



# SCHOOL OF LIFE SCIENCES

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## Health & Safety Policy

Effective Date:  
Review Date:  
Version: 6

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## Table of Contents

<b>1</b>	<b>POLICY STATEMENT</b>	<b>3</b>
<b>2</b>	<b>ORGANISATION</b>	<b>4</b>
<b>3</b>	<b>ROLES &amp; RESPONSIBILITIES</b>	<b>4</b>
	3.1. Management Roles & Responsibilities	4
	3.2. Advisory Roles & Responsibilities	8
	3.3. Responsibilities of Individual Member of Staff	9
<b>APPENDIX 1</b>		<b>10</b>
	Life Sciences Planning Committee	10
<b>APPENDIX 2</b>		<b>11</b>
	SLS Health & Safety Management Committee	11
	SLS Health & Safety Committee	12
	SLS Health & Safety Working Group	13
<b>APPENDIX 3</b>		<b>14</b>
	SLS Health & Safety Management Structure	14
<b>APPENDIX 4</b>		<b>15</b>
	SLS Health & Safety General Reporting* Structure	15
<b>APPENDIX 5</b>		<b>16</b>
	SLS Accident/Incident Reporting Structure	16
<b>APPENDIX 6</b>		<b>17</b>
	Additional Responsibilities of Academic Teaching Staff in Relation to Undergraduate Teaching	17

# 1 Policy Statement

**1.1.** The School of Life Sciences (SLS) fully recognises and accepts its duty to comply with all statutory requirements and approved codes of practice designed to protect the health, safety and welfare of staff, students and visitors within the premises. Safe systems of work will be developed and implemented to adequately control the risks arising from the activities carried out within the SLS.

**1.2.** The Life Sciences Planning Committee recognises the importance and value of effective health & safety, and that it is an integral part of the duties of line managers, for whom the implementation of this Policy is a prime responsibility. The Planning Committee expects and encourages the co-operation and involvement of all staff and students in achieving a safe, healthy workplace.

**1.3.** This Health & Safety Policy aims to:

- Elucidate the SLS Health & Safety Management and Reporting Structures.
- Define the roles and responsibilities of personnel within these structures.
- Identify channels of communication and routes for effective dissemination of information and advice.
- Indicate arrangements for instruction, training and supervision.
- Outline methods for monitoring compliance and implementing corrective action.

Detailed health & safety arrangements and procedures, including emergency procedures, are covered in a series of SLS Health & Safety Procedures, which supplement this Policy and should be read in conjunction with it.

**1.4.** All members of staff and students working within the SLS will have access to a current version of this Policy and the SLS Health & Safety Procedures relevant to their particular work activities.

**1.5.** Health & Safety training will be provided to enable staff and students to fulfil their various health & safety roles and responsibilities.

**1.6.** This Policy will be reviewed on an annual basis, or more frequently if circumstances demand.

**SIGNED:**

**DATE:**

**PROFESSOR C P DOWNES**  
Head of School  
School of Life Sciences  
University of Dundee

## 2 Organisation

**2.1.** The School of Life Sciences consists of nine Research Divisions, the Life Sciences Teaching Unit (LSTU) and the Division of Signal Transduction Therapy. The School is managed by the Life Sciences Planning Committee (Appendix 1). Health & Safety is managed by the SLS Health & Safety Management Committee (Appendix 2), which reports to the Planning Committee. The health & safety management and reporting structures are detailed in Appendices 3 and 4/5, respectively. Health & safety policy and general procedures apply across the School and are supplemented by local rules specific to certain Divisions/facilities as required.

**2.2.** The Medical Research Council (MRC) Protein Phosphorylation Unit and the Division of Signal Transduction Therapy are manned by employees of both the MRC and the University. Health & Safety management in these areas is covered in a formal agreement between MRC and the University of Dundee, who undertake to liaise on all issues of health & safety.

**2.3.** Certain SLS research groups are located in the premises of the Scottish Crop Research Institute, Invergowrie (SCRI). Health & Safety Management relating to University of Dundee employees, students and visiting workers in these groups is covered by a formal agreement between the University and SCRI, who undertake to liaise on all issues of health & safety.

**2.4.** In addition to the Health & Safety Management Committee, the School also has a Health & Safety Committee, comprised mainly, but not exclusively, of support staff, and a Health & Safety Working Group. The composition, membership and remit of both Committees and the Working Group are detailed in Appendix 2.

## 3 Roles & Responsibilities

### 3.1. Management Roles & Responsibilities

**3.1.1.** The Head of School carries legal responsibility for health & safety within the SLS. The Head of School discharges this responsibility by appropriate delegation, as detailed in Appendix 3. In addition, the Head of School chairs the SLS Health & Safety Management Committee.

**3.1.2.** The Directors of Research and Undergraduate Teaching are expected to invest their authority in, and give full backing to, health & safety personnel operating within the SLS research laboratories and LSTU, respectively, and impress upon their subordinates the importance of complying with health & safety policy and fulfilling their responsibilities.

**3.1.3.** Heads of Division and the Head of the LSTU are required to:

- Invest their authority in, and give full backing to, health & safety personnel operating within their Division/Unit.
- Impress upon their Research Group Leaders and Academic Teaching Staff the importance of complying with health & safety policy and fulfilling their responsibilities.
- Table health & safety issues on the agenda of their regular Divisional/Unit meetings.
- Take a vested interest in inspection/audit and incident/accident reports pertaining to their Division/Unit, and ensure prescribed corrective action is carried out.

- Ensure non-compliance is swiftly dealt with in an appropriate, effective manner.
- Identify Divisional/Unit health & safety resource requirements.

3.1.4. Research Group Leaders and Academic Teaching Staff carry responsibility for maintaining health & safety standards within their sphere of influence. They must:

- Actively promote health & safety policy and awareness, by example and instruction.
- Ensure that all staff and students working or studying under their supervision know and accept their responsibilities, and are trained and equipped to carry them out.
- Take appropriate action in the event of non-compliance.

The following duties may be delegated to a competent member of staff, but full responsibility remains with the Group Leader/Academic Teaching Staff Member:

- Implement corrective action, as prescribed by the Health & Safety Management Committee in light of inspection/audit reports.
- Provide adequate supervision for new staff and students.
- Register work activities and have them risk assessed, before they commence.
- Ensure risk assessments are communicated to the relevant personnel and that the necessary control measures are constantly applied.
- When equipment and work activities change, guarantee safety is maintained and, if necessary, carry out further risk assessments.

Additional responsibilities of Academic teaching Staff in relation to undergraduate teaching are specified in Appendix 6.

3.1.5. The SLS Scientific Services Manager holds principal, delegated responsibility for health & safety within the SLS. The SLS Scientific Services Manager must:

- Ensure health & safety policy and procedures are implemented and complied with.
- Deal with non-compliance that cannot be resolved at a local level.
- Ensure suitable, competent individuals are appointed to health & safety roles.
- Ensure subordinates know and fulfil their responsibilities.

3.1.6. IT Support, Admin/Clerical and Technical Managers must ensure a high standard of health & safety is maintained within their respective teams. Their duties and responsibilities are the same as those defined for Research Group Leaders and Academic Teaching Staff (see section 3.1.4).

3.1.7. The SLS Health & Safety Co-ordinator takes the lead role in ensuring a high standard of health & safety is achieved and maintained across the SLS and is required to:

- Chair the Health & Safety Working Group.
- Coordinate health & safety training.
- Compile and maintain training records and attendance statistics.
- Take the lead role in emergency prevention, preparedness and response.
- Coordinate accident/incident reporting and take the lead role in accident/incident investigation.

- Coordinate internal health & safety inspections and implementation of corrective action.
- Advise on risk assessment.
- Advise on completion and practical application of Standard Operating Procedures.
- Set-up tangible work place precautions.
- Ensure health & safety related equipment is maintained in accordance with local policies and legal requirements.
- Coordinate implementation of waste disposal procedures.
- Deal with occupational health issues and liaise with University Occupational Health.
- Manage the SLS Permit to Work System and deal with other health & safety issues involving University Estates & Buildings (E&B) and external contractors.
- Deal with matters relating to SLS building security, in consultation with Ian Leith and in liaison with University Security and local Police as necessary.
- Control purchasing of health & safety equipment/consumables.
- Advise on health & safety issues relating to procurement of new goods and equipment.
- Ensure required health & safety signage and notices are in place and well maintained.
- Lead “wellbeing at work” initiatives.

3.1.8. The SLS Health & Safety Liaison Officer plays a key role in establishing and maintaining good communication between health & safety personnel and all other SLS personnel and is required to:

- Chair the SLS Health & Safety Committee.
- Initiate new appointments to the Committee in order to maintain a full complement of members, each of whom actively participates and relays information to the personnel groups(s) they represent.
- Make the Committee a forum for consultation with and communication between personnel groups and encourage participation, discussion, debate and co-operation.
- Ensure all draft policies, plans, procedures, etc are promptly circulated to all Committee members and give them ample opportunity to comment. Ensure members’ comments are fed back by the agreed deadline and acknowledged by the authoring person/group.
- Convey general comments, suggestions, grievances etc to the appropriate person/group in order for them to be acknowledged and acted upon.
- Direct members to the appropriate person/service when they require specialist advice/support.
- In liaison with Ian Leith, ensure fulfilment of health & safety responsibilities is factored into the review process and that personnel understand how they will be held accountable.
- Through consultation with and/or via Health & Safety Committee members:

- o Encourage commitment to continual improvement of health & safety standards throughout all personnel groups;
  - o Ensure roles and responsibilities are clearly understood;
  - o Ensure all personnel are consulted on and involved in HEALTH & SAFETY issues relevant to them;
  - o Assess training needs and feed back to Health & Safety Working Group;
  - o Assess resource requirements and feed back to Health & Safety Working Group;
  - o Identify when external expertise/advice is required and raise with Health & Safety Working Group;
  - o Inform Health & Safety Working Group of personnel with specialist skills/knowledge that could be of benefit to the health & safety system;
  - o Nominate suitable candidates to fill health & safety posts;
  - o Encourage a feeling of ownership by assuring all personnel that they are actively shaping and contributing to the health & safety system;
  - o Nominate candidates for inspection teams.
- Take a lead role in all activities relating to their specialist subject areas.

3.1.9. The SLS Health & Safety Information Officer is responsible for:

- Ensuring University and SLS health & safety information is effectively disseminated to staff and students.
- Networking with University Safety Services and internal and external specialist advisers in order to provide comprehensive health & safety advice to all SLS staff and students, as required.
- Drafting top level policy and reviewing it on an annual basis or more frequently if circumstances demand.
- Drafting and maintaining topic specific policies and procedures.
- Formulating implementation plans for the above.
- Initiating and monitoring the execution of implementation plans and adjusting them as necessary.
- Identifying health & safety priorities and ensuring resources and effort are being targeted appropriately.
- Co-ordinating monitoring/audit processes involving Safety Services and external agencies.
- Maintaining, reviewing and continually improving policies, procedures and plans, as dictated by the findings of internal and external monitoring/audit exercises.
- Arranging, setting the agenda and preparing papers for the SLS Health & Safety Management Committee meetings.
- Securing senior management approval of policies, procedures and plans.
- Developing and maintaining electronic systems, including the SLS Health & Safety Website, the SLS Risk Assessment System and other health & safety databases.

- Managing and maintaining health & safety records.
- Monitoring health & safety spend and liaising with the Scientific Services Manager on budget issues.
- Taking a lead role in all activities relating to their specialist subject areas.

3.1.10. The LSTU Health & Safety Officer has prime responsibility for ensuring suitable and sufficient arrangements are made for the management of health & safety in all areas of the LSTU. They must:

- Develop appropriate local health & safety rules and procedures covering all LSTU activities. Local rules and procedures must be in keeping with SLS policy and procedures and satisfy specific local operational and organisational requirements.
- Monitor the implementation of, and compliance with, health & safety policy, procedures and local rules throughout LSTU.
- Ensure safety equipment is: well maintained; regularly checked; included in the SLS Health & Safety Co-ordinators servicing program, if applicable; renewed if and when necessary.
- Monitor their complement of health & safety personnel and inform the SLS Health & Safety Co-ordinator when new appointments become necessary.
- Identify training requirements amongst their personnel and feedback to SLS Health & Safety Co-ordinator.
- Ensure the necessary records are being maintained and, if necessary, copied to the SLS Health & Safety Co-ordinator for central filing, including: accident/incident reports; training records; risk assessments; inspection reports; equipment service/test reports.
- Be a point of contact for non-SLS University staff, including University Safety Services and Estates and Buildings personnel, and external bodies, e.g. Fire Service, HSE and SEPA.
- Provide advice on general health & safety issues and address routine problems.
- Ensure prescribed corrective action and recommendations from the SLS Health & Safety Management Committee are communicated to the appropriate person(s) and assist in the implementation of corrective action.

3.1.11. The Deputy LSTU Health & Safety Officer is required to assume the LSTU Health & Safety Officer's responsibilities (as defined in section 3.1.10) in their absence, and is expected to assist the LSTU Health & Safety Officer as and when required.

### **3.2. Advisory Roles & Responsibilities**

3.2.1. Biological Safety Officers, Radiation Protection Supervisors and General Health & Safety Advisers are primarily responsible for:

- Advising on all aspects of relevant policy and procedures and providing staff and students with the necessary documentation and information. They will be supported in this function by the Health & Safety Information Officer.
- Monitoring compliance with relevant policy and procedures and reporting non-compliance to the appropriate Line Manager/Supervisor and the SLS Health & Safety Co-ordinator.



- Investigating accidents and incidents and reporting findings to the appropriate Line Manager/Supervisor and the SLS Health & Safety Co-ordinator.

3.2.2. Lab Managers automatically assume the role of Radiation Protection Adviser (if one is required) and General Health & Safety Adviser for their area. Those without prior knowledge and experience in these fields will receive adequate training. Heads of Division are responsible for selecting a senior member of research staff, with experience in working with biological material and current genetic modification techniques, to take on the role of Divisional Biological Safety Officer.

### **3.3. Responsibilities of Individual Member of Staff**

3.3.1. A member of staff is defined as a University employee or anyone not in its employ but who works under the supervisory control of the University. (Students, although not normally classified as staff, are included in the latter category for the purposes of this section.) The Health & Safety at Work Act 1974 places a duty on all members of staff to take reasonable care for the health & safety of themselves and other persons who may be affected by their actions or omissions at work. They must:

- Co-operate with University and SLS policy and procedures.
- Not interfere, either intentionally or recklessly, with anything provided in the interest of health & safety.
- Report any perceived danger or unsafe working practices and conditions to the appropriate supervisor and member of health & safety personnel.
- In the event of an emergency, strictly adhere to emergency procedures.

## **APPENDIX 1**

### ***Life Sciences Planning Committee***

Head of School	<b>Professor Peter Downes [ext 85156]</b>
Director of Research	<b>Professor Sir Philip Cohen [ext 84238]</b>
Deputy Head of School	<b>Professor Michael Ferguson [ext 84219]</b>
Deputy Director of Research	<b>Professor Geoffrey Gadd [ext 4765]</b>
Director of Postgraduate Studies	<b>Professor Kees Weijer [ext 85191]</b>
Director of Undergraduate Teaching	<b>Dr Martyn Ward [ext 4583]</b>
Head of Life Sciences Teaching Unit	<b>Dr Jim Elliott [ext 4578]</b>
Scientific Services Manager	<b>Mr Ian Leith [ext 85630]</b>
Administrator	<b>Mrs Janette Cordiner [ext 84232]</b>
Faculty Secretary	<b>Miss Amber Higgins [ext 5322]</b>

**APPENDIX 2****SLS Health & Safety Management Committee****Composition/list of members:**

- Head of School (Chair and person holding legal responsibility)
  - Prof CP Downes
- Heads of Division/Unit
  - Prof AH Fairlamb, Biological Chemistry and Molecular Microbiology
  - Prof DA Cantrell, Cell Biology and Immunology
  - Prof AI Lamond, Gene Regulation and Expression
  - Prof CA Tickle, Cell and Developmental Biology
  - Prof DG Hardie, Molecular Physiology
  - Prof GM Gadd, Environmental and Applied Biology
  - Prof S Black, Anatomy and Forensic Anthropology Unit
  - Dr J Elliott, Life Sciences Teaching Unit
- Scientific Services Manager
  - IR Leith
- H&S Information Officer (Minutes)
  - L Grayson
- H&S Co-ordinator
  - Irene Blair
- H&S Liaison Officer
  - Gail Alexander
- LSTU H&S Officer
  - Monica Lacey
- Convener of Main Campus Biological Safety Committee
  - Dr CJ Weijer
- Director of Biological Services
  - Dr L Newman
- MRC Protein Phosphorylation Unit & Division of Signal Transduction Therapy Unit Safety Co-ordinator
  - Dr NR Helps
- University Safety Services Representative
  - Dr IG Scragg, Head of University Safety Services

**Remit**

- Lead by example and be committed to achieving best practice.
- Drive continual improvement.
- Identify goals and define standards.
- Set priorities and targets.
- Define roles and responsibilities.
- Ensure those with H&S responsibilities are held to account.
- Initiate periodic status review/audit.
- Deal with major instances of non-compliance and other serious problems.
- Approve policies and procedures.
- Approve implementation plans.
- Authorise H&S personnel appointments.
- Give management support to H&S initiatives and H&S personnel.

- Analyse annual accident/incident investigation statistics and major accident/incident investigation outcomes.
- Analyse significant inspection outcomes and approve corrective action plans.
- Submit an annual report to SLS Research Management Group and University Safety Sub-Committee.

## **SLS Health & Safety Committee**

### **Composition/list of members:**

- H&S Liaison Officer (Chair)
  - o Gail Alexander
- H&S Coordinator (Wash-Up, Media Kitchen & GHSA rep)
  - o Irene Blair
- LSTU H&S Officer
  - o Monica Lacey
- H&S Information Officer (Minutes; RPS & BSO rep)
  - o Lisa Grayson
- Senior Lab Manager (Lab Managers, Porters & Above Floor Cleaner rep)
  - o Letty Gibson
- Stores Manager (Stores & Workshop rep)
  - o Donald Gardiner
- Computing Services Manager (IT support & Bioinformatics rep)
  - o Kiran Oza
- MRC Protein Phosphorylation Unit & Division of Signal Transduction Therapy Representative
  - o Aileen Watson
- Biological Resource Unit Representative
  - o Andrew Newman
- Anatomy & Forensic Anthropology Unit Representative
  - o Stella Mitchell
- Admin/Clerical Staff Representative
  - o Janette Cordiner
- Post Doc Representative
  - o Magnus Alphey
- PhD Student Representative
  - o Andrew Ferenbach

### **Remit**

- Act as a forum for consultation, communication and co-operation amongst all personnel groups.
- Encourage all personnel to become actively involved in health & safety and to help achieve full compliance with policies and procedures.
- Ensure all SLS personnel are consulted, via the Committee members, on health & safety issues relevant to them.
- Encourage input\* from all personnel and ensure it is considered during decision making processes, when appropriate. \*Input may include: suggestions/ideas; feedback on user friendliness of policies and procedures (i.e. ease of compliance); training needs; queries, problems, complaints.
- Feedback on the input from personnel and assure them it is valued.

- Effectively relay health & safety policy, plans and procedures to all personnel.
- Review and feedback comments on drafts produced by the Health & Safety Working Group and approve submission to the Health & Safety Management Committee.
- Contribute to the formulation of workable corrective action plans.
- Review significant findings from accident/incident investigations.
- Discuss more serious problems/misdemeanours and decide when Health & Safety Management Committee involvement is necessary.
- Identify training and other resource requirements within each personnel group.
- Participate in risk assessment and inspection programs.
- Participate in the appointment of personnel to specific health & safety roles.

## ***SLS Health & Safety Working Group***

### **Composition/list of members:**

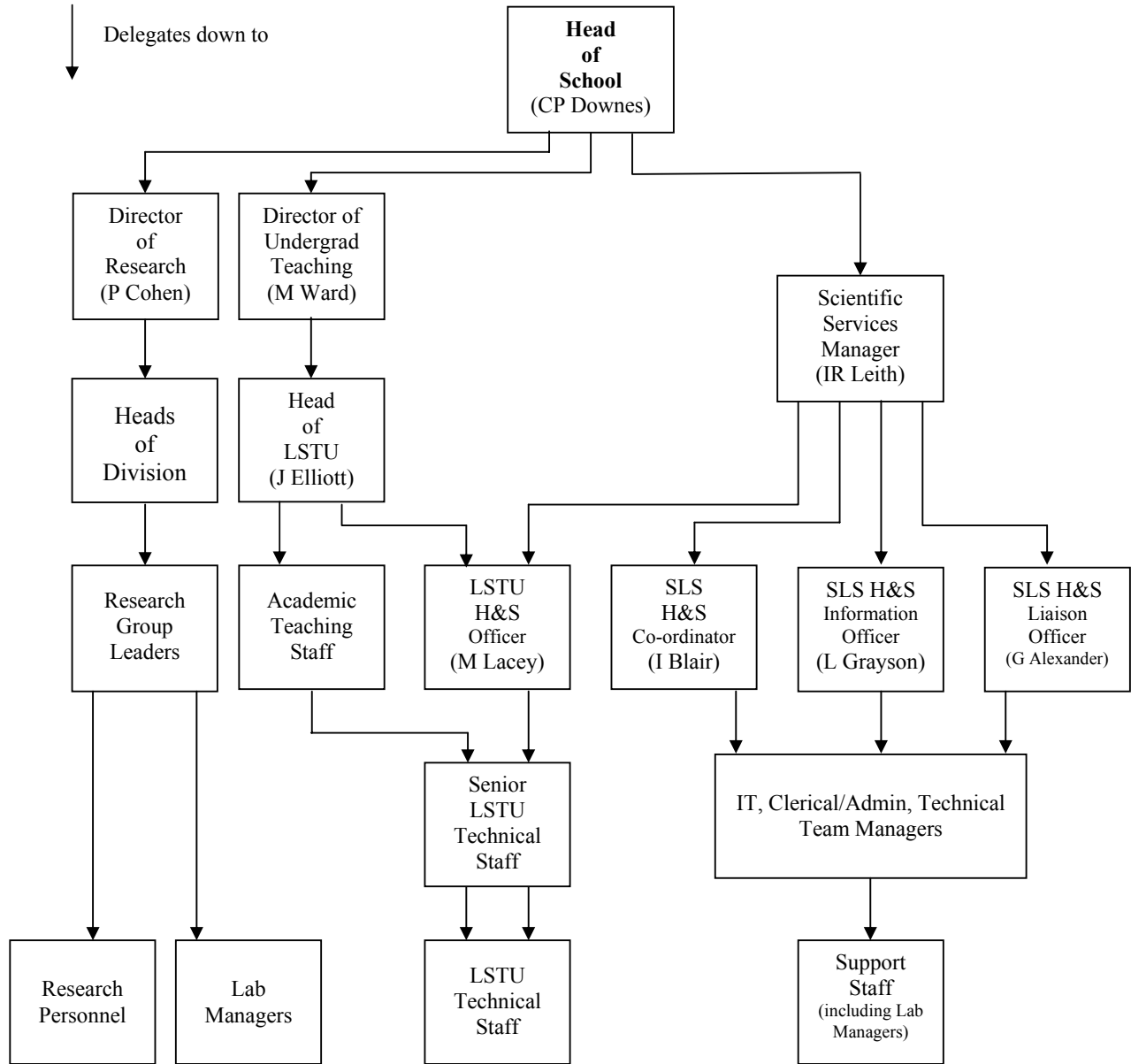
- H&S Coordinator (Chair)
  - Irene Blair
- H&S Liaison Officer
  - Gail Alexander
- LSTU H&S Officer
  - Monica Lacey
- H&S Information Officer (Minutes)
  - Lisa Grayson

### **Remit**

- Draft, review and update health & safety policies, plans and procedures.
- Finalise the above, in readiness for Health & Safety Management Committee approval, through consultation with the Health & Safety Committee.
- Disseminate health & safety information appropriately.
- Develop and deliver training programs.
- Develop and maintain risk assessment systems (approval, review, generic assessments).
- Execute implementation plans.
- Manage inspection programs and other monitoring mechanisms.
- Manage health & safety related equipment testing and maintenance programs.
- Draft inspection, performance and other health & safety reports.
- Analyse and investigate accident & incidents and feed significant findings up to the Health & Safety Committee.
- Identify when corrective action is needed and draft plans for its implementation.
- Deal with minor problems and instances of non-compliance. Consult the Health & Safety Committee on more serious problems/misdemeanours.
- Facilitate periodic status review/audit.
- Monitor complement of health & safety personnel and consult Health & Safety Committee when nominations are necessary.
- Maintain electronic health & safety systems.
- Manage health & safety records.
- Liaise with Safety Services, Occupational Health, external bodies, E&B and Contractors.

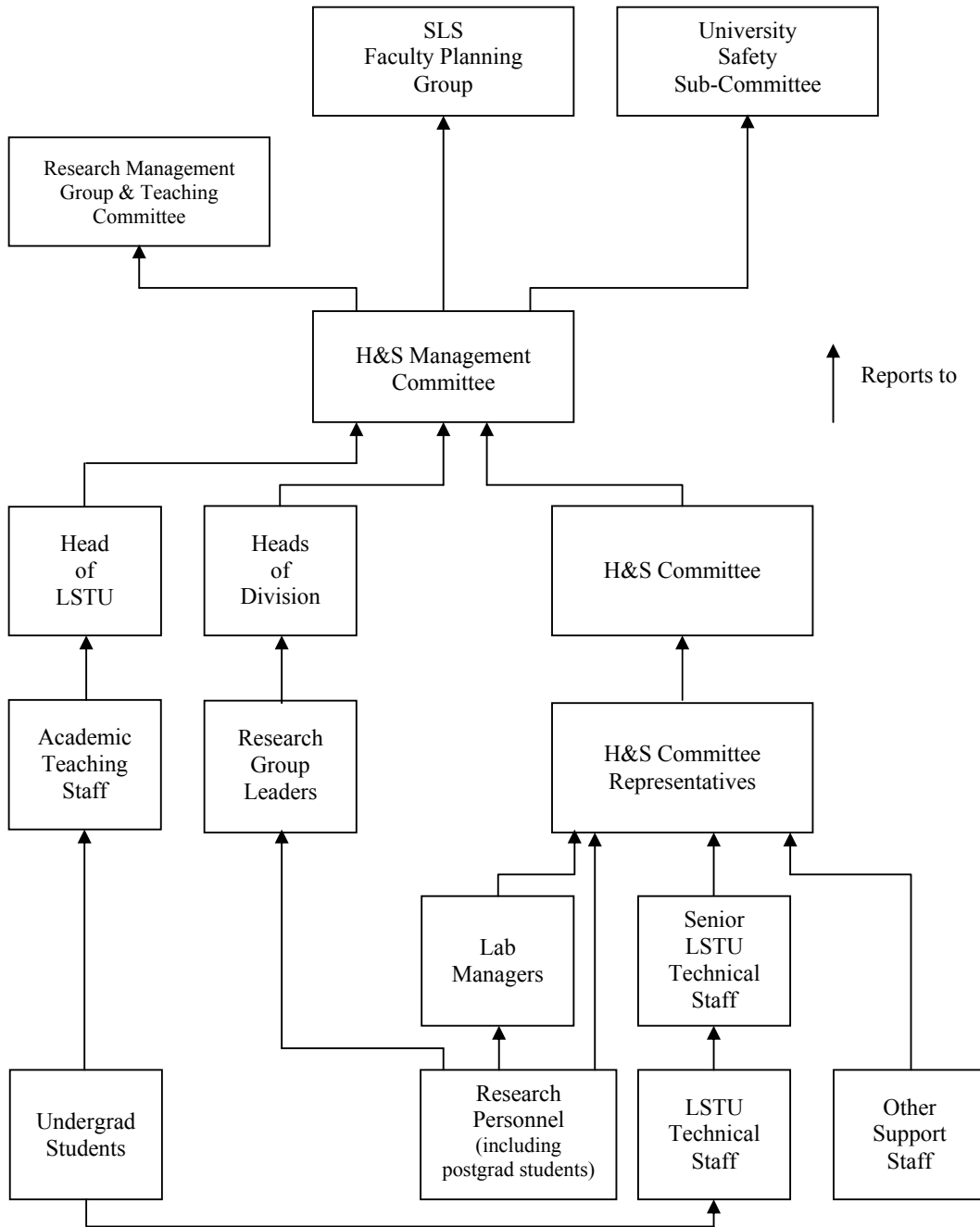
**APPENDIX 3**

**SLS Health & Safety Management Structure**

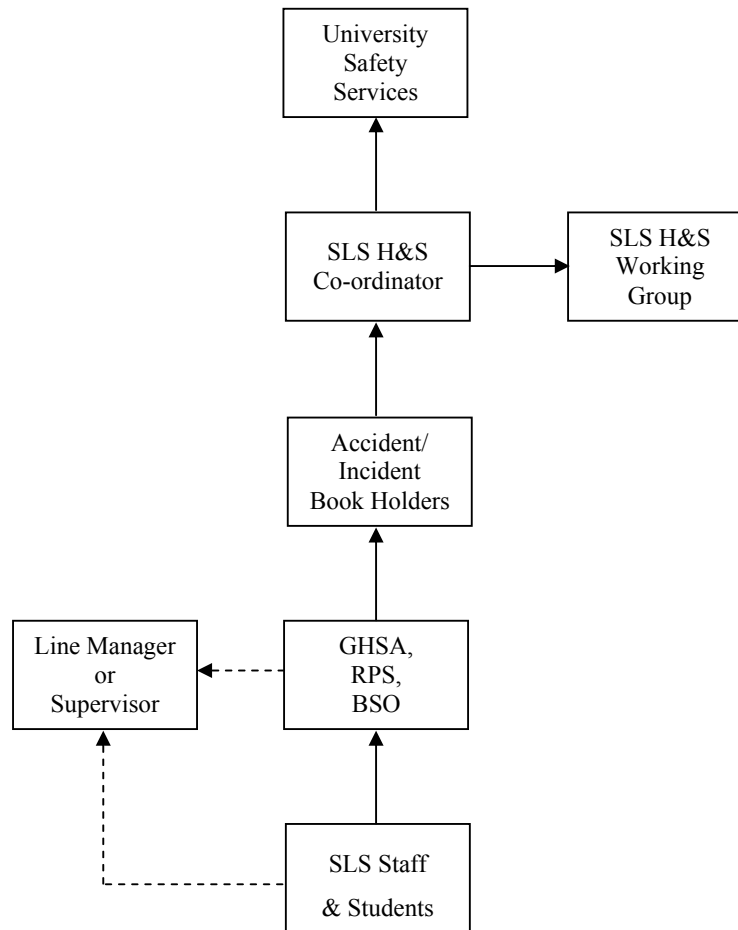


**APPENDIX 4**

**SLS Health & Safety General Reporting\* Structure**



\*This is not a management hierarchy (see Appendix 3), nor is it an incident/accident reporting structure (see Appendix 5). The General Reporting Structure is a mechanism for conveying health & safety related problems, comments, suggestions, written reports, etc. to the appropriate individual or committee.

**APPENDIX 5*****SLS Accident/Incident Reporting Structure***

**Note!** When emergency assistance is urgently required, do **not** follow this route in the first instance. Immediately dial 4141 on any internal phone and clearly state the nature of the incident/accident, your name, location and telephone number. Wait for confirmation that your message has been understood and follow any instructions you are given. Once the emergency is over, report the incident/accident as shown above.

---> Line manager/supervisor must be notified of any accident/incident involving individuals for whom they are responsible.



## **APPENDIX 6**

### ***Additional Responsibilities of Academic Teaching Staff in Relation to Undergraduate Teaching***

Academic Teaching Staff administering laboratory based, undergraduate practical teaching must:

- Deny students access to the laboratory if they have failed to attend a Health & Safety Induction session.
- Ensure undergraduate practical classes are supervised by a competent member of staff at all times.
- Be satisfied that module handbooks contain the required health & safety information.
- Make students aware of the key hazards and risks associated with the practical activity they are about to undertake.
- Check that demonstrators and staff have read and signed the relevant risk assessments.
- Ensure control measures stipulated in the relevant risk assessments are understood and implemented by students, demonstrators and staff.