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**HEALTH AND SAFETY**

**POLICY**

**2023 / 24**

**Last Reviewed**

Date: September 2023

By: Arlene Macrae

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**A General Statement of Policy**

Health and Safety Policy statement:

As a large and complex organisation the activities of the University have the potential to affect many people.  It is the aim or the University to ensure that no-one is harmed as a result of any of its activities.  As part of its commitment to health and safety the University has prepared a formal statement of its policy on Safety, Health and Wellbeing.  This can be accessed [here](https://www.gla.ac.uk/media/Media_502679_smxx.pdf).

The School is a complex organisation and its activities cover a wide range of potential hazards. The School accepts its statutory duty under the Health and Safety at Work Act to ensure the health, safety and welfare at work of all its employees and students, and, the health and safety of other people affected by University activities.

The School aims to develop and use best practices in all health and safety matters. The management of safety issues is a specified duty of all staff, including those at the most senior levels. The School expects every individual member of staff to demonstrate high personal standards with regard to health and safety and to convey these standards to all colleagues and students. In particular, the School is committed to:

1. Providing a safe working environment for all staff, students and visitors:
   * Maintaining health and safety high on the list of management priorities for all work undertaken in any of the School’s activities (including international and shared sites);
   * Meeting (or exceeding) statutory minimum standards for health and safety;
   * Encouraging all staff, students and visitors to develop and support a positive safety culture;
   * Ensuring those affected by, or involved with, our activities, experience a healthy, safe and supportive environment;
2. Involving staff and students in health and safety at all levels:
   * Seeking the advice and full co-operation of all recognised trade unions and professional associations as appropriate;
3. Securing suitable health and safety competence in staff and students:
   * Provide suitable health and safety training, where necessary (including off-site);
   * Include health and safety in the training of our students such that they will continue to value safe practices in their ongoing careers;
4. Allocating adequate resources for health and safety issues at all levels in the School of, and securing competent specialist advice via the University Health and Safety Adviser;
5. Planning for health and safety provision at all levels of the School, in particular using an annual reporting and objective setting approach:
   * Making use of the UCEA/USHA Code of Practice “Leadership and management of health and safety in higher education institutions whilst adapting to specific needs, and cooperating with other organisations to develop better standards in the future.
   * Planning for a culture of continuous improvement in health and safety.

All staff should be aware that they also have statutory duties under the Act. In particular they:

* must take reasonable care for their own and others’ health and safety;
* must co-operate to enable the University to discharge its safety duties.

All staff should be aware that failure to comply with these requirements may lead both to disciplinary action by the School and potential legal action by the enforcement authorities.

This document is available for all staff and postgraduate students and is published on the [School website.](https://www.gla.ac.uk/schools/vet/studentstaff/staff/)

Responsibility for Safety:

1. The University

The University of Glasgow, as employer, and all employees have certain obligations under the Health and Safety at Work Act (1974). All members of the School of Veterinary Medicine have a duty to take reasonable care for their own safety and welfare at work and also that of other people likely to be affected by their actions. They must co-operate with the University in complying with the regulations of this Act.

1. Head of School

Safety in the School is the responsibility of the Head of School but it is essential that members of staff are fully aware of the potential hazards that may be encountered during their working day and endeavour to minimise any such risks. The Head of School shall appoint a convener of the School Health and Safety Committee.

1. Health and Safety Committee

The role of the School Health and Safety Committee is to advise the Head of School and School on safety matters and to maintain and improve health and safety at work. This is particularly important when new or improved work practices are introduced which may affect the health and safety of employees within the School.

The convener of the School Health and Safety Committee is the School Safety Officer.

1. Area Safety Groups

The Health and Safety Committee will define areas of the School that will be the responsibility of Area Safety Groups which will comprise of suitable individuals that meet regularly and are convened by a member of the Health and Safety Committee. In day-to-day running of the laboratories, clinical and office areas, the appropriate member of the Area Safety Group will ensure that all individuals working within the School are aware of the safety regulations and

will convey relevant information from the Committee to all other members of staff by discussion or written reports. These persons will be responsible for all aspects of safety, introduction of new methods and movement of equipment within their designated area. In addition, research group leaders, clinicians, senior veterinary nurses and administrators must ensure that all people within their groups fulfil safety regulations. However, it is up to each individual to use their common sense while working in the laboratory clinical and office areas. Areas will be inspected on a rotational basis and a written report submitted to the School Health and Safety Committee and Area Safety Groups.

1. Staff

If any member of staff has concerns regarding health and safety practices, they should notify the appropriate member of the committee who will raise the issue at the next meeting.

Any persons repeatedly violating safe practice may be asked to discontinue their work. Disciplinary measures will be instigated against staff who disregard safety regulations.

***Professor Christopher Loughrey (Head of the School of Biodiversity, One Health & Veterinary Medicine)***

**SCHOOL OF BIODIVERSITY, ONE HEALTH & VETERINARY MEDICINE HEALTH AND SAFETY COMMITTEE**

**Terms of Reference**

**Function:**

The School Health and Safety Committee will be responsible for health and safety within the School and oversee all area/building safety groups.

**Remit**

The responsibilities of the School Health and Safety Committee are:

* Review safety policies.
* To recommend health and safety and working practices to the School Executive or College.
* To ensure the School complies with health and safety regulations laid down by the University Safety and Environmental Protection Services (SEPS) and health and safety governing bodies.

The committee will consider equality of opportunity in all aspects of its decision-making.

**Composition and Membership 2023/24**

|  |  |
| --- | --- |
| **Designation** | **Name** |
| SBOHVM (Vet) H&SC Convener | Ms Arlene Macrae |
| College Representative | TBC |
| Safety Group representatives: |  |
| **Clinical Safety Groups** |  |
| - Weipers Centre Equine Hospital | Prof Patrick Pollock/Mr Steve Speirs |
| - Small Animal Hospital | Mr Ray Girotti / Mr Steve Speirs |
| - Food Animal (SCPAHFS) | Miss Jayne Orr/ Mr Malcolm McColl |
| - Cochno Farm and Research Centre | Mr David Hamilton |
| **Diagnostic Services Safety Group**  *- VDS and PM Room* | Mrs Lynn Stevenson/ Mr Mike McDonald (VDS)  Mr Michael McGuigan (PM Room) |
| **Teaching Safety Group**   * *Teaching space/laboratories/small*   *mammals & exotics unit* | Mrs Susan Glattbach |
| **Administration Safety Group**  - *McCall, MSB and Library* | Mrs Caroline Hutchinson |
| Head of School Administration | Ms Sarah Chiodetto |
| Clerk (in attendance) | Miss Gillian Ironside |

The Committee may invite others to attend meetings on an ad hoc basis where this would help to expedite its work, eg:

|  |  |  |
| --- | --- | --- |
| **Designation** | **Dept** | **Post holder 2023/24** |
| Radiation Protection Adviser | RPS | Mr Jim Gray |
| Biological Safety Adviser | SEPS | Dr Alice Gallagher |
| Chemical Safety Adviser | SEPS | Dr Phil Rodgers |
| Environmental Adviser | SEPS | Mr Alex Shearer |
| Senior Fire Safety Adviser | SEPS | Mr Billy Russell |

Note: There are no facilities for GM work in the School. All GM work is carried out within and by the Research Institutes in MVLS. Any member of SVM doing such work will do so in their role as an associate member of a Research Institute.

**Frequency of meetings**

* normally meets 3 times a year: December, March and June
* ad hoc meetings at the discretion of the Convener

**Reporting**

The Committee reports to the School Executive.

AREA SAFETY GROUPS

**Terms of Reference**

**Function:**

The **Areas Safety Groups** will be responsible for health and safety issues within their specific buildings/areas.

**Remit**

The responsibilities of the **Area** **Safety Groups** are:

* Review and update safety policies.
* Report to the School Health and Safety Committee on any issues with regards to health and safety and working practices in the designated areas.
* To ensure the areas comply with health and safety regulations laid down by the School Health and Safety Committee, University Safety and Environmental Protection Services (SEPS) and health and safety governing bodies.

**Frequency of meetings**

* normally meets 3 times a year: November, February and May
* ad hoc meetings at the discretion of the Convener

**Reporting**

The Group reports to the School Health and Safety Committee.

**School Safety Management Structure 2023/24**

**Head of School Areas of Responsibility for Safety**

Professor Chris Loughrey Overall Safety within the School with advice from the School Safety Officer and School Health and Safety Committee

**Divisional/Unit Heads**

Dr Mark Dagleish Veterinary Pathology, Public Health and Disease Investigation

Prof Patrick Pollock Equine Clinical Sciences

Mr George King Farm Animal Clinical Sciences

Dr Kate Stalin Small Animal Clinical Sciences

Dr F Dowell Veterinary Teaching Team

Ms A Macrae Veterinary Medicine Undergraduate School

Ms S Chiodetto SBOHVM Administration

**School Safety Officer**

Ms A Macrae Convener of the School Health and Safety Committee and Safety Adviser to the Head of School

**Deputy Safety Officer**

tbc

**Area Safety Group Conveners**

Mr Ray Girotti/Mr Steve Speirs Small Animal Hospital

Prof Patrick Pollock/Mr Steve Speirs Weipers Centre Equine Hospital

Ms Jayne Orr/Mr Malcolm McColl SCPAHFS (Food Animal)

Mrs L Stevenson/Mr Mike McDonald Veterinary Diagnostic Services

Mr Michael McGuigan Post Mortem Facility

Mr David Hamilton Cochno Farm and Research Centre

Mrs Susan Glattbach Teaching Laboratory space

Mrs C Hutchinson Administration space

**UNIVERSITY OF GLASGOW**

**SCHOOL of BIODIVERSITY, ONE HEALTH & VETERINARY MEDICINE**

**health and safety code of practice**

**General**

New staff beginning work in the University are required to complete the Health, Safety & Wellbeing electronic induction within their first 3 months at the University.  Existing staff are also encouraged to complete the induction. Details of the induction programme can be found the Health, Safety & Wellbeing webpage.  [On-line Induction for New Staff](http://www.gla.ac.uk/services/health/e-inductionoverview/)

It is the duty of every member of staff, while at work, to take reasonable care to ensure the health and safety of their self and of other persons who may be affected by their actions, to comply with the '*School Health and Safety Policy'* and this '*Health and Safety Code of Practice*' and to utilise properly all facilities provided in the School.

If any member of staff has doubts about the safety of a particular specimen, technique, chemical or piece of equipment, they must at once seek the advice of the Area Safety Officer for that area. The potential hazards in the School are numerous and are dealt with in detail in individual COSHH risk assessments. Forms for compilation of these assessments are available on the SEPS webpages [online](https://www.gla.ac.uk/myglasgow/seps/). All staff should be familiar with the nature and risk of the materials or equipment which they are handling or exposed to e.g. carcinogenic, flammable, infectious, radioactive, sharps, heavy loads etc.

Great care must be taken to clean up **any** spillage on desks, benches and floors. Wet floors are slippery and can cause accidents.

Never sit on benches in the laboratory, consulting rooms or wards.

Every item in the office, laboratory and clinical areas has its place, it is there because that is where it is required. Moving equipment from one place to another is bad practice. If you wish to borrow a piece of equipment from another area, you must ask the person responsible for that area and return the item clean and in working order immediately after use.

Always keep offices, laboratory and clinical areas clean and tidy. When work is completed at the end of the day, ensure that no hazardous material remains on the desks, benches or floor. All areas must be safe for unsupervised domestic staff. Areas must be made safe for works staff, outside contractors or service engineers, before they begin work in the School. Other than essential drugs required for overnight use in specific wards, all drugs must be replaced, as soon as possible after use, in appropriate locked cabinet or in the Pharmacy.

Additional Health and Safety information for course and clinical rotations are available on [Moodle](https://moodle.gla.ac.uk/course/index.php?categoryid=266) & [Mahara](https://portfolio.gla.ac.uk/group/view.php?id=1906)

**B** **GENERAL ARRANGEMENTS**

**Building Opening Times**

Normal working hours 08.00 – 18:00 Monday - Friday

Out of hours18:00 – 02:00

08.30 – 18:00 Saturday and Sunday

Closed Bank Holidays and between Christmas and New Year

**Smoking**

The University of Glasgow operates a [No Smoking policy](https://www.gla.ac.uk/myglasgow/humanresources/all/health/smoking/), smoking is not permitted in any premises or university vehicles.

### Accidents

All accidents whether involving injury or not must be:

(a) all accidents must be detailed in the Accident Record Books kept in your Unit, laboratory or clinical areas and reported to the School of Veterinary Medicine Safety Committee.

(b) [accident report form](https://www.gla.ac.uk/myglasgow/seps/reportanincident/#d.en.411120) must be completed and sent to the University Safety Office and copies retained for School of Veterinary Medicine Safety Committee and Divisional files. These forms are available from Reception and First Aiders. Forms are also available on the University [SEPS website](https://www.gla.ac.uk/myglasgow/seps/reportanincident/#d.en.411120)

### First Aid Facilities

### The names of Approved First Aiders allocated to deal with injuries are on the green First Aid notices sited throughout the building. Security staff are also trained First Aiders.

First Aid boxes and eye wash stations are available throughout the School and each First Aider is equipped with First Aid box. In the event of a more serious accident seek First Aid advice. A list of qualified First Aiders is displayed on the noticeboards outside the Divisional Offices, Laboratories and Reception Offices. If out of normal working hours and a First Aider is unavailable then the injured party should be transferred to the Accident and Emergency unit at the Western Infirmary.

Incidents, whether or not they result in personal injury, and all infections or irritations which may have occurred as a result of exposure to agents must be reported to a senior member of staff as soon as possible.

In the event of a major spill involving personnel, emergency showers are available. General showering facilities are available in the Hospital building.

Most serious injuries or illness can be treated during normal working hours by first aiders (as above), or by the University Occupational Health Unit 0141-330 2995.

Outside normal working hours help can be summoned on campus by dialling 2222 (the Garscube Security lodge)

An ambulance can also be summoned at any time by dialling (9)999 using telephones on Site. Also, contact University Security Personnel on 5799 [internal] or 0141 330 5799 [external]. They can help in directing the Ambulance.

Remember to give the `Telecom' operator the full postal address of the building the ambulance should attend. Inform the receptionists/personnel in the building concerned, so they can be prepared to receive the ambulance.

**Reporting of Accidents to Students and Visitors**

RIDDOR 1995 requires injuries to non-employees **who require hospital treatment** to be reported, no matter how minor (sprained ankles, cut fingers etc). The injury must have arisen out of, or in connection with, work activities. All details need to be included of the injured person’s home or term address. All reports must be made immediately to Safety and Environment Protection Services and School Safety Officer [Report an Incident](https://www.gla.ac.uk/myglasgow/seps/reportanincident/#d.en.411120)

### General Fire Safety ([Fire Safety](https://www.gla.ac.uk/myglasgow/seps/az/firesafety/))

1. Fire Alarm A continuous siren throughout the building.
2. On hearing the siren you are to:-

Make safe any equipment/experiment that could go critical.

Leave the building by the nearest safe route out of the building.

Congregate at assembly points.

* Do not keep goods or materials on stairs or in passageways. Stairs and passageways usually function as escape routes, and their effective width must not be reduced. Their function might also be jeopardised if a fire starts in stored material.

"Fire Stop Doors" restrict the spread of fire and smoke. They must never be wedged or propped open.

**DO NOT to use the lifts**

The janitors have responsibility for testing of the fire alarm: Each Tuesday morning

**NOTE**

a) the duties of the Fire Warden are:

i) to be familiar with exit routes from the building in which he/she normally works.

ii) to advise others on exit routes.

iii) to draw the attention of the Area Fire Officer or Area Safety Group to any deficiency or obstruction on these routes.

iv) **in the event of alarm or fire, so far as their own safety allows:**

instruct personnel in the area to vacuate the building, guide personnel along exit routes and help those whose routes are obstructed to find alternative routes, instruct personnel outside buildings to clear approach roads and to congregate at assembly points.

b) the duties of the Area Safety Officer are:

i) to liaise with University Fire Officer

ii) to carry out daily and weekly inspections

iii) to ensure that new members of staff are given instruction on Fire Emergency Procedures

iv) to ensure that fire drills are carried out at least twice per annum.

v) to ensure all fire incidents are reported to SEPS.

vi) to ensure that in conjunction with fire wardens appropriate arrangements are in place for assisting sensory or mobility impaired occupants.

vii) to check posting of appropriate warning fire signs and notices.

viii) to ensure that appropriate procedures are in place for securing windows, doors etc and procedures are in place for safe working of equipment left running overnight.

c) Problems with the fire alarms such as lack of audibility **must** be reported to **Mr Billy**

**Russell** **Senior Fire Officer** ext 4202.

d) Fire extinguishers are the responsibility of **Mr Billy Russell** **Senior Fire Officer** ext 4202.

Matters dealing with the refilling, re-siting, provision etc., should be referred to him.

**Emergency Procedures**

The following gives some of the actions, which can be taken to obtain help quickly on the Campus.

If you need to act in an emergency, do remember above all that the main response should be to save life, without putting yourself at risk: saving property, whether yours or anyone else’s, is of secondary importance.

*Means of Escape*

1. Familiarise yourself with the main escape route, and with any alternative routes you may have to use if the main escape route becomes impassable.
2. Be prepared to guide students and visitors out of the building.
3. Never use lifts during an emergency.

*Fire Alarms*

* Operate the Fire Alarms by breaking the glass in the red contact boxes, which are usually located at the ends and mid points of the main corridors.
* On discovering a fire, do not delay in sounding the alarm: do this before giving thought to fighting the fire.
* On hearing an alarm, leave the building without delay. Experiments which may go ‘critical' should be made safe, doors should be closed (but not locked), and time should not be wasted in collecting personal items.
* Do not enter a building whilst the fire alarm is ringing and, following evacuation, do not re‑enter the building until a Senior Fire Brigade Officer or senior member of staff gives permission.

**Animals must be left in the clinical areas.**

*Calling the Fire Brigade*

* Dial (9)999 on any telephone in the building and give details of the incident, full postal address, and of the emergency services which are required.
* Inform Security by calling 5799 or 2222. When the Fire Brigade arrives, advise the Senior Fire Brigade Officer of any special hazards in the building. He will also ask to be directed to the Alarm Control Panel; this is situated usually on the ground floor of each building.

*Fighting the Fire*

Provided the fire is only small, and provided you will not put yourself at risk, try to put it out with a hand - operated fire extinguisher. Do not, however, use more than two separate hand extinguishers on any fire. If the fire still burns after having used the second hand appliance, leave immediately.

**Fire extinguishers are colour coded, and should be used as follows**:-

### 

|  |  |  |
| --- | --- | --- |
| Extinguishing Medium | Colour of Container | Material on Fire |
| Water | Red | Paper, Wood, Textiles |
| Foam | Cream | Flammable liquid (in containers) |
| Carbon dioxide gas | Black | Flammable liquids, gasses and fires involving live electricity |
| Inert powder | Blue | All fires, but best for flammable liquids |
| Vaporising liquid | Green | Best for vehicle and engine fires |

*Bomb Threat*

* Take seriously any information you receive about a bomb.
* If the information is given in a telephone call:

- Let the caller finish the message without interruption.

- Write down the message exactly as spoken.

- Note the time.

- Ask the following questions, if possible:

- Where is the bomb located?

- What time is it due to explode?

- Try to remember as much as possible about the caller’s sex, age, accent, and state of mind*.*

**Notify the Security by telephone ext 5799 or 2222**

*Letter Bombs*

* If a suspicious letter or small package is received:

-Handle it with care and place it in a locked unoccupied room or locked drawer.

-Do not attempt to open, and do not immerse in water.

-Keep people away.

**Notify Security immediately on ext 5799 or 2222.**

Security will assess the information and will initiate action in accordance with Standing Instructions.

If it is decided to evacuate the building instructions will be given to:

- Operate Fire Alarm

- Evacuate the building

- Security staff to attend at scene

- Police will be notified

NB: When evacuation takes place staff will go to their specified normal fire assembly point.

Safety Officers responsible for staff emergency assembly points have authority to move staff to some other place on campus further from the building under threat.

*Gas Leaks*

North Sea Gas is treated so that persons with an ordinary sense of smell can detect it.

If you smell gas, or have any reason to believe that gas is leaking from an appliance, or from the service pipe work turn off all gas appliances, naked flames and electrical appliances, etc.

Evacuate the area concerned, leave open any windows already open, close all internal doors and, if possible, put up temporary (hand written) notices to warn others. Inform the occupants of adjacent rooms and ensure that they evacuate the area.

Immediately advise Security ext 5799 and Estates and Buildings ext 4457 of the problem.

If you cannot get a reply from the telephones listed above telephone the Gas Board and report your suspicions.

**Do not attempt to trace the leak or do any repairs. It may be necessary to turn off the building supply to carry out a full repair. If the supply has been turned off do not turn it on again. It is an offence to interfere with gas installation or to fail to observe the Gas Regulations.**

*Repairs to University Estates and Buildings and their services*

**FOR EMERGENCY REPAIRS**: telephone Estates and Services during normal working hours, or Security Office out of working hours.

*During Working Hours*: Helpline ext 4457

*Out of Working Hours:* Security Office ext 5799

*Out of Hours Incidents*

If an incident occurs out of normal working hours you may need to be contacted by Security.

ENSURE THAT:-

(a) A list of named responsible persons who can be contacted during normal working hours is displayed on your safety notice boards.

(b) The Security Office, has been sent a list of responsible persons who can be contacted out of working hours.

**Radiation (Radiation**

If radiation is present or suspected, alert the Divisional Radiation Protection Supervisor or [Radiation Protection Service](https://www.gla.ac.uk/myglasgow/radiationprotection/), ext 4471. Out of working hours contact the Security ext 5799.

**Contractors/Visitors**

(a) Under the Health and Safety At Work Act 1974, the University has a duty to ensure the safety of contractors and other visitors when on University premises. Contractors must be advised of any special hazards/situations present in the school about which they would not ordinarily be aware.

Similarly contractors have a duty to look after the health and safety of University staff students and visitors.

Estates and Buildings and local manager/janitors/area safety officers will liaise between contractors and the School. Staff must advise Ms Macrae of any problems that occur in their area so that good communications between the School and contractors can be assured.

*Note*: Estates and Services has a Code of Practice which is issued to contractors. It outlines what the University expects of them whilst on University premises.

(b) It is the duty of staff members of the School to be responsible for their visitors and to ensure their safety whilst on campus.

**Risk Assessment**

The Management of Health and Safety at Work Regulations 1992 require employers to carry out an assessment of the risks to the health and safety of their employees (and others) in order to identify preventative and protective measures.

Specific legislation is in being to cover the assessment needs of risks generated by VDUs, Manual Handling, Hazardous Substances, Noise, Lead and Portable Electrical Appliances etc. [Lists of University policies and guidance notes are available from the [SEPS website](https://www.gla.ac.uk/myglasgow/seps/)]

**Special Training**

It is a duty of managers/supervisors to ensure that all persons coming under their control receive adequate instruction in safety procedures appropriate to their work. This is to be carried out before the person starts any operation in the managers’/supervisors’ controlled area.

**C SPECIFIC HAZARDS**

This section should give a broad review of all the hazards found in the School and an indication of the appropriate safety precautions and procedures. Detailed codes of practice or local rules etc. are held in Receptions, Laboratories, Animal hospital areas and teaching areas.

**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 hospital 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.

1. pass a copy of the information to those using the item. Under the COSHH substances hazardous to health to carry out an assessment of the process before Regulations it is the responsibility of the organiser of any work activity involving work commences.
2. dispose of hazardous substances in a manner consistent with current legislation.

**Disposal of Hazardous Waste and Other Items**

#### *Chemicals and Solvents*

Methods of waste disposal are available from the University [SEPS Waste Guidance](https://www.gla.ac.uk/myglasgow/seps/waste/) website.

*Radioactive Waste*

A disposal services is operated by the Radiological Protection Service ext 4471

Containers and labelling are to conform to regulations. Documentation is also controlled and the appropriate form will require filling in.

*Sharps Waste*

Sharps disposal bins are available and supplied by external contractors. Sharps disposal bins are collected weekly by contractor and new bins supplied.

Broken glass must be swept up, never picked up, and placed in Glass bins for disposal.

*Clinical Waste*

Clinical waste bags are available and supplied by external contractor. Clinical waste is collected weekly by contractor and new bag supplied.

**Liquid Nitrogen**

*Hazards*

Nitrogen may produce local oxygen deficient atmospheres which will produce asphyxia if breathed. This is especially true in confined areas.

Other hazards arising from the use of liquid nitrogen are cold burns, frost bite and hypothermia.

All new users of liquid nitrogen should be given instruction from staff responsible for the area in which liquid nitrogen is being used. Information available on [SEPS website](https://www.gla.ac.uk/media/Media_173312_smxx.pdf)

*Protective Clothing*

Loose fitting non-absorbent leather gloves should always be worn when handling anything that is, or has been recently, in contact with liquid nitrogen. Goggles, or full-face shield, should be used to protect the eyes and face where spraying or splashing of liquid may occur. Laboratory coats should be worn.

*Transport*

Dewars containing liquid nitrogen should be sealed.

People **should not** ride in the same lift that is being used to transport liquid nitrogen. At least two people are required - one person to send the lift containing the dewar to the next floor, the other person to receive it. This procedure is to be carried out floor by floor to prevent others entering the lift.

**Electrical Equipment**

Estates and Buildings is responsible for the supply of electricity up to and including the isolator (for fixed items of equipment) and up to and including any 13 Amp socket. The provision of an appropriate power point is the School’s and/or the user’s responsibility.

All electrical equipment used in the School, whoever the owner, must be tested in accordance with The Electricity at Work Regulations Act 1989.

The School employs an external contractor to carry out an Annual Portable Appliance Testing of equipment.

**Other Equipment**

Nominated people must carry out the inspection and maintenance of certain dangerous items of equipment at regular intervals.

**University Health and Safety Publications**

The Safety and Environmental Protection Services produce health and safety publications from time to time. The publications are policy statements (which have formal Committee approval) or guidance notes of a less formal status. An up to date list of these documents is available on the SEPS website

**H.S.E. Guidance Notes**

The Health and Safety Commission produce guidance notes covering a wide range of topics of interest to industry and commerce in general. These cover for example chemicals, dangerous pathogens, machinery, and environmental hygiene etc. These documents are available at [HSE website](https://www.hse.gov.uk/).

**Working outside normal working hours**

*Access to the Building*

* The outer doors will usually be open, under the surveillance of the security, during normal working hours. These are Monday to Friday, 8.30am to 6.00pm.
* Evidence of identity (e.g. a library card, driving licence, etc.) may be required if you are not known to security, receptionist or staff members.
* At other times, the doors are locked and access is restricted to key pad or fob holders or by prior arrangement with Security. If you use a key pad/key card to enter the building, make sure the door is locked behind you and do not admit others who are unknown to you.
* Except in an emergency, only the front door should be used for exit. All external doors can be opened from the inside without a key. Always make sure that they are locked behind you.

*Log-Book*

Anyone working in the building out of hours must:

* Notify Security of their presence and where they are working
* Notify Security on their departure
* A research student or research assistant must inform the supervisor about the intended experiments and the approximate times involved. The supervisor must accept responsibility and be aware of the activities of the students for whom he or she is responsible.
* Senior research workers must make arrangements with the Head of School of the School or Deputy Head of School.

*Visitors*

* Outside normal working hours visitors are not normally allowed free access to the building. They must be met at Reception by the person they are visiting. This person is responsible for them while they are in the building.
* Unauthorised persons must never enter a research laboratory without contacting the laboratory supervisor or other members of staff.
* Visiting children should be closely supervised by an adult. They must be excluded from laboratories, workshops or from areas where hazardous work is being carried out except as part of a formal visit when they should be under strict supervision.

**Hazardous Work**

* Hazardous operations are those involving fire, possible explosion risk, poison risk, use of power tools and/or mechanical equipment.
* These operations must not be undertaken outside normal working hours, unless special arrangements are made with your supervisor, Head of Division or Head of School.

**Lone Working**

* No one should work alone on University premises if there’s a reasonably foreseeable chance that the task might result in a serious injury that would require a second person to render immediate assistance.
* Lone working situations need to be risk assessed and plans and procedures prepared where there is significant risk of injury. Where an individual has a potential exposure to serious hazards (e.g. highly toxic vapours) then sophisticated monitoring such as closed circuit TV or an intercom may be necessary. Conversely, on a routine job in non - hazardous locations - such as office and administrative work, a worker should not be alone longer than 2 hours without a check procedure. Here, a phone call may suffice.
* It is the employer’s duty to assess risks to lone workers and take steps to avoid or control risks where necessary.
* Staff must consult their manager/supervisor or Head of Division for permission to undertake lone working. They must also inform their manager/supervisor or the Head of Division if they have a medical condition that makes them unsuitable for working alone. Information on [SEPS website](https://www.gla.ac.uk/myglasgow/seps/az/loneworking/)

**Personal Protective Equipment (PPE)**

Personal items such as safety shoes and prescription safety glasses will be provided only by prior arrangement with the School Safety Officer

Other items (see below) can be provided from Divisions/Units.

* Laboratory coats
* Safety glasses/goggles [various]
* Dust masks
* Gloves [various]
* Wellington boots

**Handling and Access**

*Manual Handling Operations.*

A number of operations in the School require the movement of items i.e. lifting and carrying boxes, microscopes etc, as well as moving large and heavy equipment into position by hand. Assessments on all manual handling operations should be carried out to determine whether; the task could be avoided by using mechanical assistance; the risk could be reduced by altering the load, changing the task or changing the environment in which the task is carried out. Manual handling tasks should also be related to the individual capability of the handler. When handling loads, spread your feet flat on the ground and keep the load close to your body. Avoid twisting, turning, stooping or stretching whilst carrying a load. Before carrying out any of these procedures you should read the manual handling section available on [SEPS website](https://www.gla.ac.uk/myglasgow/seps/az/manualhandling/).

*Lifting Equipment*

There are a small number of items of lifting equipment, i.e. cranes, hoists, chains, slings etc. in the School. These are certificated and inspected by external contractors.

**Transport (**[**Transport Services**](https://www.gla.ac.uk/myglasgow/transportservices/)**)**

*Driving Licence*

Only current members of staff and registered students who have held a current UK or International driving licence for a minimum of 2 years may drive University vehicles. Staff members wishing to drive university vehicles must pass a small test. Up to date details of their driving licence are recorded and up-dated annually, as required. Any motoring convictions must be reported without delay, as this could affect University insurance cover.

*Driver Checks*

Drivers should be aware that they are legally responsible for the vehicle they drive.

Report all faults to Transport Services as soon as possible.

*Responsible Persons*

It is the duty of the person responsible for the vehicle to ensure that the vehicle is in a road worthy condition and complies with the statutory legislation. They should also keep a register of all drivers and their licence details. Transport Services maintain this register.

*Passengers*

Only current members of staff and registered students may travel as passengers; others by prior arrangement only.

*'Off-the-road'*

Only vehicles designed for this purpose should be used, even then care should be taken.

*Minibus* *Driver Assessment Tests*

Anyone who wishes to drive a minibus on university business must attend a Minibus Driver training scheme run by a Transport Services and successfully pass their driver assessment test.

*Accident procedures for University vehicles/hired vehicles*

In the event of an accident involving any vehicle, the driver is legally required to exchange insurance, personal and vehicle details. Make a note of the date, time, weather, road and light conditions etc. If possible make a sketch of the accident location, noting street/road names. Note details of any witnesses. If the police are in attendance make a note of their names and numbers.

Please download and complete the Report a [Motor Vehicle Incident form](file:///J:/VET/TU/Admin/Transport/Motor%20Vehicle%20Incident%20form.docx)

In the event of injury to another person or animal (with the exception of cats) drivers must report the matter to the police as soon as practicable and in any case within 24 hours of the incident. Documents requested by the police are normally required to be produced within five days.

Where an accident involves no injury to another person and the other driver stops and provides his/her name, address, insurance and vehicle details, then and only in those circumstances, there is no need to report the matter to the police.

No admission of liability, either written or verbal should be offered. Money should not be offered (or accepted) as payment toward accident repair.

A report containing details of any incident involving a university vehicle (accident, fire, theft, injures sustained etc.) must be completed as soon as reasonably practical and submitted to the Transport Services Manager.

All accidents no matter how minor must be reported to Transport Services Department as soon as reasonably possible.

Guidance notes on completing accident details are located in the cab of University vehicles.

ACCIDENTS whilst travelling ABROAD:  
In most EC countries the accident reporting procedure is similar to that of the UK, with the exception of Germany, where all accidents MUST be reported to the police. It is also a legal requirement to summon First Aid to injured persons.

Remember to place a Warning Triangle near the scene of an accident as soon as possible.

**Fieldwork**

*Preparation and Organisation*

When organising fieldwork you should do all that is reasonably practicable to promote safe practices and eliminate hazards, so that all those taking part and others around you are not put at risk.

It is important that you should assess the safety risks of each individual field course as conditions can change with time.

Decide the items of safety equipment and facilities which may be required and that it is in good working order. Protective clothing, boots, gloves, first aid kit, etc. Provide detailed safety instructions to each person who will attend the fieldwork. University Accident Report Forms should be filled in if any injury or dangerous occurrence takes place.

At all times a course leader/tutor must set a high standard of safety by personal example, so that students develop an attitude of mind that accepts good safety practice as normal. Information on [SEPS website](https://www.gla.ac.uk/myglasgow/seps/az/fieldwork/)

*Taking part in Fieldwork*

Veterinary fieldwork is an activity involving certain risks and hazards. In accordance with the Health and Safety at Work Act, course leaders will have been advised by the School to follow certain precautions, but each individual is responsible for his or her own safety. You are specifically asked to:-

-Observe all safety instructions given by course leaders.

-Inform the course leader/tutor if you intend to leave the group or in the event of illness or injury. -You are advised to inform the course leader/tutor before you leave site of any medical problem that could be a danger.

-Provide yourself with protective clothing and boots.

##### Health and Safety Induction for Staff and Students

All new staff and postgraduates should receive a Health and Safety Induction Talk from either the School Safety Officer or Area Safety Officer during your first week of employment.

Health and Safety arrangements will be presented to First Year undergraduate students at the beginning of term and reiterated throughout the BVMS course.

###### *Health and Safety Information for Temporary Staff*

There is a Health and Safety induction given to temporary staff or work placement visitors on their arrival. The induction statement covers emergency procedures, the weekly fire alarm test, location of first aid boxes and where to contact first aiders. It also includes general information on electrical safety, use of VDU’s, University Health Services and reference to the university’s and the School’s safety documents.

##### Health and Safety Training for Staff with specific Health and Safety Responsibilities

All staff with specific Health and Safety Responsibilities will be informed of their training requirements by the Head of School or their relevant line manager at the time of their appointment to the Health and Safety role. Adequate time will be given to attend training courses and it is the responsibility of the staff to attend such courses as necessary within two years of their appointment to the specific Health and Safety role.

*Health and Safety on Extra Mural visits*

The following guidelines are representative of those given to students at the veterinary school:

There are inherent risks in working with animals and in handling drugs. It is your responsibility to take care to minimise these risks, not only for yourself but for colleagues and others likely to be affected by your actions.

* Always adopt appropriate methods of approach and restraint for animals.
* Undertake procedures with animals, equipment, drugs or chemicals only when you have permission and understand what you are doing.
* Wear clean protective clothing appropriate to the practice/establishment and to the procedure being undertaken. Remove protective clothing when the procedure is complete and clean or dispose of it appropriately.
* Exercise good personal hygiene at all times. Wash/shower when appropriate when a procedure is complete.
* Avoid smoking or consuming food or drink while working with animals.
* Treat, or have treated, any cuts or abrasions, and ensure that these are properly covered before commencing work with animals.
* Ensure that you are adequately protected against tetanus.
* In the event of being bitten or scratched, thoroughly clean the wound with hot, soapy water, then seek medical advice as appropriate.
* Report promptly any accident or injury to your supervisor.
* Ensure that adequate precautions are taken by yourself and others when working with ionising radiations.

In addition, the process of handling animals, carrying out post-mortem examinations or collecting samples may lead to exposure to allergens, parasites, bacteria or viruses. Some of the associated infections may be transmissible to man (e.g. anthrax, leptospirosis, and salmonellosis).

* Although all faeces are potentially hazardous, special precautions must be taken when handling animals with diarrhoea because of the risk of infection by *Salmonella, Campylobacter and Cryptosporidium*.
* Wear adequate protective clothing when handling calves with ringworm or sheep with Orf, and report any signs of skin irritation or inflammation immediately.
* Dispose of animal carcasses and spent equipment in an appropriate manner.
* Women who are or suspect that they may be pregnant, must declare this to their training supervisor because of the risks associated with anaesthesia, radiography, drug handling and zoonoses. They should not work with lambing ewes, or handle aborted material from any species, because of the risk of *Chlamydophila, Toxoplasma* or other infections. Beware also the potential risk from toxoplasma in cat faeces.
* If you need to consult a doctor, make him/her aware of any recent exposure to animals or animal material. You are advised also to inform your EMS placement of this action.

In the event of an emergency, students should contact the EMS office – Mrs Alison Halley (EMS Administrator) 0141 330 2386 or Dr Philippa Yam (EMS Co-ordinator) 0141 330 8215.

**D University Publications on Health and Safety**

The University [Safety and Environmental Protection Services](https://www.gla.ac.uk/myglasgow/seps/) hold a large number of documents on their website.

**E Managing Stress in the Workplace**

The University’s [Managing Stress in the Workplace policy](https://www.gla.ac.uk/myglasgow/health/policyformanagingstressintheworkplace/) and full documentation is available to view on the University website.

**F** **General Advisory notes**

*General*

* All areas - It is the responsibility of all users to ensure that areas are kept tidy and free of obstruction.
* Unwanted food should be wrapped and placed in the waste bins provided.
* Unwanted drink should be poured down a drain or toilet and the cups either disposed of or washed out properly.
* Do not block doors or walkways with chairs, bags or any other items, at any time.
* Do not sit on or otherwise block corridors or stairways.
* Only use water dispensers or mains drinking water from designated drinking water taps for drinking. All other taps are connected to a storage tank.

*Offices*

The major causes of injuries to administrative staff are:

* slips, trips and falls

manual handling

Other hazards where proper precautions need to be observed are: electrical safety, fire etc.

* It is the responsibility of the occupier to ensure that their own rooms are kept in a tidy and safe state, and that visitors are not endangered in any way.
* Open bar fires are not allowed on the premises.
* Multi socket extension leads must be sited off the floor. Leads/cables must not constitute a trip hazard.
* Do not overload shelves, cupboards etc.
* Remove potential trip hazards from walkways [boxes, books etc.].

*Library*

Please refer to Library local rules.

*Photocopying/Binding/Laminating*

Switch off photocopier at night.

Switch off binder or laminators when not in use.

Repairs to any machines must not be attempted except by authorised personnel.

* Operating instructions must be strictly followed (refer to operational instructions).

It is essential that all faults are reported immediately to your manager/supervisor.

It is the responsibility of all users to ensure that the photocopying room is kept tidy.

*Teaching Laboratories*

The safe running of our teaching laboratories is our absolute priority.

Please bear in mind the following at all times:

* A laboratory is potentially a dangerous place and safety is a paramount consideration in the Teaching Laboratories. Safety instructions to undergraduate students are given by course leaders, tutors, demonstrators and lab technicians as to what hazard they may be exposed to. All instructions must be adhered to exactly.
* Hazards are indicated in the relevant course information documents issued to each student in each year *[course information documents available on Moodle].*
* Protective clothing should be worn at all times in teaching laboratories during practicals only exception will be during tutorials or lectures only.
* Practical classes should be staffed by sufficient demonstrators and technicians, to ensure the safe execution of the tasks required.
* Students with a disability should declare it at the beginning of term or class to ensure appropriate arrangements are made for their safety.
* All equipment used in the laboratory is regularly maintained and, in particular, mains- powered electrical equipment is subject to testing to make sure that it conforms to required safety standards. Testing is carried out yearly. All electrical equipment used in the laboratory carries a dated sticker indicating that this has been done. Visual checks are carried out during the term by the technical staff to identify equipment which has deteriorated in use. Nevertheless, be vigilant in ensuring your own safety. For example, should you notice a mains plug which is coming loose or a mains lead which is cracking, then please draw it to the attention of the lab technician who is instructed to deal promptly with such matters.
* No smoking, eating and drinking in the laboratory
* No the use of mobile phones in the laboratory.

At the end of all practical classes, it is the responsibility of the person taking the class to ensure the laboratory is safe for the next user.

*Lecture Theatres and Teaching Rooms*

* + Mobiles must be turned off during lectures
  + Computers and AV equipment must be switched off at end of working day.

*Post Mortem Room*

Please refer to Post Mortem Room protocols.

*Computer Centre*

The computers must not be moved or re-arranged without permission

from the IT Manager.

No connections to be made to or removed from the computers without

permission from the IT Manager.

* No food or drink to be taken into the computer centre.

# *VDU’S/DSE’S*

New legislation regarding the use of Visual Display Units (VDU's) was implemented in January 1993. Within the School there are certain groups of staff who, under this legislation, should be classed as "Users of Display Screen Equipment" (DSE). These workers, and others who regularly use VDU's should familiarise themselves with the University Safety Office booklet entitled *‘Display Screen Equipment’* published in January 1993. This provides information regarding, training requirements, possible health effects of VDU's, eye and eyesight tests and workstation assessment.

Appendix 1 Personnel and Responsibilities for safety in the School of Veterinary medicine

**FIRE OFFICERS & FIRE WARDENS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fire Officer** | **Building** | **Name** | **Ext** |
| Fire Officer | McCall | Arlene Macrae | 6918 |
| Deputy Fire Officer(s) | McCall | Facilities Assistants | 5706 |
| Fire Wardens: | McCall | Susan Glattbach | 5715 |
|  | McCall | Laura Flemington | 5715 |
|  | McCall | Sam Johnston | 0890 |
|  | McCall | Julie Norden | 5702 |
|  | McCall | Gillian Ironside | 5739 |
|  | McCall | Alison Halley | 2386 |
|  | McCall | Jackie MacKay |  |
|  |  |  |  |
| Fire Officer | MSB | Arlene Macrae | 6918 |
| Deputy Fire Officer | MSB | Facilities Assistants | 5706 |
| Fire Warden | MSB | Gina Diver |  |
|  |  |  |  |
| Fire Officer | SAH | Sharon Smith | 5767 |
| Deputy Fire Officer | SAH | Laura Neil | 7695 |
| Fire Warden | SAH | Linda Allan | 7034 |
|  |  |  |  |
| Fire Officer | Weipers (Equine) | Lyndsay Hutchinson | 5999 |
| Deputy Fire Officer | Weipers (Equine) | Lenka Veselovska | 5999 |
| Fire Wardens: | Weipers (Equine) | Lenka Veselovska | 5999 |
|  | Weipers (Equine) | Katie Currie | 5999 |
|  | Weipers (Equine) | Tracy McArthur | 5999 |
|  |  |  |  |
| Fire Officer | SCPAHFS (Food Animal) | Malcolm McColl | 7299 |
| Deputy Fire Officer | SCPAHFS (Food Animal) |  |  |
| Fire Wardens | SCPAHFS (Food Animal) | Stephen Crozier | 07913421764 |
|  |  |  |  |
| Fire Officer | PM Room | Mr Michael McGuigan |  |
| Deputy Fire Officer | PM Room |  |  |
| Fire Wardens | PM Room |  |  |
|  |  |  |  |
| Fire Officer | Cochno Farm | Mr David Hamilton |  |
| Deputy Fire Officer | Cochno Farm |  |  |
|  |  |  |  |
| Fire Officer | Jarrett (VDS) | Andrea Bowie | 5796 |
| Deputy Fire Officer | Jarrett | Leigh Marshall | 5796 |
| Fire Wardens: | Jarrett (Teaching Labs) | Susan Glattbach | 5715 |
|  | Jarrett (Pathology) | Lynn Stevenson | 6933 |

**FIRST AIDERS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fire Aiders** | **Building** | **Level** | **Ext** |
| Laura Flemington | McCall | 1 | 5715 |
| Sam Johnston | McCall | 1 | 0890 |
| Julie Norden | McCall | 3 | 5702 |
| Gillian Ironside | McCall | 3 | 5739 |
| Alison Halley | McCall | 2 | 2386 |
|  |  |  |  |
| Facilities Assistants | MSB |  | 5706 |
|  |  |  |  |
| Sharon Smith | SAH |  | 5767 |
| Donna Carver | SAH |  | 7248 |
| Leighann MacPherson | SAH |  | 5767 |
| Kayleigh Boardman | SAH - Locum |  | 8452 |
| Iona McDonald | SAH |  | 5757 |
| Emma Boyce | SAH |  | 8452 |
| Rachael Paterson | SAH |  | 7034 |
| Hilary Tweedie | SAH |  | 7267 |
| Jean Farrow | SAH |  | 8005 |
| Kat McSkimming | SAH |  | 7248 |
| Stacey Gidda | SAH |  | OOH |
| Jennie Mckenzie | SAH |  | OOH |
|  |  |  |  |
| Lenka Veselovska | Weipers (Equine) |  | 5999 |
| Lesley Burns (First aid at work holder) | Weipers (Equine) |  | 5999 |
| Laura Ferguson (First aid at work holder) | Weipers (Equine) |  | 5999 |
| Nick Graham (First aid at work holder) | Weipers (Equine) |  | 5999 |
| Tracy McArthur (Emergency First aid at work holder) | Weipers (Equine) |  | 5999 |
| Lara Gray (Emergency First aid at work holder) | Weipers (Equine) |  | 5999 |
| Alic Campbell (Emergency First aid at work holder) | Weipers (Equine) |  | 5999 |
| Katie Currie (Emergency First aid at work holder) | Weipers (Equine) |  | 5999 |
|  |  |  |  |
| Malcolm McColl | SCPAHFS (FA) |  | 7299 |
| Stephen Crozier | SCPAHFS (FA) |  | 07913421764 |
|  |  |  |  |
| Kenny Drummond | Cochno Farm |  | 07970 200308 |
| Calum Walker | Cochno Farm |  | 07510 596149 |
|  |  |  |  |
| Michael McGuigan | PM room |  | 6945 |
| Sam Johnston | Jarrett (Reptiles) | 0 | 0890 |
| Laura Flemington | Jarrett (TLabs) | 2 | 5715 |

**RADIATION PROTECTION SUPERVISORS**

|  |  |  |
| --- | --- | --- |
| **RPS** | **Building** | **Ext** |
| Nicola Brannan | SAH | 2885 |
| Gill Cameron | SAH | 2885 |
| Shona Burnside | SAH |  |
| Amanda McSharry | Weipers (Equine) | 5999 |
| Gemma Butler | Weipers (Equine) | 5999 |
| George King | SCPAHFS (Food Animal) | 4396 |
| Jayne Orr (deputy) | SCPAHFS (Food Animal) | 5727 |
| Susan Glattbach | McCall Building (Clinical Skills) | 5715 |
| Laura Flemington | McCall Building (Clinical Skills) | 5715 |
| Sam Johnston | McCall Building (Clinical Skills) | 0890 |