the Wolfson Wohl Cancer Research Centre (WWCRC), CRUK Scotland Institute, Paul O'Gorman Leukaemia Research Centre, the Beatson Oncology Centre, and clinical and research spaces at the Queen Elizabeth University Hospital. This policy applies fully across all locations.

Its purpose is to outline:

- the School's commitment to health, safety, and wellbeing
- the operational structures in place
- responsibilities of staff and students
- procedures for communication, reporting, and continuous improvement

2. Policy Statement

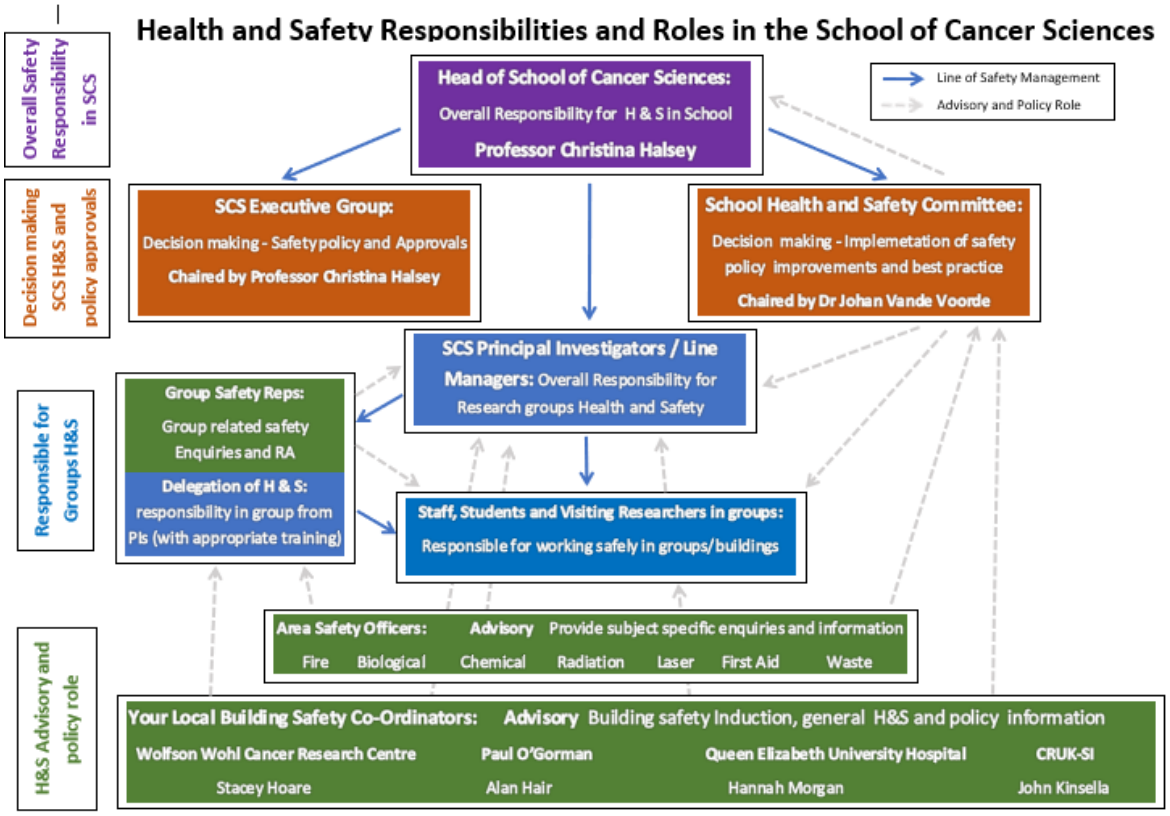
SCS recognises its obligations under the **Health and Safety at Work etc. Act 1974** to protect staff, students, visitors, and others who may be affected by its activities. The School is committed to:

- complying with all statutory requirements, University policies, and MVLS frameworks
- providing safe facilities, equipment, and working environments
- creating a positive safety culture where concerns are openly raised and addressed
- continually improving its health, safety, and wellbeing systems

Health and safety policy is monitored and reviewed by the SCS Safety Committee and endorsed by the School Executive annually

3. Responsibilities and Expectations

The diagram below outlines the hierarchy of responsibility, decision-making pathways, advisory roles, and local safety management functions across the School of Cancer Sciences.



3.1 Everyone in the School

Every member of staff, students, and registered visitors has a personal responsibility to:

- Complete required training and refresher training -
    - SEPS Fire safety every 3 years,
    - SCS H & S refresher training every 2 years
    - any other safety refresher training as deemed required for role
- follow School, University, and local laboratory rules
- work safely and avoid actions that may cause harm
- report hazards, unsafe behaviour, and incidents promptly (see section 5 for reporting pathway)

Wilful failure to follow established rules may result in disciplinary action.

3.2 Principal Investigators (PIs) line managers and Supervisors

PIs and line managers must:

- ensure staff and students receive appropriate induction and training
- maintain and approve risk assessments for all activities
- promote safe working practices in their groups

- address problems promptly and escalate where required
- ensure that work is carried out safely in all laboratories under their control

3.3 Safety Representatives

Each research group shall nominate a safety representative who:

- monitors safety concerns within their area
- gathers issues for agenda items prior to Safety Committee meetings
- promotes good practice and communication within their group
- acts as a liaison between staff/students and the SCS Safety Committee

3.4 School Safety Coordinator

The SCS Safety Coordinator (currently: **Stacey Hoare**) is responsible for:

- coordinating School-level safety arrangements and documentation
- supporting staff with queries and concerns
- ensuring the dissemination of safety guidance, training, and committee outputs
- maintaining communication with MVLS safety structures

4. Safety Governance and Communication

4.1 SCS Safety Committee

The School Safety Committee:

- consists of representatives from all SCS sites, job families, post graduate students and research groups.
- meets regularly to review incidents, hazards, audit findings, and policy updates
- reports to the School Executive Group and works in alignment with MVLS governance
- develops and monitors the School Safety Policy, procedures, and performance

4.2 Information Flow

1. **Before Committee Meetings:**
   Safety representatives are invited to submit agenda items. Concerns should be discussed at group meetings first.

2. **During Meetings:**
   Committee members discuss issues, assign actions, and review incidents and trends.
3. **After Meetings:**
   - Minutes are stored in the shared **SCS Health & Safety area**
   - Feedback is provided to PIs, line managers, and individuals where appropriate
   - Key matters are escalated to the **School Executive Group**

5. Reporting Safety Concerns and Incidents

Everyone must report:

- hazards or unsafe conditions
- near misses
- injuries
- faults with equipment, facilities, or PPE

Reporting pathway:

1. **First instance** – raise directly with the person involved if safe to do so
2. **Then** – report to your group's Safety Representative and PI/line manager
3. **If unresolved** – escalate to the Safety Coordinator or area safety advisors
4. **Persistent or significant issues** – raised at the SCS Safety Committee

All accidents and incidents must be formally reported using the University's online **SEPS Incident Reporting Form**.

6. Risk Management and Safe Working

SCS will:

- ensure all work has an up-to-date risk assessment (RA)
- implement appropriate control measures (PPE, equipment checks, procedural controls)
- ensure regular monitoring, audits, and inspections are completed
- maintain compliance with biological safety requirements, GM regulations, and clinical governance where applicable
- ensure proper waste, chemical, and biological handling procedures are followed

PIs and supervisors are responsible for ensuring RAs are followed and reviewed.

7. Training and Competency Requirements

All new staff, students, and visitors must:

- complete the **University e-induction**
- complete **fire safety training** (renewal required every 3 years)
- complete **building Health & Safety Induction** (refresher training required every 2 years)
- receive **lab-specific induction** before undertaking any work
- read the **SCS Health & Safety Policy** and **SCS Safety Manual**

Additional training (e.g., COSHH, biological, GM work, cryogens) is required for relevant staff and strongly encouraged for all.

8. Continual Improvement

The School is committed to:

1. consulting openly with staff and students
2. developing and updating safe procedures
3. reviewing risk assessments and safety systems
4. encouraging reporting and learning from incidents
5. monitoring performance through the SCS Safety Committee and MVLS systems
6. reviewing this policy annually and updating as required

Safety standards will always aim to **exceed minimum legal requirements**, reflecting SCS's commitment to ensure a safe, health and supportive research environment.

9. Contact for Feedback or Comments

Suggestions, concerns, or requests for clarification regarding this policy should be directed to:

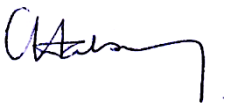
Stacey Hoare
School Safety Coordinator
Email: Stacey.Hoare@glasgow.ac.uk

10. Policy Approval and Review

This policy was developed by the **School of Cancer Sciences Safety Committee** and approved by the **School of Cancer Sciences Executive Group**.
It will be reviewed **annually** or sooner if required.

University of Glasgow
School of
Cancer Sciences

Signed:



Professor Christina Halsey

Head, School of Cancer Sciences

Date: 30th October 2026