

Safety Policy Statement

The Health and Safety at Work Act 1974 along with other regulations and approved Codes of Practice secure the health, safety and wellbeing of not only employees of the School of Molecular Biosciences and the wider University community, but also students and visitors and other Institutions furth of Glasgow. It is recognised that this research School is in several buildings namely, Davidson, Joseph Black, Bower, Jarrett and ARC (Advanced Research Centre). This policy and subsequent health, safety and wellbeing systems have been put in place to take account of the geography and other occupants of these places of work.

The School of Molecular Biosciences, in conjunction with the University's Health, Safety and Wellbeing policy (copies of which are available on the University Web Site) is committed to the provision of a safe and healthy workplace and environment. In addition to meeting statutory requirements this Institute will strive to continually improve on standards of health, safety and wellbeing and as such this document enhances the University's policy by describing the organisational structure in place for safety in the Institute and 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 Director of the 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 property, all staff, students and registered visitors have a duty to ensure that they behave in a manner that will not affect the welfare of colleagues.

Every level of management within the School is accountable to their line manager and at the same time responsible for the health, safety and wellbeing of those reporting to them. Supervisors should lead, motivate and encourage their staff to report on hazards and to discuss all matters relating to health and safety.

The Safety Policy is made, and safety performance monitored by the Director of the School under the guidance and advice of the School Health & Safety Committee comprising staff representatives from various locations, plus interested and associated groups.

The School recognises that safety requirements enacted by law set only a minimum standard. It is also recognised that safety standards are dynamic in nature and the School underlines the importance of its commitment by constantly reviewing its own safety standards. As far as conditions and resources permit, the Institute is committed to continual and progressive improvement in standards of safety.

All staff, students and registered visitors are required to observe the health and safety rules and standards and adhere to the School's Health and Safety Policy Statement. Deliberate deviation from the established rules and standards may result in disciplinary action.

This policy statement will be reviewed by the Health & Safety Committee of the School of Molecular Biosciences at least annually.

To implement this policy, the School of Molecular Biosciences is committed to maintaining and enhancing the Health, Safety and Wellbeing of all staff, students and registered visitors. This will be achieved by:

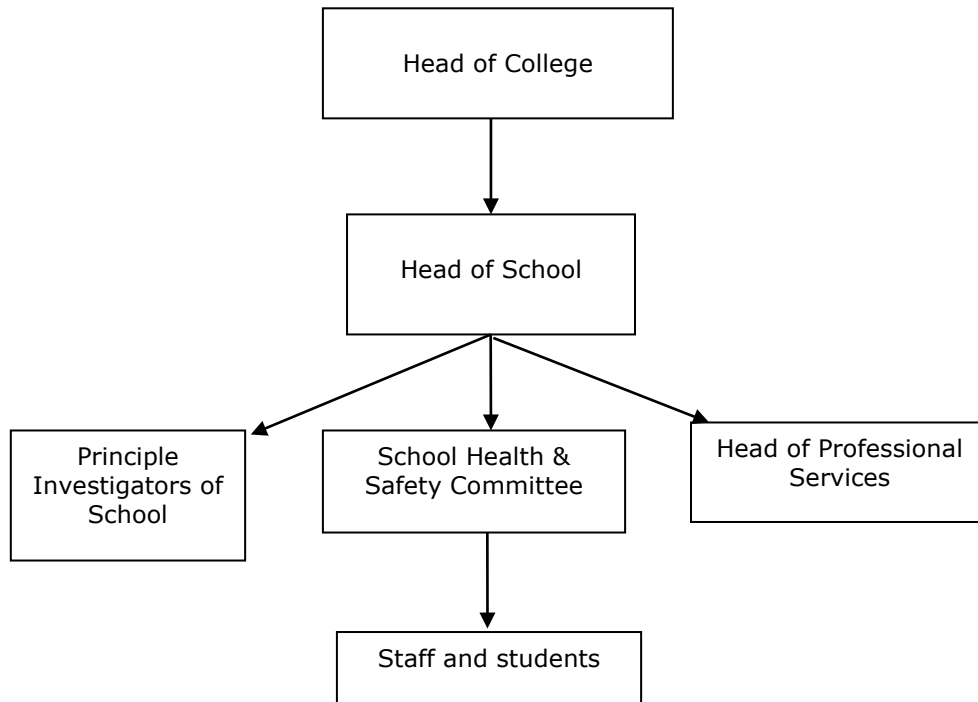
1. Maintaining an appropriate framework for the consultation on effective measures for continual development and the promotion of health, safety and wellbeing.
2. Continuing to develop and implement procedures and codes of safe working practice.
3. Ensuring effective management of risks by assessment, implementation of systems and review.
4. Providing training in safe working methods with the opportunity for all to participate.
5. Forming a health, safety and wellbeing committee with participation at all levels.
6. Developing Institute guidelines to ensure adherence to statutory regulations and University of Glasgow policies.

Should any member of staff or student have any suggestion or comments regarding the above Policy Statement please contact Craig Carr (Chair of the Health and Safety Committee)

See website for members of the Safety Committee of the School of Molecular Biosciences.

To support the implementation of the above policy, the following guidelines are available on the School's safety web page:

- Accident/dangerous occurrence reporting
- Biology safety
- COSHH, risk assessment and chemical safety
- Dealing with sharps
- E-induction
- Electrical safety
- First aid
- Handling liquid nitrogen
- General safety regulations and information
- GM safety
- New/expectant mother risk assessment
- Radioisotopes local rules
- Use of equipment
- Safe use of Ultraviolet light
- Use of pressurised gases
- Waste
- Working with human material
- General Laboratory Risk Assessment
- Occupational Health

Hierarchy of the Management of Safety in the School of Molecular Biosciences

Safety issues should be reported to the Convenor, Craig Carr, or in his absence, Area Safety coordinators. However, Principal Investigators have responsibility to ensure that all staff and students working with them are aware of their safety responsibilities within any laboratory in which they work, and ensure that they do not put themselves, other colleagues and other authorised individuals working in the vicinity at risk.

HEALTH AND SAFETY POLICY

I have received, read and understood a copy of the above safety policy.

Note: This safety policy supersedes all previous Institute regulations regarding Health and Safety.

Signed: <i>Helen Walden</i>	Dated: 23 rd August 2024
Print Name: Helen Walden	Building location: Rm 332
Supervisor:	Nature of role: Head of the School
Start date:	

Please return the signed statement to SMB Administration, Room 449 Wolfson Link Building

SMB H&S: August 2024

SAFETY INSTRUCTION CERTIFICATE

 To be signed on completion by the **SUPERVISOR**

Please provide your new starter with access to the SEPS website, Institute Safety Handbook, COSHH assessments and draw their attention specifically to the following points (where applicable):

There are also building or area specific inductions in place for staff & students which will complement the below list:

Topic	Tick
COSHH, biological & chemical risk assessments	
Genetically modification safety policies	
Personal protective equipment (PPE)	
General Laboratory risk assessment	
Reporting of accidents/dangerous occurrences	
Building security & lone working policy – Safe Zone App (https://www.gla.ac.uk/myglasgow/securityandoperationalsupport/)	
Emergency procedures	
Evacuation procedure	
Fire safety	
Storage of flammables and other hazardous chemicals	
Disposal procedures for hazardous waste, & SEPS waste policy	
Good microbiological practice	
Handling of pathogens and potentially infective tissues	
Handling human material and hepatitis B immunisation	
Safe use and disposal of sharps	
Liquid nitrogen handling	
Ultra-violet light safety procedures	
Electric safety	
Occupational health	
SEPS E-information: http://www.gla.ac.uk/services/health/e-inductionoverview/	
Sustainability Policy	

Signed:	Dated:
Print name:	Supervisor (print):



University
of Glasgow

School of Molecular
Biosciences