



College of Life Sciences

Health & Safety Policy

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CONTENTS

1	Policy Statement.....	3
2	Organisation	4
3	Roles & Responsibilities.....	4
3.1.	Management Roles & Responsibilities.....	4
3.2.	Advisory Roles & Responsibilities.....	5
3.3.	Responsibilities of Individual Members of Staff.....	8
	Appendix 1.....	10
	CLS College Board	10
	Appendix 2.....	11
	CLS Health & Safety Management Committee (H&SMC).....	11
	Composition/list of members:.....	11
	Remit	12
	Appendix 3.....	13
	Research Laboratory Health & Safety Working Group (H&SWG).....	13
	Composition/list of members:.....	13
	Remit	13
	Appendix 4.....	14
	CLS Health & Safety Management Structure.....	14
	Appendix 5.....	15
	CLS Health & Safety General Reporting Structure.....	15
	Appendix 6.....	16
	CLS Accident/Incident Reporting Structure.....	16
	Appendix 7.....	17
	Additional Responsibilities of Research Group Leaders and Academic Teaching Staff in Relation to Young Persons	17
	Appendix 8.....	18
	Additional Responsibilities of Academic Teaching Staff in Relation to Undergraduate Teaching.....	18

1 POLICY STATEMENT

1.1. The College of Life Sciences (CLS) is fully committed to preserving the health, safety and welfare of its staff and students while they are at work. The College Board 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 College Board expects and encourages the co-operation and involvement of all staff and students in achieving a safe, healthy working environment.

1.2. The College's primary, long term health & safety aims are (1) to achieve full compliance with the University Health & Safety Policy, including all relevant associated policy arrangements, and (2) to develop a positive health and safety culture throughout its workforce. Safety Services' policy arrangements define the standards that the College aspires to and these standards, in combination with other appropriate indicators, are what our health & safety performance will be measured against in the long term. By fostering a positive health & safety culture that maintains effective co-operation, communication and management control amongst a competent, committed workforce, compliance will be achieved and maintained.

1.3. This document serves to:

- elucidate the CLS 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;
- establish the mechanism for ensuring all work activities are risk assessed;
- outline methods for monitoring compliance and implementing corrective action;
- summarise the College's arrangements for dealing with specific health & safety issues.

1.4. Training and instruction will be provided to ensure all personnel are competent and fully equipped to carry out their health & safety roles and responsibilities and work safely at all times.

1.5. All CLS personnel will have access to a current version of this policy and all supplementary health & safety information relevant to them via the CLS Health & Safety Web Site and Risk Assessment Database System.

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

SIGNED:

DATE:

PROFESSOR DA CANTRELL
Head of College
College of Life Sciences
University of Dundee

2 ORGANISATION

2.1. The College of Life Sciences is one of four Colleges within the University of Dundee and is composed of the School of Research and the School of Learning and Teaching. The School of Research is further subdivided into ten separate Centres, Divisions and Units. The College is managed by the CLS College Board (Appendix 1). Health & Safety is managed by the CLS Health & Safety Management Committee (Appendix 2), which reports to the College Board. The health & safety management and reporting structures are detailed in Appendices 4 and 5/6, respectively. Health & safety policy and general procedures apply across the College and are supplemented by local rules/procedures specific to certain areas/facilities, as required.

2.2. In addition to the Health & Safety Management Committee, the College also has a Health & Safety Working Group. The composition, membership and remit of the Working Group are detailed in Appendix 3.

2.3. The Division of Plant Sciences is housed in the premises of the James Hutton Institute (JHI), Invergowrie. A formal agreement between the University and JHI details how responsibility for the health, safety and welfare of University of Dundee personnel is shared between the two institutes.

3 ROLES & RESPONSIBILITIES

3.1. MANAGEMENT ROLES & RESPONSIBILITIES

3.1.1. The Head of College carries legal responsibility for health & safety within the CLS. The Head of College discharges this responsibility by appropriate delegation, as detailed in Appendix 4. In addition, the Head of College chairs the CLS Health & Safety Management Committee.

3.1.2. The College Secretary holds responsibility for the operational aspects of health & safety within the CLS. The College Secretary must:

- Appoint competent individuals in writing to senior advisory health & safety roles, give them the resources, support and authority they require to carry out their roles and hold them accountable for fulfilment of their duties.
- Ensure appropriate health & safety policies and procedures are in place, implemented and complied with throughout CLS.
- Be satisfied that systems/procedures are in place to facilitate the completion of risk assessments and that they are being fully utilised/complied with.
- Ensure health & safety is adequately resourced throughout the College.
- Report to the University Health & Safety Committee on behalf of the College Board and ensure an annual health & safety report is submitted to this Committee.

3.1.3. The Dean of the School of Research and the Dean of the School of Life Sciences Learning and Teaching are expected to impress upon their subordinates the importance of complying with health & safety policy and procedures and to hold them accountable for fulfilment of their health & safety roles and responsibilities. They must also invest their authority in, and give full backing to, health & safety personnel operating within their sphere of influence.

3.1.4. Heads of Division are required to:

- Impress upon their Research Group Leaders the importance of complying with health & safety policy and procedures and hold them accountable for the fulfilment of their health & safety roles and responsibilities.

- Invest their authority in, and give full backing to, health & safety personnel operating within their Division.
- Ensure health & safety is a standing item on the agenda of their regular Divisional meetings.
- Take a vested interest in inspection/audit and incident/accident reports pertaining to their Division, and ensure prescribed corrective action is carried out.
- Ensure non-compliance is swiftly dealt with in an appropriate, effective manner.
- Identify important Divisional health & safety issues, including resource requirements, and bring them to the attention of the Health & Safety Management Committee.

3.1.5. Research Group Leaders and Academic Teaching Staff carry responsibility for maintaining health & safety standards within their designated areas. They must:

- Actively promote good health & safety performance, by example and instruction.
- Ensure that all staff and students working or studying under their supervision know and accept their health & safety responsibilities, are trained and equipped to carry them out and are held accountable for fulfilling them.
- Participate in safety inspections and investigations into serious accidents/incidents within their area.
- Take appropriate action in the event of non-compliance.
- Raise health & safety issues concerning your staff and/or students at the appropriate management meeting, i.e. Divisional or School Board meeting.
- Obtain the necessary licences and authorisations from Enforcing Authorities.
- 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 training and supervision for new staff and students.
- Register work activities, have them risk assessed before they commence and review the risk assessments on a regular basis.
- Ensure risk assessments are communicated to the relevant personnel and that the necessary control measures are applied.
- When equipment and work activities change, ensure safety is maintained and review or, if necessary, carry out further risk assessments.

Additional responsibilities of Research Group Leaders and Academic Teaching Staff in relation to young persons working within their areas are specified in Appendix 7.

Additional responsibilities of Academic teaching Staff in relation to undergraduate teaching are specified in Appendix 8.

3.1.6. IT Support, Admin/Clerical and Technical Team 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 3.1.5.).

3.2. ADVISORY ROLES & RESPONSIBILITIES

3.2.1. The CLS Health & Safety Coordinator is appointed by the College Secretary and takes a lead role in emergency/accident prevention, preparedness and response and provision of health & safety training throughout the College. Key responsibilities are as follows:

- Chair the Research Laboratories Health & Safety Working Group (Appendix 3).

- Ensure the College has a full compliment of fully trained First Aiders, Fire Wardens and Fire Marshals.
- Liaise with the University Fire Safety Adviser and local Fire Service officers to ensure a high standard of fire safety in all College buildings.
- Ensure Personal Emergency Evacuation Plans are in place for those members of CLS personnel who require them.
- Coordinate accident/incident/near miss/ill health reporting throughout the College.
- Maintain a database of the above reports and produce statistics on an annual basis for the Health & Safety Management Committee.
- Liaise with the University Occupational Health Service.
- Oversee the safety of young persons working in CLS premises by arranging adequate supervision and ensuring that those supervising work-placement activities have undertaken suitable and sufficient risk assessments.
- Coordinate implementation of waste disposal procedures.
- Manage the CLS Permit to Work System and deal with other health & safety issues involving University Estates & Buildings (E&B) and external contractors.
- Monitor health & safety spend and liaise with the College Secretary on budget issues.
- Authorise purchasing of health & safety equipment/consumables.
- Ensure required health & safety signage and notices are in place and well maintained.
- Promote “wellbeing at work” initiatives.
- Cover the Health & Safety Information Officer’s essential functions in their absence.

In conjunction with the Health & Safety Information Officer (see section 3.2.2):

- Network with University Safety Services, Enforcing Authority contacts and internal and external specialists in order to provide comprehensive health & safety advice to all CLS staff and students.
- Act as a point of contact for University Safety Services and Enforcing Authorities.
- Develop and deliver the CLS health & safety induction seminar.
- Ensure health & safety related equipment is maintained in accordance with local policies and legal requirements.
- Compile training records and attendance statistics
- Manage and maintain other health & safety records as required by Safety Services/Enforcing Authorities.
- Deal with matters relating to the security of buildings within the Research School, in consultation with the College Secretary and in liaison with University Security and local Police as necessary.
- Liaise with the University Occupational Health Service, who provide a service for all staff within the College.

3.2.2. The CLS Health & Safety Information Officer is appointed by the College Secretary and is primarily responsible for drafting health & safety policies, procedures, plans and reports and plays a key role in ensuring effective communication and consultation on health & safety issues across the College. Key duties are as follows:

- Draft the College Health & Safety Policy and keep it up to date.
- Ensure the annual health & safety return/report required by Safety Services is completed and submitted on time.
- Draft and maintain all other health & safety policies, procedures, plans and reports.
- Secure Health & Safety Management Committee approval of policies, procedures, plans and reports.
- Maintain, review and continually improve policies, procedures and plans, as dictated by the findings of internal and external monitoring/audit exercises.

- Ensure University and CLS health & safety information is effectively disseminated to staff and students.
- Ensure Health & Safety roles and responsibilities are clearly understood.
- Ensure all personnel are consulted on and involved in health & safety issues relevant to them.
- Arrange, set the agenda and prepare papers for Health & Safety Management Committee meetings.
- Develop, maintain and provide training/instruction on electronic health & safety related systems including the CLS Health & Safety Website, the CLS Risk Assessment Database System, the Radioisotope Management System and the Radper Database System.
- Produce generic risk assessments and safe operating procedures for College wide use.
- Advise on and assist with applications to Enforcing Authorities for health & safety related licences/authorisations.
- Provide advice on the ethical aspects of the use of human samples in research and assist with applications for formal ethical approval.
- Cover the Health & Safety Co-ordinator's essential functions in their absence.

3.2.3. The School of Learning and Teaching Health & Safety Officer is appointed by the College Secretary and has prime responsibility for ensuring health & safety policies and procedures adequately cover and are fully implemented in the School of Learning and Teaching. They must:

- Provide health & safety advice and information to staff and students within the School of Learning and Teaching.
- Keep the Dean up to date with health & safety issues relevant to the School and bring resource requirements and compliance problems to his attention.
- Ensure that important health & safety issues are raised and discussed at School Board and Year Group meetings.
- Develop, in conjunction with the Health & Safety Information Officer, appropriate local health & safety rules and procedures covering all teaching activities.
- Check that all practical class activities are being risk assessed to a suitable and sufficient standard.
- Ensure all accidents/incidents are being reported and copies of the reports forwarded onto the Health & Safety Coordinator.
- Monitor the implementation of, and compliance with, health & safety policy, procedures and local rules throughout the School.
- Ensure prescribed corrective actions and recommendations arising from inspection/audit reports and accident/incident investigations are communicated to the appropriate person(s) and assist in the implementation of corrective action.
- Ensure safety equipment is: well maintained; regularly checked; included in the CLS servicing program, if applicable; renewed if and when necessary.
- Monitor the School's complement of health & safety personnel and inform the H&SWG when new appointments become necessary.
- Identify training requirements amongst their personnel and feedback to the H&SWG.
- Ensure the necessary records are being maintained and kept on file.
- Deal with matters relating to the security of buildings within the School of Learning & Teaching, in consultation with the College Secretary and in liaison with University Security and local Police as necessary.
- Co-ordinate joint safety and security initiatives between CLS and other occupants of the OMS/Carnelley Complex.
- Be a point of contact for non-CLS University staff, including University Safety Services and Estates and Buildings personnel, and external bodies, e.g. contractors, Fire Service, HSE and SEPA.

3.2.4. The Deputy Health & Safety Officer for the School of Learning and Teaching is appointed by the Health & Safety Officer and is charged with assuming the Health & Safety Officer's responsibilities (as defined in section 3.2.3.) in their absence and assisting the Health & Safety Officer as and when required.

3.2.5. Biological Safety Advisers, Radiation Protection Supervisors and Laser Supervisors are primarily responsible for advising on all aspects of relevant policy and procedures and ensuring personnel have access to the necessary information. They will be supported in this function by the CLS Health & Safety Information Officer. Lab Managers automatically assume the role of Radiation Protection Supervisor (if one is required). Heads of Division are responsible for selecting a senior member of research staff, experienced in working with biological material and in current genetic modification techniques, to take on the role of Divisional Biological Safety Adviser. Similarly, in the case of Laser Supervisors, an experienced member of research personnel, working in the laser facility, will be appointed to this role by the head of the facility. Biological Safety Advisers automatically become members of the City Campus Genetic Modification and Biological Safety Committee.

3.2.6. Basic Health & Safety Trainers/Advisers are primarily responsible for taking new recruits through the CLS Basic Health & Safety Training Checklist as soon as they start work. They are also required to provide advice on basic, general health & safety issues and direct personnel to the appropriate person for more specialist advice. Lab Managers automatically assume the role of Basic Health & Safety Trainer/Adviser for their area. In areas without a Lab Manager, the relevant team manager must nominate an individual to take on this role.

3.2.7. DSE Risk Assessors and Manual Handling Risk Assessors are primarily responsible for advising on relevant policy and procedures and assisting in the completion of DSE workstation and manual handling risk assessments respectively. DSE and Manual Handling Risk Assessors are appointed by the H&SWG.

3.2.8. Fire Marshals are primarily responsible for taking charge in emergency evacuation situations, liaising with Emergency Services and Estates and Buildings personnel and authorising personnel to return to the building if and when it is safe to do so. Fire Wardens are primarily responsible for checking in the event of an emergency evacuation that all personnel within their designated area clear the building. They are also required to man and maintain order at the appropriate assembly point and relay any relevant information to the Fire Marshal. In the absence of a Fire Marshal, the Fire Warden in attendance assumes the Marshal's responsibilities. Lab Managers automatically assume the role of Fire Warden for their area. In areas without a Lab Manager, the relevant team manager must nominate an individual to take on this role. Fire marshals are appointed by the H&SWG.

3.2.9. First Aiders are required to administer First Aid as per their training, keep their First Aid box fully stocked, ensure any treatment given is documented on the relevant accident/incident report form and inform the Health & Safety Coordinator if they do not intend to renew their First Aid Certificate. Any member of personnel may volunteer to be a First Aider providing they hold a valid certificate or are willing to undergo training to obtain a certificate. The Health & Safety Coordinator monitors the complement of First Aiders and arranges training.

3.2.10. The names and contact details of health & safety personnel are given on the CLS Health & Safety Web Site. Further information on the above advisory roles and details of additional duties are also on the web site.

3.3. RESPONSIBILITIES OF INDIVIDUAL MEMBERS 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 etc 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:

- Work in accordance with their health & safety training and instruction and adhere to the policies, procedures and risk assessments relating to their work activities.
- Not interfere with or misuse anything provided in the interest of health & safety.
- Co-operate fully with health & safety personnel and participate in the risk assessment, inspection and accident investigation processes.
- Report any perceived danger, unsafe working practices/conditions, new or previously uncontrolled risks, accidents, incidents or near misses to the appropriate supervisor and member of health & safety personnel.
- Familiarise themselves with emergency procedures and escape routes.
- Take immediate action to make an imminently dangerous situation safe without placing themselves at risk.
- Contact the Health & Safety Coordinator if they think they may be suffering from a work related illness.
- Come forward with any concerns, opinions, suggestions or advice that may contribute to the continual improvement of health & safety standards.

APPENDIX 1

CLS COLLEGE BOARD

- Head of College
 - Prof Doreen Cantrell
- College Secretary
 - Ian Leith
- Dean of the School of Research
 - Prof Michael Ferguson
- Dean of the School of Life Sciences Learning & Teaching
 - Prof David Coates
- School of Research Representatives
 - Prof John Brown, Head of the Division of Plant Sciences
 - Prof Kate Storey, Head of Division of Cell & Developmental Biology
 - Prof Frank Sargent, Principal Investigator, Molecular Microbiology
 - Prof Arno Muller, Deputy Head of Division of Cell & Developmental Biology
 - Prof Julian Blow, Head of Centre for Gene Regulation and Expression
- School of Life Sciences Learning & Teaching Representatives
 - Dr William Whitfield, Head of Levels 3 & 4
 - Dr Jane Isles, Lecturer
- Post Doc Representative
 - Victoria Marlow
- PhD Student Representative
 - ?
- Taught Postgraduate Representative
 - ?
- College Financial Administrator
 - Maggie Ogston
- College Support Staff Representative
 - Zoe Hirons
- Non-College Member
 - Prof Jeremy Lambert, Division of Neuroscience
- Life Sciences Student President
 - ?

APPENDIX 2

CLS HEALTH & SAFETY MANAGEMENT COMMITTEE (H&SMC)

COMPOSITION/LIST OF MEMBERS:

- Head of College (Chair and person holding legal responsibility)
 - Prof Doreen Cantrell
- College Secretary
 - Ian Leith
- Dean of the School of Research
 - Prof Michael Ferguson
- Dean of the School of Life Sciences Learning & Teaching
 - Prof David Coates
- Heads of Research Divisions/Units
 - Prof Ian Gilbert, Biological Chemistry and Drug Discovery
 - Prof Kate Storey, Cell and Developmental Biology
 - Prof Colin Watts, Cell Signalling and Immunology
 - Prof Julian Blow, Head of Centre for Gene Regulation and Expression
 - Prof Irwin McLean, Molecular Medicine
 - Prof Tracy Palmer, Molecular Microbiology
 - Prof John Brown, Plant Sciences
- MRC Protein Phosphorylation and Ubiquitylation Unit Representative
 - Dr Rob Ford
- H&S Information Officer (Minutes)
 - Lisa Grayson
- H&S Coordinator
 - Dr Nicholas Helps
- H&S Officer for the School of Life Sciences Learning & Teaching
 - Monica Lacey
- Lab Manager/Assistant/Cleaner & SCILLS Representative
 - Letty Gibson, Research School Services Manager
- Research Admin/Clerical/Portering Staff Representative
 - Zoe Hirons
- Scientific Services Representative
 - Dr Sam Swift
- Stores & Workshop Representative
 - Donald Gardiner, Stores Manager

- CLS Computing Team Representative
 - Jonathan Monk, Head of Life Sciences Computing
- Director of Biological Services
 - Dr Luke Newman
- University Safety Services Representative
 - Dr Ian Scragg, Head of University Safety Services
- Post Doc Representative
 - Dr Tom Eadsforth
- PhD Student Representative
 - Oliver Anderson

REMIT

- Lead by example and be committed to achieving best practice.
- Drive and actively contribute to continual improvement of health & safety standards.
- Publicly support health & safety initiatives and health & safety personnel.
- Encourage all personnel to become actively involved in health & safety and to help achieve full compliance with policies and procedures.
- Bring health & safety issues raised by your Division/Unit/School to the attention of the Committee and feed back on Committee decisions and directives.
- Make full use of the Committee as a forum for consultation, communication and co-operation amongst all personnel groups.
- Identify long term aims and agree the standards against which the College's health & safety performance will be measured.
- Approve annual targets and priorities.
- Ensure health & safety performance is being regularly monitored and measured.
- Ensure those with health & safety roles/responsibilities are held to account.
- Ensure control is being achieved through firm but fair discipline.
- Approve policies, procedures and plans and authorise their implementation.
- Approve the CLS Annual Health & Safety Report/Return for submission to the University Safety Committee.
- Ensure health & safety within the College is adequately resourced.
- Give authorisation for training and inspection programs to go ahead.
- Review accident/incident statistics and investigation reports and inspection/audit reports.
- Approve corrective action plans.
- Deal with major instances of non-compliance and other serious problems that cannot be resolved at local or Health & Safety Committee level.

APPENDIX 3

RESEARCH LABORATORY HEALTH & SAFETY WORKING GROUP (H&SWG)

COMPOSITION/LIST OF MEMBERS:

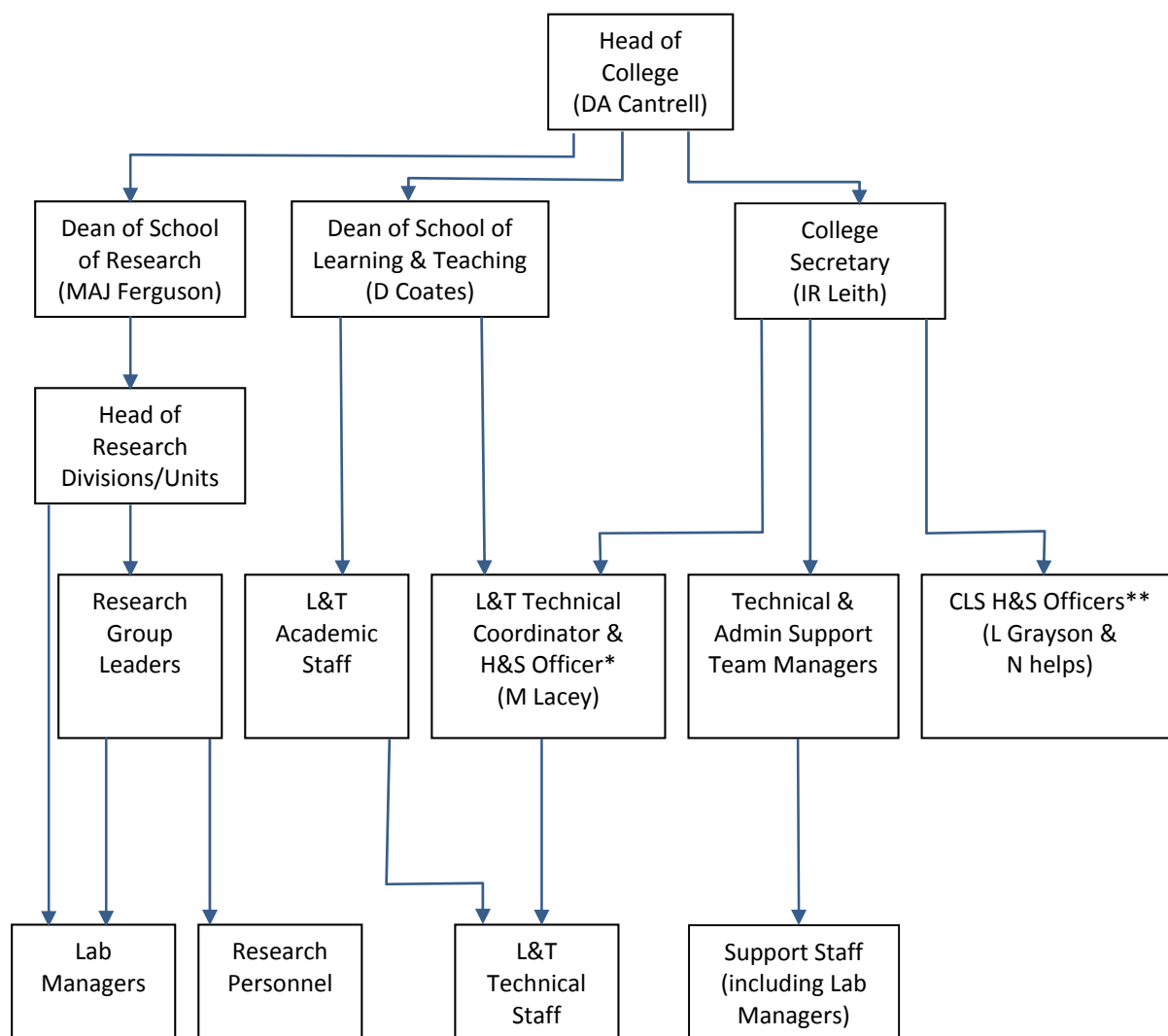
- H&S Coordinator (Chair & Minutes)
 - Nicholas Helps
- H&S Information Officer
 - Lisa Grayson
- Deputy Safety Coordinator School of Medicine
 - Carol Gallacher
- Head of University Safety Services
 - Dr Ian Scragg

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- To be agreed.

APPENDIX 4

CLS HEALTH & SAFETY MANAGEMENT STRUCTURE

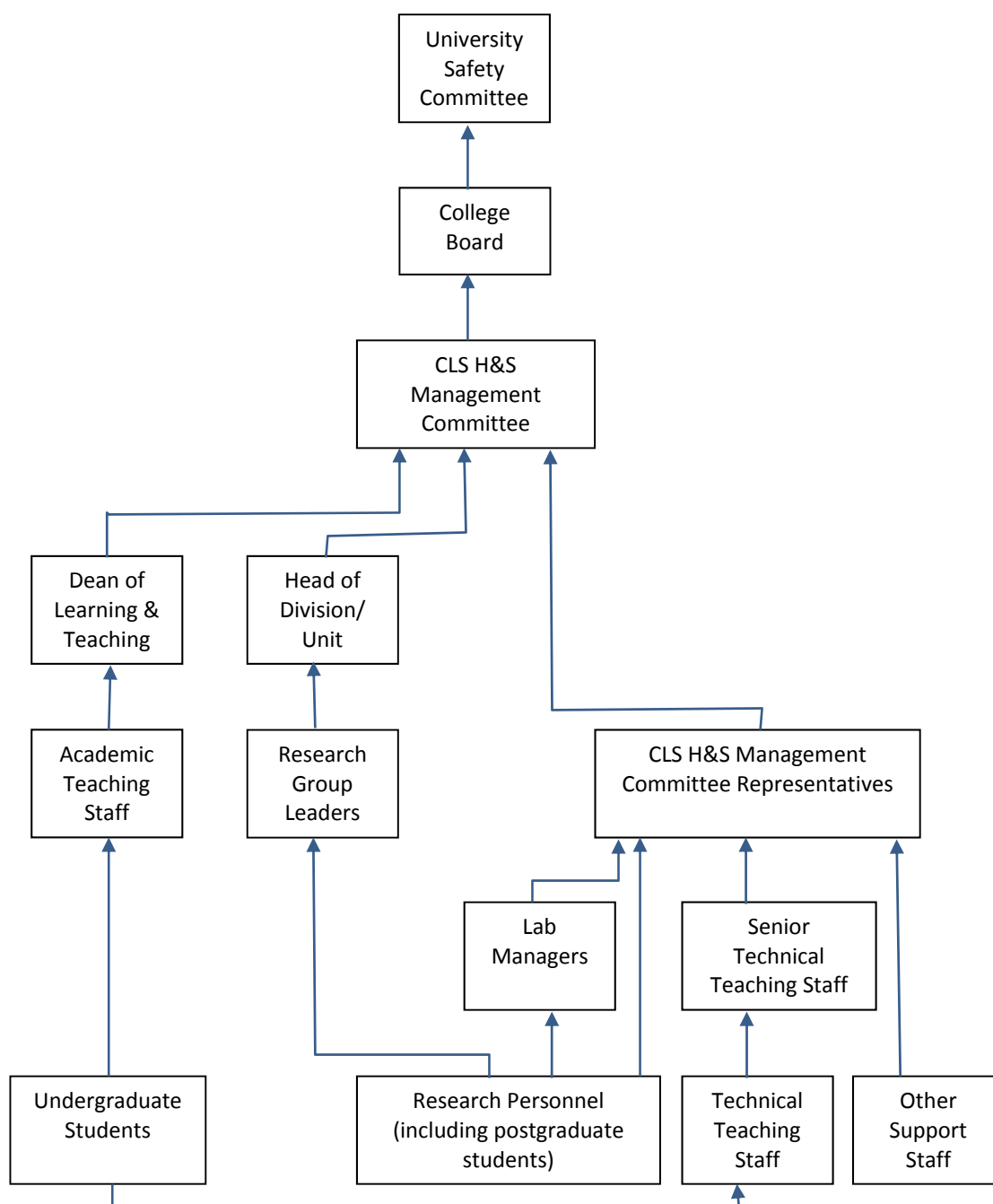


↓
"Delegate(s) down to"
Reverse direction for "Accountable to"

*L&T Technical Coordinator is a management role; L&T H&S Officer is an advisory role.
**CLS H&S Officer is also an advisory role.

APPENDIX 5

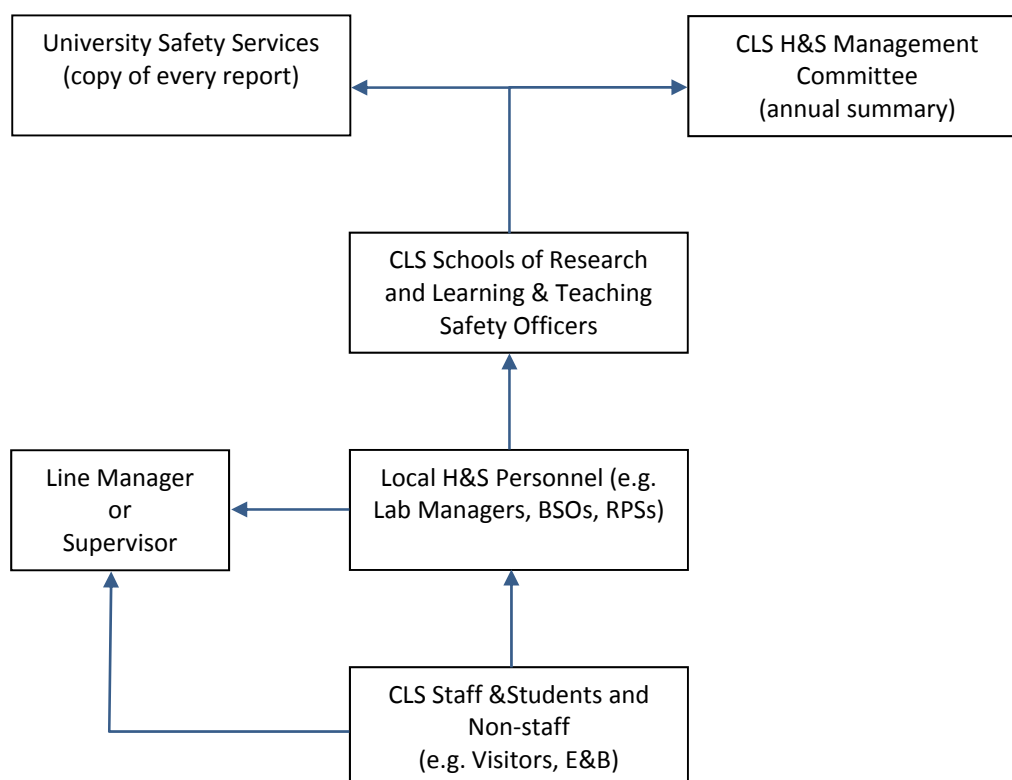
CLS HEALTH & SAFETY GENERAL REPORTING STRUCTURE



Note! This is not a management hierarchy (see Appendix 4), nor is it an incident/accident reporting structure (see Appendix 6). 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 6

CLS 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.

APPENDIX 7

ADDITIONAL RESPONSIBILITIES OF RESEARCH GROUP LEADERS AND ACADEMIC TEACHING STAFF IN RELATION TO YOUNG PERSONS

Research Group Leaders and Academic Teaching Staff involved in activities where young persons* will be present in their areas must:

- Ensure that all procedures with respect to the presence of young persons in CLS are adhered to, including prior notification to CLS H&S staff of visits and provision of the “Information for Visitors” leaflet.
- Supervise the young person at all times or formally delegate a suitably competent person to undertake the supervision.
- Ensure that the young person is provided with suitable personal protective equipment when entering any hazardous areas. The minimum PPE required is a laboratory coat and safety glasses.
- For tours of CLS facilities, utilise a generic risk assessment that has been produced for such activities (available on CLS risk assessment database).
- For activities where laboratory work** is to be undertaken by the young person or where laboratory work is to be demonstrated to them, produce a risk assessment specific to that activity and ensure that it is approved by CLS H&S staff. All persons involved in the activity (including the young person) must be made familiar with the contents of the risk assessment and all staff must sign it. Alternatively, revise existing risk assessments that were produced for laboratory work undertaken by regular laboratory staff to take into account the lack of experience and hazardous-awareness of young persons (such assessments will only be deemed suitable and sufficient if they have been revised appropriately and approved by CLS H&S staff).
- Ensure control measures stipulated in the relevant risk assessments are understood and implemented by all persons involved in the activity.

*Young persons are defined as anyone under the age of 18, whether or not they are still in education.

**“Work” involves any activity where young persons will be participating directly in or being shown any of the normal work activities that are undertaken in Life Sciences Research or Teaching facilities.

APPENDIX 8

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.