

School of Biological and Chemical Sciences

G.E. Fogg Building, Mile End Road, E1 4NS

**Health & Safety Code of Practice for**

**Office and Lab Staff**

Fogg & FBB Insectary

**Health and Safety Management in Queen Mary**

**SBCS (Fogg) Health and Safety Management Policy Statement**

The SBCS regards the health, safety and welfare of its staff and students as of major importance and recognises the vital role that good health and safety practices have in the workplace. Health, Safety and Welfare is managed using the Queen Mary University of London's (QMUL) Health & Safety Policy as a minimum standard and in accordance with the Health & Safety at Work Act etc. 1974. The School will make available resources of time and money as far as reasonably practicable, in order to fully implement the QMUL Health and Safety policy. It will encourage and arrange for training and instruction of staff in health and safety matters in order to ensure that safe systems of work are practiced throughout the School.

**SBCS (Fogg) Arrangements for Health and Safety**

The School will appoint two main Safety Coordinators (one for Fogg/FBB and one for JP/FBB), who will advise and assist the Head of School with Health and Safety related issues in the School. They will have specific responsibility for oversight of Health and Safety within office, laboratory and administrative areas. The School will also appoint specific Laboratory Managers who will oversee Health and Safety within their areas of responsibility along with Fire Marshals, First Aiders and Radiation Supervisors as appropriate. The local Laboratory Managers will assist and ensure suitable and sufficient risk assessments are carried out and reviewed regularly by staff or line managers for all work activities involving hazards. They will also ensure that all Health and Safety related equipment within their area of responsibility is adequately maintained.

Health and Safety issues will be recorded at both the SBCS and the Faculty Health and Safety committee which will meet three times per year. Monthly local Health and Safety inspections will also occur in the School laboratories along with regular monitoring checks. Mandatory Health and Safety inductions will be provided for all new members of staff/students, visitors and contractors. Appropriate manuals and guidance for Health and Safety within the School will be provided through the SBCS webpage/QMPlus and the QMUL Health and Safety Directorate website.

Signed:

Professor Richard Pickersgill

SBCS Head of School

Date: 21/10/19

**Health & Safety Rules**

Staff, students and visitors to Queen Mary University of London must observe and comply with the Health and Safety Rules.

Staff are reminded that the Health and Safety at Work Act (1974) states that it shall be the duty of every employee while at work:

1. To take reasonable care for the health and safety of him/herself and other persons who may be affected by his acts or omissions at work;

And

1. To co-operate with his/her employer in implementing the provisions of the Act.

The Management of Health and Safety at Work Regulations (MHSWR) 1999, requires that an assessment is made of ALL hazards/risks arising from work, for employees and anyone who might be affected by the work.

The ‘employer’ in this context is Queen Mary, University of London (QMUL) and the Principal has overall responsibility for Health and Safety matters within this College. In addition to the College’s own Health and Safety policies, web site at [http://qm-web.safety.qmul.ac.uk](http://qm-web.safety.qmul.ac.uk/)

QMUL also abides by the principles of best practice in Health and Safety management as prescribed by the Universities and Colleges Employers Association (UCEA) contained in University Health and Safety Management: Code of Best Practice.

# New Staff, Students and Visitors

Visitors are admitted only at the discretion of the Head of School and Laboratory Management. Such visitors are also responsible for the maintenance of a healthy and safe place of work and this should be made clear to them by advice and example. All new staff and students intending to work within the SBCS must attend an induction session covering various aspects of how the building works with particular attention being paid to health and safety and evacuation procedures. When new staff/students are intending to work in the laboratories, an outline of the standard operating procedures within the building will be provided together with details regarding the H&S documentation that is required prior to the commencement of any laboratory activity. Lab Managers and Administrators within the School will organise the induction process.

# QM Occupational Health

Occupational Health is a distinct branch of preventative health care, which works to promote health in the workplace and forms part of the overall health and safety management system, focusing on the management of work related health risks. This can include the prevention of work/study related ill health, facilitating rehabilitation after illness and injury, and promoting physical and mental wellbeing. Occupational Health provides advice to all levels of the College.

New personnel should contact the Occupational Health Department as soon as possible after commencing employment where screening and immunisation will be carried out as required. Anyone intending to work with human tissue or blood should ensure that they are adequately covered for Hepatitis B and other relevant blood borne agents.

Email: occhealth@qmul.ac.uk

**General Security**

Personal items of value should be locked in an office or locker and not left on benches or desks, especially during meal breaks. Offices should be locked before leaving at night and at any time during the day when they are to be left unattended. Do not hesitate to ask the business of any strangers wandering about the buildings or attempting to gain entry. Particular attention should be paid to the prevention of ‘tailgating’.

**Floors and Stairways**

Floors, particularly in corridors, access ways and stairs, must be kept clear of obstructions and not used for storage purposes. Lab coats must not be worn in public areas.

# Incident Management and Reporting

In the case of an incident that requires the emergency services dial **(9)999** and give the address of the building as: **Fogg Building – Bancroft Road E1 4NS**

Also call QMUL emergency number **3333** on an internal phone, or **020 7882 3333** from a mobile. State your exact location and the nature of the emergency.

All incidents, near misses or dangerous occurrences must be reported to the QM Health and Safety Directorate. This can be done online: <https://qmul.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx?First=1>

The person suffering the accident or observing the near miss should complete a report form as soon as possible. However, in the case of an accident, if the person involved is unable to complete the form themselves, then their manager/colleague/first aider should do so.

For more guidance on accident and incident reporting visit:

<http://www.hsd.qmul.ac.uk/accident-reporting/>

# Threats

QMUL advises staff and students to follow the National Police Chief’s Council advice of “run, hide, tell” in response to threats of terror:

*Run* to a place of safety, *hide* rather than confront, barricade if you can, and *tell* the police.

# First Aid

If you require a first aider dial 3333 and your nearest first aider will be contacted. If an ambulance is required dial (9)999.

First aid boxes are located in laboratories throughout the building. These are replenished by first aiders but if you notice that there is something missing please notify the relevant first aider. In the Fogg building the first aiders are:

1st floor: Hilary Beck

2nd floor: Simona Deduchova

3rd floor: Sian Cooper

4th floor: Petra Ungerer/Ruth Rose

6th floor: Ian Sanders

First aid training – including first aid specific to laboratories and field work - is provided for staff only by QM Health and Safety Directorate: <http://www.hsd.qmul.ac.uk/training/>

# Fire Safety

It is compulsory for all staff to complete an online Fire Safety Awareness module and quiz as soon as possible after starting and then every two years. This is accessed via QM Plus. The following document gives guidance on how to log in to the module:

[QM Plus Fire Safety Awareness Guidance](http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_193_Fire-Safety-Awareness-Training-Guidance.pdf)

As soon as possible after starting, staff and students should arrange a fire safety induction with their lab/floor manager. You will be shown the locations of fire call points, extinguishers, blankets, evacuation routes and actions to take.

On discovery of a fire, immediately raise the alarm by pressing your nearest fire call point.

Upon hearing the alarm, make safe what you are doing then make your way to your nearest fire evacuation route, leaving behind personal belongings. The meeting point for the Fogg building is Geography Square. You should wait there until you are told by the fire marshals that it is safe to return to the building.



**GEOGRAPHY SQUARE**

**FOGG**

If you are aware that you will need special assistance in the event of a fire alarm, please make your Safety Coordinator aware at the earliest opportunity so that a Personal Emergency Evacuation Plan (PEEP) can be agreed with you.

Fire extinguishers are available throughout the building but should only be used by those trained and confident to do so. Training can be obtained through the QM Health and Safety Directorate.

Local fire marshals in Fogg are:

Ground – Lokuj Jaman and Paul Fletcher

1st floor – Thomas Stead and Sarah Louise Lawrence

2nd floor – Simona Deduchova and Kristin Hadfield

3rd floor – Sam Court and Sian Cooper

4th floor – Petra Ungerer and Ruth Rose

5th floor – Phil Howard, Chloe Economou, Martin Tran and James Gilbert

6th floor – Ian Sanders and Chris Eizaguirre

# Spills

In the event of a hazardous spillage, immediately alert people in the vicinity, evacuating the area if necessary. Wearing appropriate PPE, locate your nearest spill kit and follow the instructions provided to confine, neutralise and absorb the spill. If you are unsure how to deal with a spill then ask for help.

The Safety Coordinator and Laboratory Manager must be informed of any majorbreakage or spillage and an accident and incident report logged.

# Gas alarms

Various areas/labs in the building are monitored by gas alarms. Instructions on what to do when the alarm sounds are found next to every alarm control box in the corridor.

|  |  |  |
| --- | --- | --- |
|  | **CO2 Alarms** | **O2 Alarms** |
| **Normal reading** | 0 – 0.1% | 20.7 – 20.8% |
| **1st alarm** | 0.5% - flashing beacon | 19% - flashing beacon |
| **2nd alarm** | 1.5% - beacon and sound | 17% - beacon and sound |
| **Locations in Fogg** | 2.07, 4.01, 4.07, 4.16, 5.07, 6.09 | Liquid nitrogen area, 2.07, 4.16, 4.25, 4.26, 4.27, 5.07, 6.09 |

Familiarise yourself with the gas alarm control boxes in your area and pay attention to what type of alarm it is (CO2 or O2 depletion) and how to reset the alarm.

If a gas alarm activates:

1. Stop work and make your workspace safe, e.g. close regulators, cap dewars/stop decanting liquid nitrogen
2. Vacate the lab and reset the alarm if possible. If the atmosphere has returned to normal it will be possible to reset the alarm.
3. If you cannot reset the alarm because the atmosphere has not returned to safe, please call building manager, lab manager or BOC.

All phone numbers are displayed on the instructions on the outside of the lab door. Do not email.

If you see or hear the alarm in the liquid nitrogen area on the 4th floor of Fogg:

1. Stop work and make your workplace safe
2. If you are the first person to notice the incident, **raise the fire alarm** and let QM emergency (**x3333**) know what has happened.
3. Evacuate the building via exits away from the liquid nitrogen area.

# Mental Health First Aid

The School has trained mental health first aiders who any student or staff member can speak to confidentially. In the Fogg building these first aiders are:

 Sian Cooper – s.cooper@qmul.ac.uk, room 3.04a, x5034

 Ruth Rose - r.s.rose@qmul.ac.uk, room 4.36, x4620

 Ian Sanders - i.a.sanders@qmul.ac.uk, room 6.08, x3316

 Petra Ungerer – p.ungerer@qmul.ac.uk, room 4.05, x 6502

Additionally, [QMUL Advice and Counselling Service](https://www.welfare.qmul.ac.uk/) provides support and advice for students.

Staff can access the free, confidential [Employee Assistance Programme](http://www.hr.qmul.ac.uk/about-us/staff-support/).

# Workstation Assessments

It is QM policy that all staff using display screen equipment (DSE) must complete the online workstation assessment module on MySafety: <https://qmul.oshens.com/>.

The DSE tutorial is designed to give users the necessary information to carry out an ergonomic self-assessment of their workstation. Completion of this module is a requirement to obtain an Eye Care (Specsavers) voucher.

Postgraduate research students not on QMUL payroll, visitors and contractors can utilise Appendix 1 of the [DSE policy](http://www.hsd.qmul.ac.uk/media/hsd/a-z/old-guidance/QMUL_HS_101_DSE-Policy-Arrangements-Guidance.docx).

# Lone Working and Out of Hours Working

A lone worker is someone with “*neither visual nor audible communication with someone (physically) that can summon assistance in the event of an accident, illness or other adverse event*”.

Normal working hours for Fogg and FBB Insectary are **8am – 6pm Mon – Fri.** Anyone working outside of these hours, or lone working, is required to have:

1. **Read and signed the appropriate LW/OOH risk assessment for their floor/area.**

One of these has been prepared for office occupants (contact your floor manager to access this document).

For laboratory work, the lead academic should complete a [LW/OOH risk assessment](http://www.hsd.qmul.ac.uk/media/hsd/documents/QMUL_HS_018_Aug-2019_Lone-Out-of-Hours-Working-Risk-Assessment-Form.docx) specific to their group (stored in the COSHH folder in each laboratory). This must be read and discussed with lab members before signing.

**2. Signed the LW/OOH record sheet displayed at the entrance to each floors.**

This records who on each floor has been authorised to lone work and or work out of hours. Each signature is valid for 12 months. Please ensure you resign this as necessary.

Please note that anyone lone working must inform someone that they are lone working and when they have finished lone working. This could be a colleague/friend or security staff.

No new experiments or work of a hazardous nature is to be undertaken out of hours

Security frequently patrol the School – they will be informed that only people on the LW/OOH record sheets have been authorised to be in the building out of hours. Anyone not on this list may be questioned by security.

Undergraduates must be supervised at all times and are not permitted to work alone or outside of Mon-Fri 9am-5pm. For Masters students work outside these hours is arranged on a case by case basis.

For further guidance please consult the QM Health & Safety Directorate page where you will find the QM lone working policy and advice: <http://www.hsd.qmul.ac.uk/a-z/lone-working/>

# Fieldwork

Fieldwork comprises any work that is carried out in a location that is not a QMUL campus.

A risk assessment must be completed for all fieldwork prior to the work being undertaken. Fieldwork risk assessments, policy and guidance can be found online: <http://www.hsd.qmul.ac.uk/a-z/fieldwork-and-off_site/>

Additionally, the fieldwork training course must be attended. It is run by QM Health and Safety Directorate and can be booked through the CPD booking system: <https://academicdevelopment.qmul.ac.uk/bookings/>

Please contact the fieldwork health and safety coordinator Ian Sanders (i.a.sanders@qmul.ac.uk) with additional questions.

# Manual Handling

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling and is one of the most common causes of injury at work.

In Fogg there are trollies that can be used for moving bulky items. These can be found in Stores, or in labs but you must ask the owner before borrowing.

Do not attempt to carry something by yourself if it is too heavy for you. Instead, ask for help from colleagues or raise a ticket with the Estates Helpdesk to arrange for Porters to move very large or heavy items.

The link below is to the HSE's Manual Handling and Musculoskeletal Disorders website's where there is information to help when manual handling activities are planned so as to prevent injury:-
<http://www.hse.gov.uk/msd/manualhandling.htm>

QM [Manual Handling Policy and Guidance](http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QM_HSD_GA041_Dec-2015_-Manual-Handling-Policy-and-Guidance.docx)

Manual Handling risk assessment form can be found [here](http://www.hse.gov.uk/msd/risk.htm). Manual handling training courses are run by the Health & Safety Directorate.

# New and Expectant Mothers

The Management of Health and Safety at Work Regulations 1999 (MHSW), require employers to take into account health and safety risks to New and Expectant Mothers in the workplace. New and expectant mothers also have a duty to protect themselves and their children.

Staff who are, or believe they are pregnant must notify their employer (line manager) in writing as soon as the pregnancy is confirmed. They are also required to provide written notification if they are breast feeding so that measures can be taken to control any risks to their health and safety or that of their child.

Once advised of the pregnancy the line manager should undertake a New and Expectant Mothers risk assessment with the employee. Further information and the risk assessment forms can be found on the QM HSD webpage: <http://www.hsd.qmul.ac.uk/a-z/new-and-expectant-mothers/>

Female staff returning from parental leave now have access to a dedicated room on campus in which they can breastfeed or express milk.

[QM Guidance for New and Expectant Mothers](http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QM_OHSD_OH001_February-2012_Guidance-Note_New-and-Expectant-Mothers.pdf)

# Young Persons and Children

You may bring your child into work as long as you have the permission of the Head of School to do so. Your child is under your supervision and should not enter any prohibited or dangerous areas, including labs. It is advised that you only bring your child into work in an emergency.

For the purposes of health and safety legislation, a young person is defined as a person under 18 years old. When Children or Young Persons are either allowed or invited onto QMUL properties then QMUL accepts legal responsibility for their health and safety whilst they are in those premises.

Young Persons taking part in work experience should only be put into lower risk environments as identified in a risk assessment, and must be given appropriate supervision. Young Persons should not enter restricted areas alone. Young persons may be allowed to enter a higher risk area as long as they are engaged in low risk activities (e.g. observation), are under direct personal supervision by a competent person, and are not exposed to hazards arising from the activities or location. Work experience should be subject to risk assessment and coordinated by the Responsible Person nominated by the Head of School.

For further guidance please contact your Safety Coordinator or QM HSD.

# Health and Safety Training

Fire safety awareness and workstation assessment modules outlined above are mandatory for all staff and postgraduate students and must be completed as soon as possible after starting, and every following 2 years.

Additional **compulsory** H&S training is required for lab users. These consist of three taught courses provided by QM HSD:

* Hazardous Substances Assessment (COSHH) – HS005
* Working Safely with Biological Hazards – HS020
* GM Risk Assessment and Notification – HS029

These are bookable via the [CPD booking system](https://academicdevelopment.qmul.ac.uk/bookings/). Staff and students must book on to these as soon as possible after starting, but you may start work in the lab prior to attending. Refresher courses must be completed every 3 years.

Further information along with a course calendar can be found on the Training section of the QM HSD webpage <http://www.hsd.qmul.ac.uk/training/>. Here you can also find details of optional courses that may be relevant to your work, for example:

* Selection of Laboratory Personal Protective Equipment – HS028
* Decontamination and Sterilisation – HS026

PhD students working in labs must also complete a mandatory online course “*Safe Management of Laboratory Hazardous Waste*”. This course, along with the associated quiz, should be completed on QM Plus. For further guidance on how to access this course visit: <http://www.hsd.qmul.ac.uk/training/online-learning/>

Anyone wishing to work at containment levels 2 or 3 should notify the relevant lab managers prior to the work taking place.

# Hazardous Substances

**Risk assessments:** There is a legal duty to assess the risk of all activities that make use of hazardous substances and to ensure that adequate controls or protective measures are put in place. This is done in the form of a COSHH risk assessment for chemical hazards and BIOCOSHH for biological hazards:

* In the SBCS All students/research staff are advised on their floor induction that COSHH risk assessments need to be written or read (whichever is relevant) and signed off **before** commencement of laboratory work.
* Research students/staff (PG/PDRA/Academics/Masters/UG) are responsible for writing all necessary risk assessments relevant for their research (e.g. COSHH/BIOCOSHH/Lone working/Out of hours). This will be in conjunction with their Lab Managers if advice/guidance is needed.
* All risk assessments are to be signed off by the relevant academic.
* If there are any changes to procedures, accidents or near misses, the relevant risk assessments must be reviewed, altered accordingly and signed off by the end user. They also need to be countersigned by the academic concerned.
* All risk assessments are to be reviewed on a yearly basis by lab users. This is to check that they have been signed accordingly by end users and are in date.
* Paper copies of all relevant risk assessments are to be stored in COSHH/BIOCOSHH folders in all research labs in the Fogg and the Bancroft insectary.

*PhD students will be asked to provide signed risk assessments at their panel meeting.*

The complete QM risk assessment policy, along with arrangements and guidance on how to complete a risk assessment can be found here:

<http://www.hsd.qmul.ac.uk/media/hsd/documents/standards-and-guidance/QMUL_HS_042-Risk-Assessment-Policy_V3_26NOV2018.pdf>

Material Safety Data Sheets (MSDS) are an essential source for completing a COSHH risk assessment. This information is provided by the manufacturer/supplier of the chemical, however Sigma - <https://www.sigmaaldrich.com/united-kingdom.html> - holds MSDS on almost all chemicals.

COSHH risk assessment form: <http://www.hsd.qmul.ac.uk/media/hsd/documents/forms/QM_HS_0023_Sep-2008_COSHH-riskassessment_updated-Sep-2015.doc>

BIOCOSHH risk assessment form:

<http://www.hsd.qmul.ac.uk/media/hsd/documents/forms/QMUL_HS_151_BioCOSHH-risk-assessment_Version-4-26NOV2018-1.docx>

**Genetically Modified Organisms:** All work involving construction or use of Genetically Modified Micro-organisms (GMMs) are subject to the Genetically Modified Organisms (Contained Use) Regulations 2014, and must be approved by an appropriate Genetic Modification Safety Committee (GMSC). Further information on this process can be obtained on the QM HSD webpage:

<http://www.hsd.qmul.ac.uk/a-z/genetically-modified-organisms/>

At QMUL, the Biological Safety Advisor is the first point of contact for advising on and reviewing GM risk assessments: Dr Mark Ariyanayagam x8378, m.r.ariyanayagam@qmul.ac.uk

GMO risk assessment form:

<http://www.hsd.qmul.ac.uk/media/hsd/documents/forms/QMUL_HS_096_June-2018_GMO-Contained-Use-Risk-Assessment-Template.docx>

**Storage:** All hazardous chemicals should be stored in cupboards wherever possible. Solvents and corrosives must be stored in the appropriate chemical cabinets with the correct signage. Any substance classed as toxic should be kept in a locked poisons cabinet. Ask your lab manager if you are unsure where to store a substance.

It is compulsory for each lab group to create an inventory of all chemicals held in their lab, along with the relevant MSDS. The inventory should be displayed where the chemicals are held, and include information on the hazards.

**Labelling:** All hazardous substances must have the appropriate hazard symbols attached. This includes waste and reagents/solutions prepared in the lab. If you require hazard symbol stickers, please ask your lab manager.

**DNA dyes:** The market is flooded with ‘safe alternatives’ to ethidium bromide. However, a recent study shows that many of these alternatives are membrane permeable dyes that readily penetrate living cells, intercalate DNA and stain the nucleus and other cellular structures (Guzaev et al 2017).

Chemical analysis showed that several of these products contain dyes that are known to be cytotoxic and potentially mutagenic, e.g. acridine orange (Germ cell mutagenicity Category 2, H341).Safety data sheets of these new ‘safe dyes’ do not reveal their chemical composition and they are nearly always classified as non-hazardous. Therefore, all DNA dyes must be treated as potentially hazardous. Please use adequate safety measures: PPE, designated gel areas and never re-melt agarose which contains DNA dye.

# Waste disposal

* **Solid hazardous waste and gloves** must be disposed of in yellow hazardous waste bags. When full, these must be secured with a cable-tie, double bagged if necessary, and deposited in the large yellow bins on the 4th floor. No more than residual amounts of liquid should be disposed in these bags. Ruptured bags will be returned to you.
* **Pipette tips, serological pipettes and sharps** are to be disposed of in the yellow, plastic sharps boxes. They must not be filled above the line indicated on the outside. Once full the lid should be snapped shut and the boxes brought to the bins on the 4th floor.
* **Glass waste** such as empty chemical bottles, or broken glass should be left in designated glass waste bins (eco-lock bins).
* **Chemical waste** - there are strict rules regarding what is acceptable to dispose of down the drains. If you produce any chemical waste this should be addressed in your COSHH risk assessment before you start working. Let your lab manager know the type and quantity of waste and arrangements will be made for collection and disposal.
* **Cardboard, paper and other packaging materials** should be sorted into recyclable and non-recyclable and either put in domestic waste bins or collected in a designated area to be collected by the cleaners – ask your lab manager if you are unsure.
* **Empty chemical containers** can be disposed of in domestic waste if they have been thoroughly washed and have had labels removed or scribbled out.
* **Starlab pipette tip boxes and inserts** are collected to be recycled. Ask your lab manager to show you where the bin is on your floor.
* **Semi-solid waste** should be disposed of in eco-lock bins. In most cases this will be the same bin used for glass waste.
* **Cell cultures** must be deactivated before disposing down the drain. Consult your BIOCOSHH risk assessment to determine the most suitable method of disinfection/sterilisation.

# Personal Protective Equipment (PPE)

* **Lab coats** are mandatory in all labs in Fogg at all times. Your lab manager will tell you whether you need a standard or Howie style lab coat. Blue lab coats are only to be used in containment level 2 or 3 labs.
* **Safety specs** are to be used if stated on your risk assessment. There are also designated areas where safety specs are compulsory e.g. pH meter and when using a fume hood. If you are using chemicals with the following hazard statements, then you must be using safety specs:

H314 Skin burns and eye damage

H318 Serious eye damage

H319 Serious eye irritation

H320 Eye irritation

* **Gloves** are to be used if stated on your risk assessment. Choose appropriate gloves for your experiment – you must check breakthrough times of the chemicals you are using, paying particular attention to solvents. Lab managers can advise on how to choose the right gloves.

*Gloves should not be worn in corridors and you should never touch door handles with gloved hands.*

* **Masks** offer little protection. In almost all cases a fume hood is the safer option. If you think that you need to wear a mask, consult with your lab manager before starting the work.

# Good Lab Practice

* Never eat, drink or smoke in the laboratory.
* Do not touch your mouth, eyes, etc. with your hands or any object while in the laboratory.
* All cuts and grazes on hands or exposed areas must be covered with adhesive dressings.
* Laboratory coats must be removed prior to leaving the laboratory areas (e.g. outside of the 4th floor) and must not be worn in write-up/office areas or lifts.
* Keep long hair tied back so that there is no risk of it falling into naked flames or contaminated material.
* Appropriate clothing and shoes must be worn in laboratory areas. Open-toed shoes must not be worn since they provide no protection in the event of a spillage.
* Keep the workspace as clear as possible. Benches should be left clear and clean before leaving the laboratory at the end of the day. When used for microbiological work they must be disinfected with a disinfectant freshly prepared at the appropriate concentration.

# Use of Equipment

All electrical equipment, including chargers/laptops etc. from home, should be regularly checked for safety and have a Portable Appliance Test (PAT) label affixed to it, (check date on label). If there is no PAT label, the equipment cannot be used.

Do not use any lab equipment without having received training on how to use it safely. You should request training from lab managers for the following equipment:

* High speed centrifuges (Beckman Avanti J30)
* Ultracentrifuges
* Priorclave autoclave
* Benchtop autoclave
* CL2/tissue culture room
* Liquid nitrogen
* LM20 microfluidizer
* Microjet
* LICor Odyssey
* BMG plate reader
* ChemiDoc Touch
* Typhoon
* Innova 44R shakers
* Gel documentation

Be aware of the differences between, and limitations of, fume hoods, laminar flow hoods and class I and II medical safety cabinets. If you are not sure what type of hood you should be using, consult your lab manager first.

Responsibilities of users:

Employees have a duty to take reasonable care of their own H&S and that of others who might be affected by their acts or omissions. This is particularly relevant with regard to the operation of work equipment.

Users of work equipment should:

* + Only operate equipment they are authorised to use
	+ Operate equipment in accordance with instruction and training
	+ Only use equipment for its intended purpose
	+ Carry out all necessary safety checks before using equipment
	+ Not use the equipment if it is unsafe
	+ Report defects immediately
	+ Keep equipment clean and maintained in safe working order.

# Communication and Consultation

The SBCS has a health and safety committee that meets once per quarter. The minutes of this meeting are available on QM Plus. If there is some aspect of health and safety that you wish to address, please consult with your Safety Coordinators.

New local H&S policies and rules are consulted amongst lab managers and technical staff before being agreed by academic Heads of Department and signed off by the Head of School. All staff and students have a duty to read work emails.

**Contacts and Safety Responsibilities within SBCS:**

**Head of School** – Richard Pickersgill - r.w.pickersgill@qmul.ac.uk

**SBCS Safety Coordinators**:

Sam Court – s.j.court@qmul.ac.uk

Sian Cooper – s.cooper@qmul.ac.uk

Anthony Hooper (JP) – a.hooper@qmul.ac.uk

**Health & Safety Manager (Science & Engineering)** - Rob Haigh - r.haigh@qmul.ac.uk

**Health & Safety Helpdesk** - Hs-helpdesk@qmul.ac.uk

**Estates Helpdesk** – estates-helpdesk@qmul.ac.uk [https://helpdesk.qmul.ac.uk](https://helpdesk.qmul.ac.uk/)

**School Manager** – Fiona Marsh - f.e.marsh@qmul.ac.uk

**Ordering and finance** - sbcs-orders-fogg@qmul.ac.uk