



## HEALTH & SAFETY ACTION PLAN

### INTRODUCTION

The Institute of Cardiovascular & Medical Sciences is committed to providing a safe and healthy workplace for students, staff and visitors and adopting a socially responsible approach towards protecting and sustaining the environment.

The goal of this H&S action plan is to create and maintain a safe and healthy workplace, free from recognised hazards that may cause harm to staff, students or the environment.

Promoting a safe, healthy and environmentally sound environment is the responsibility of all staff.

The plan outlines the procedures and responsibilities for:

- Hazards
- Emergencies
- Accidents / incidents
- Environment

Strategies for the following specific hazard(s) have also been established:

- Hazardous substances / dangerous goods
- Communicable diseases (sharps / needle sticks)
- Laboratory safety
- Radiation safety
- Biological safety

Health & Safety will be managed through the Institute's management structure using the Executive Group, Health & Safety Committee, University Health & Well Being including Safety & Environmental Protection Service (SEPS) and NHS Health & Safety Departments at the Queen Elizabeth University Hospital (QEUH) and Glasgow Royal Infirmary (GRI).

The Health & Safety Committee will co-ordinate the development and implementation of this action plan.

The Committee will liaise with the Executive Group as required.

Staff will be consulted regarding their H&S concerns and the management of specific hazards through every available communication medium.

H&S information will be made available to all staff through email, meetings, documents, notice boards and the intranet.

## RESPONSIBILITIES – EVERYONE

All staff, students and visitors are responsible for H&S legislative and regulation compliance by:

- Looking out for hazards, reporting them to the designated person responsible for the work area and helping to rectify hazards.
- Taking action to avoid, eliminate or minimise risks.
- Following safe work methods and using personal protective equipment as required.
- Seeking information or advice as necessary - particularly before carrying out new or unfamiliar work.
- Reporting accidents and incidents to the supervisor of the work area.
- Contacting the Fire Brigade –  
**GU Property – BHF-GCRC, West Medical / Davidson / Joseph Black Buildings - raise alarm (using nearest fire alarm call-point) & dial 4444**  
**NHS Property – QEUH & GRI – raise alarm (using nearest fire alarm call-point) & dial 2222**  
to report any emergencies.
- Disposing of any hazardous waste in a safe and approved manner.
- Not wilfully placing at risk the health, safety or welfare of others.
- Exercising a duty of care toward others in everything undertaken.

## RESPONSIBILITIES - MANAGERS & SUPERVISORS

In addition to the responsibilities of all staff members, managers and supervisors are also responsible for H&S legislative and regulation compliance by:

- Establishing and documenting safe work methods.
- Setting up practical procedures to find and rectify hazards.
- Taking action to rectify hazards.
- Ensuring that management and staff are aware of their responsibilities under the H&S policy through effective delegation, training and promotion of the policy and procedures.
- Ensuring all requirements for the display of documentation and notices under H&S rules are met.
- Ensuring clear allocation of H&S responsibilities to designated staff.
- Authorising appropriate action to remedy non-compliance with H&S policy or procedures.

In the case of an accident:

- Ensuring that the person involved has received first aid and completes an Injury or Dangerous Occurrence Report form and sends a copy to the Chair of H&S Committee.
- Informing the H&S Committee Chair immediately if an accident has resulted in a serious injury or if there is the risk of a serious injury or illness, such as in the event of a significant chemical spill; damage to equipment; faulty equipment; needlestick injury.
- Investigating the accident as soon as possible after it occurs (and reporting it no later than 48 hours after the accident).

If hazardous waste is produced:

- Ensuring that all waste is labelled and disposed of safely in accordance with appropriate legislation and local guidelines.

## RESPONSIBILITIES - ACADEMIC STAFF

Academics are responsible for H&S legislative and regulation compliance by:

- Providing relevant and practical H&S information to undergraduate and post-graduate students.
- Taking all reasonable steps to ensure students adopt safe work practices

## RESPONSIBILITIES – HEADS OF RESEARCH GROUPS, PI'S & STUDENT SUPERVISORS

Heads of Research Groups, PI's, Administrative Heads, and Supervisors of Honours and Post Graduate students are responsible for H&S legislative and regulation compliance by:

- Ensuring that the H&S policy is effectively implemented in their areas of control.
- Supporting supervisors and holding them accountable for their specific responsibilities.
- Providing appropriate resources for the effective implementation of the H&S action plan.
- Ensuring that management, staff, and students are aware of their responsibilities under the H&S policy through effective delegation, training and promotion of the policy and procedures.
- Authorising appropriate action to remedy non-compliance with H&S policy or procedures.

As part of their academic leadership role, heads of academic units and all researching academics are also required to:

- Ensure the incorporation of appropriate H&S issues into any teaching curricula and proposed research projects.

### H&S COMPLIANCE CHECKLIST - LABS, OFFICES & FACILITIES

The following compliance standards must be met in all teaching and research laboratories and facilities. The following must be set out and obviously available:

- Injury or Dangerous Occurrence Report Forms.
- MSDS (Material Safety Data Sheet) for all hazardous substances.
- Risk assessments on all hazardous substances, hazardous processes and hazardous machinery/equipment.

The following notices must be on display (where appropriate):

- Local emergency and evacuation procedures.
- Local rules for the handling and disposal of radioactive substances.
- Local rules for the handling and disposal of genetically modified organisms.

Other:

- All chemicals and substances must be labelled and stored appropriately.
- All plug-in electrical equipment must carry a current "Tested OK" tag (PAT test).

# ACTION PLAN

## H&S MANAGEMENT

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
H&S responsibilities are clearly defined and documented and all staff and students know what/when and how to fulfil their responsibilities	Alert all staff to H&S web site and documentation.	Institute Administrator	Annually
	Incorporate H&S responsibilities into position descriptions, work plans, course notes	Supervisors / Teaching Staff	Ongoing
	Incorporate H&S responsibilities into orientation for new staff, students and visitors	Supervisors / Teaching Staff	Ongoing
	Clarify that staff are aware of their H&S responsibilities	Supervisors	Ongoing

## HAZARDS – GENERAL

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Procedures are established to find and rectify hazards	Encourage staff and students to report hazards and take action to minimise risk	Supervisors / Teaching Staff	Ongoing
	Keep Injury or Dangerous Occurrence Report forms in each work area.	Supervisors / Teaching Staff	Ongoing
	Conduct workplace inspections (see checklists on the H&S web site).	Supervisors	Twice yearly

## HAZARDS – ERGONOMICS

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Staff and students know about the risks associated with VDU use	Visual Display Unit information is available for all VDU users	Supervisors of VDU users / Teaching Staff	Ongoing as required

## EMERGENCIES

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Staff and students know how to signal an emergency and what to do if they hear an alarm	Labs / offices should ensure specific local Emergency Procedures and Evacuation Procedures are posted (preferably on the rear of all exit doors).	Supervisors / Teaching Staff	Ongoing
	Include emergency procedures in orientation information / safety policy for new staff and students	Supervisors / Academic staff / Teaching staff	As required

## ACCIDENTS & INCIDENTS

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Accidents and incidents are reported and action is taken so that accidents are not repeated	Encourage staff and students to report accidents and incidents (information on accident reporting and reacting produced by H&S committee is widely distributed and available on the H&S website)	Every person in the Institute	Ongoing
	Keep a copy of Injury or Dangerous Occurrence Report forms in each work area.	Supervisors	Ongoing
	Investigate the causes of injury, accidents and dangerous occurrences and ensure policies and procedures are in place to avoid a recurrence.	Supervisors / Line Managers H & S Committee (if appropriate)	As soon as practical after they occur.
	Review Injury or Dangerous Occurrence Reports annually to identify trends or problems	H & S Committee	Annually

## FIRST AID

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
First Aid is available as needed	<p><b>GCRC</b> – designated First-Aiders on Floors 2, 3 &amp; 4;</p> <p><b>Davidson Building</b> - designated first-aiders on Floors 3 &amp; 4</p> <p><b>West Medical Building</b> – designated first-aiders on Floors 2 &amp; 4</p> <p><b>Wolfson Link</b> - designated first-aiders on Floors 5</p> <p><b>Local Minor Injuries</b> - QEUH Tel: 0141 201 1100 Located at 1345 Govan Road, Glasgow, G51 4TF</p> <p><b>QEUH</b> – designated First-Aiders in each building ICAMS staff operate in (Teaching &amp; Learning Centre, Laboratory &amp; Management Building &amp; Office Block Building). or at QEUH A&amp;E/Casualty department.</p> <p><b>GRI</b> – awaiting training or at GRI A&amp;E/Casualty department</p>	H & S Committee	Ongoing

## ENVIRONMENT

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
Action is taken to minimise waste and to ensure that all waste is removed appropriately	<ul style="list-style-type: none"> <li>• Consult with staff re how best to minimise waste</li> <li>• Encourage double-sided printing and photocopying</li> <li>• Encourage staff to minimise their use of resources (e.g., stationery)</li> <li>• Encourage the re-use of paper for drafts (e.g. use both sides before recycling)</li> <li>• Consider the environmental performance of goods pre-purchase</li> <li>• Encourage the purchase of goods which have a recycled content, are efficient in their energy use, are durable, do not require a high level of maintenance</li> <li>• Identify how the Institute can participate in projects related to sustainability in teaching, research or campus projects</li> </ul>	Every person in the Institute	Ongoing
	Encourage teaching staff to incorporate issues of sustainability into their teaching	All teaching staff	Ongoing
	Ensure all rubbish associated with Institute operations is removed according to hospital's policy on waste removal	All staff	Ongoing
	Work with University approved supplier to achieve regular removal of unused / waste chemicals	H & S Committee	As required (usually every 3 – 4 months)

## SPECIFIC HAZARDS

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
High risk hazards and issues are identified and action is taken to minimise the risks	<b>MANUAL HANDLING –</b> <ul style="list-style-type: none"> <li>Revise work practices to minimise lifting and carrying</li> <li>Document and post safe work practices</li> <li>Include manual handling problems as an issue at appropriate meetings</li> <li>Approach H&amp;S committee for assistance in the form of advice and education on specific manual handling issues</li> <li>Attend Manual Handling Courses where appropriate.</li> </ul>	Every person in the Institute	Ongoing
	<b>HAZARDOUS SUBSTANCES AND DANGEROUS GOODS –</b> <ul style="list-style-type: none"> <li>Keep a list of all chemicals kept in stores and laboratories. List must be accessible to provide for emergency services requirements.</li> <li>Material Safety Data Sheets (MSDS) for all hazardous substances used must be attached to COSHH forms.</li> <li>COSHH and Risk Assessments for each assay and technique must be accessible to all staff and students.</li> <li>Store reactive chemicals separately.</li> <li>Label all decanted chemicals appropriately (secondary labelling).</li> <li>Conduct risk assessments on all hazardous substances used and have these assessments accessible locally. The risk assessments must be visible within a laboratory. Document and post safe work practices.</li> <li>Dispose of all hazardous substances appropriately</li> </ul>	Lab Supervisors	Ongoing
	Incorporate safe work practices into curricula	Teaching Staff	Ongoing

## SPECIFIC HAZARDS (Continued)

TARGETS	ACTION	RESPONSIBILITY	TIME FRAME
	COMMUNICABLE DISEASES (SHARPS / NEEDLESTICKS) - Identify staff and students at risk and provide information on immunisation, document and post safe work practices and provide accident response (see Communicable Diseases Policy and information on best practice on H&S website)	All Supervisors	As applicable
	Incorporate information on immunisation and safe work practices into curricula	Teaching Staff	Ongoing
	Provide sharps waste disposal containers and dispose of containers appropriately	Lab Supervisors and domestic staff	Ongoing
	Provide information and / or training on safe work practices for staff as applicable	Supervisors	Ongoing
	Incorporate information on safe work practices into curricula	Teaching Staff	Ongoing
	<p>RADIATION SAFETY –</p> <ul style="list-style-type: none"> <li>In co-operation with laboratory managers identify staff and students using radioactive substances and equipment and ensure all users are adequately trained. Staff regularly working with radioactive substances must wear personal dosimeters.</li> <li>Dispose of all radioactive waste according to the legal requirements.</li> <li>Document and post Local Rules for handling and disposal of radioactive substances</li> </ul>	Radiation Protection Supervisors	Ongoing
	Incorporate information on safe work practices into curricula.	Teaching Staff	Ongoing
	Dispose of all radioactive waste according to the legal requirements	Radiation Protection Supervisors & Lab Supervisors	Ongoing
	BIOLOGICAL SAFETY - Document and post Local Rules for handling and disposal of genetically modified organisms	Lab Supervisors	Ongoing
	Identify staff and students undertaking these activities and provide information on safe work practices all the while ensuring Biological Safety Committee approval where necessary	Academic Staff and Lab Supervisors	Ongoing
	Incorporate information on safe work practices into curricula	Teaching staff	Ongoing
	Dispose of biological waste according to the legal requirements	Lab Supervisors and staff / students working in labs	Ongoing