

Safety Policy Arrangement 41/2009: Highly Dangerous Substances

Statement

The University of Dundee accepts its responsibility to ensure highly dangerous substances are used only by authorised staff and post-graduate students for their intended research purpose. To discharge this responsibility, and fulfil its Duty of Care to staff and other people, the University will implement measures it, and other Agencies, consider reasonable, practicable and proportionate. These measures will be kept under active review.

Arrangements

Head of Safety Services will list substances that fall under the heading of a highly dangerous substance for the purposes of this Policy (Appendix 1). This list is not exhaustive so it remains the responsibility of Heads of School to ensure substances stored and used within their Schools that they consider to be highly dangerous are controlled to at least a similar standard as defined in this Policy.

Head of Safety Services will circulate the list of highly dangerous substances to School Safety Representatives and ask them to complete an inventory. They will use a variety of means to complete the inventory including scrutiny of procurement system and COSHH risk assessments, and asking Group Leaders and other staff. This inventory will be updated and sent to Head of Safety Services on an annual basis.

Group Leaders and staff will provide information to School Safety Representatives upon request. They will also notify School Safety Representatives when they procure a highly dangerous substance.

Heads of School must implement safety and security measures to control the risk of unauthorised use of a highly dangerous substance. They will include safeguards to ensure only staff and post-graduate students authorised by themselves or their nominee to use a highly dangerous substance for research purposes can purchase and have access to stocks of the substance, and the keeping of an inventory.

Staff and post-graduate students must report loss of highly dangerous substances to School Safety Representatives as soon as it is discovered, and School Safety Representatives must report the loss to Head of Safety Services immediately.

School Safety Representatives will physically check security arrangements on a monthly basis.

Head of Safety Services will keep a list of secure stores of highly dangerous substances. S/he will monitor safety and security arrangements on a regular basis.

Head of Safety Services will organise training for School Safety Representatives and other relevant laboratory staff. Security Manager will organise training for Group Leaders and other staff as required by external Agencies.

This Policy will be reviewed annually, and updated immediately in response to new information.

Appendix 1 – Highly Dangerous Substances

1. Toxins and Pathogens detailed in Schedule 5, Anti-Terrorism, Crime and Security Act

2. Schedule 1, 2 and 3 chemicals under Chemical Weapons Act.

3. Highly toxic chemicals of any physical form with Risk Phrases from the Chemicals (Hazard Information and Packaging for Supply) Regulations R26, 27, 28 and 32.