

Division of Science Local Arrangements

Sections

1. **Statement of intent***
2. **Managers – general duties***
3. **Managers – special duties***
4. Local safety managers
5. Safety supervisors
6. Research groups - principal investigators
7. Safety managers within research groups
8. Academic staff
9. Specific H&S responsibilities
 - a) **Accidents, incidents & fires***
 - b) **Occupational ill health***
 - c) **Risk assessment (Management Regulations)***
 - d) Risk assessment (COSHH)
 - e) Risk assessment (DSEAR)
 - f) Risk assessment (Manual Handling)
 - g) Display screen assessments
 - h) Electrical safety supervisor
 - i) Portable electrical equipment - Formal visual inspection
 - j) Portable electrical equipment - Combined inspection & test
 - k) Fixed electrical equipment
 - l) Building evacuation controller/Fire officer
 - m) Fire wardens/Evacuation officers/Bomb searchers
 - n) Evacuation chair users
 - o) Bomb search team
 - p) **First aiders***
 - q) First aiders special hazards
 - r) First aid appointed persons
 - s) **First aid boxes***
 - t) Ladders & steps
 - u) Local exhaust ventilation (LEV)
 - v) Personal protective equipment (PPE)
 - w) Pressure vessels and lifting equipment
 - x) Mini bus drivers
10. Special hazards and dangerous equipment
11. Advisory responsibility for safety
 - a) Safety co-ordinator
 - b) Assistant safety co-ordinators
 - c) Laser safety officer
 - d) Laser safety supervisors
 - e) Microbiological safety advisor
 - f) Clinical waste co-ordinator
 - g) Local disability safety co-ordinator

- h) Radiation protection supervisors and controllers
- 12. Local health and safety committee
- 13. Safety sub-committees
 - a) Stress management
 - b) Others
- 14. Trade union safety representatives
- 15. Individual Responsibility***
- 16. Sources of information***

*Mandatory section

Division of Science

1) Statement of intent*

As **Head of the Division of Science** I am responsible for supervising the University's Health, Safety and Welfare Policy in respect of the **Division of Science**.

My responsibilities and those of others are set out below. Some of these responsibilities I have delegated in writing and this document describes these and also the advisory safety arrangements.

2) Managers – general duties*

The Vice Chancellor has primary responsibility for Health, Safety and Welfare at the University of Bedfordshire.

Members of the Vice Chancellor's Management Group and members of the University's Corporate Management Team are accountable for translating the University's Health, Safety and Welfare Policy into operational strategies, targets, plans and procedures within their own spheres of responsibility.

All staff with supervisory and project manager roles within **Division of Science** are responsible to their senior manager (section 1) for implementing health, safety and welfare plans and procedures in line with the University's policies. They are responsible for ensuring that their staff, students and others work in a safe manner and understand their respective responsibilities as contained in the University's Health, Safety and Welfare Policy.

It is their responsibility, directly or through delegation (which must be detailed in writing by means of this Statement):

- a) To ensure that safety is an integral part of all work undertaken and that the safety aspects of such work are monitored, reviewed and revised.
- b) To make arrangements for the implementation of the health and safety policy and for monitoring its effectiveness within their specified areas. To develop good lines of communication between all persons concerned and allocate the necessary resources in terms of both time and money.
- c) To ensure that a risk assessment is conducted on all hazardous procedures, that controls are introduced resulting in safe systems of work for staff and students.
- d) To develop and implement a phased order of priority plans for expenditure of finance in an effort to solve problems, *i.e.* to plan for H & S.
- e) To prepare and update a written Local Arrangements statement covering all areas under their control throughout the University in accordance with the University pro-forma.
- f) To ensure that written health and safety rules, consistent with the content of the University Health and Safety Policy, are compiled in the form of Codes of Practice (COP) or Safety Operating Procedures (SOP) setting out detailed instructions for safe systems of work or safe methods of work in respect of potentially hazardous machines or work processes, or for the control of health

- hazards. Also that such detailed instructions are updated as necessary and submitted to the University's Health and Safety advisor for comment.
- g) To ensure systems are in place for the supervision and training of staff, students and visitors. This particularly applies to young and inexperienced staff and those working out-of-hours.
 - h) To ensure that emergency evacuation and other emergency procedures are made known that evacuation procedures are practised periodically and that Evacuation Officers/Controllers are appointed.
 - i) To ensure that a system is in place for the investigation of accidents and incidents and to review actions taken to prevent recurrence.
 - j) To appoint Safety Co-ordinator(s) and a safety committee as appropriate to monitor review and advise on health and safety aspects within their areas of control .
 - k) To appoint safety officers for any acute hazards (e.g. Microbiological and Laser Safety Officers, Radiation Protection Supervisors, etc.) as appropriate.
 - l) To inform the Head of Health and Safety of any special or newly identified hazards or new hazards about to be introduced.
 - m) To seek, receive and take good health and safety advice from the University's Health and Safety Advisor, other central staff and from the Safety Co-ordinator as appropriate. To inform their line manager and the chair of the University's Health and Safety Committee, of any instances where formal advice, tendered by the Health and Safety Advisor or specialist Safety Officers, has not been accepted.
 - n) To take personal action to suspend or stop any activity that is dangerous or is not carried out in accordance with the University H & S Policy.

3) Managers – specific duties*

Managers and other staff with supervisory and project manager roles have a responsibility to ensure that the fullest co-operation is given to the senior manager and Safety Advisors to enable them to carry out their duties.

The following are specifically responsible for the duties listed in all areas for which they have any control:

Named person	Post	Telephone number
Prof. Jan Domin	Head of Div. of Science	X2434
Dr Maria Simon	Senior Lab Manager	X2483
Mr Patrick Kelly	Senior Technician	X2197

- a) Ensuring that, all plant and equipment, held within their area of control, is regularly examined, tested and maintained. That any defective equipment, which creates a safety hazard, is immediately withdrawn from use and conspicuously labelled to that effect and remains labelled until the equipment is safe.

- b) Ensuring that staff and/or students are competently trained, instructed and supervised in the use of equipment and procedures relating to all the risks to which they may be exposed. It is a statutory requirement that all staff are competent and have received the necessary instruction, training and guidance to carry out their duties in a safe manner and in a way that does not endanger them or any others.
- c) Ensuring that staff and students are fully conversant with the relevant evacuation and emergency procedures and that appropriate emergency cover is provided.
- d) Monitoring risk assessment and preparing safe systems of work for all staff and students under their control and ensuring that appropriate resources and control measures are available and used. Reporting to their line manager any significant residual risks.
- e) Ensuring that records are kept of dates, action necessary and action taken on the above.
- f) Ensuring that, where necessary, protective equipment is supplied, correctly used and maintained, and that appropriate records are kept for all items of local exhaust ventilation (LEV) and respiratory protective equipment (RPE).
- g) To ensure investigation and recording of all accidents, incidents, fires, near misses, property damage incidents and work related illnesses, to report immediately to the University's Health and Safety Advisor any serious or potentially serious accidents, occurrences or fires.
- h) Ensuring that Permits to Work are issued as appropriate to staff, contractors, service engineers and others in the areas under their control.
- i) Delegating, in writing, specific duties to named Safety Managers and Supervisors for the areas under their control.

4) Local safety managers

The following named persons are appointed Safety Managers for the areas or activities indicated. They have delegated executive responsibility for the safety of staff, students and others in their area.

[There should follow a comprehensive list of Safety Managers for areas such as offices, storerooms, workshops, studios, laboratories, lecture rooms/facilities, etc. The safety manager should be the individual who has line management responsibility or is the senior person in the area, if there is no clear line manager below the level of Head of Department or equivalent. The list should be split into units under the name of the Head to whom the safety manager is responsible.]

Named person	Post	Activity	Building/ room numbers	Telephone no.
Maria Simon	Lab Manager	Labs	C300-321	X2483
Maria Simon	Lab Manager	Lab prep areas	C319-320	X2483

Their responsibilities are as follows:

- a) To implement and enforce the University's Health, Safety and Welfare Policy and local rules/codes of practice for subordinate staff and those within their area of control.
- b) To assist line managers in, or by, conducting risk assessments on all hazardous processes and procedures and revise the same as necessary in accordance with the University's Health, Safety and Welfare Policy.
- c) To produce and enforce safe systems of work for all procedures within their area of control and submit draft codes of practice, safe-operating procedures for the approval of the line manager as required.
- d) To ensure that all plant and equipment is regularly maintained/tested and that any equipment which creates an unacceptable safety hazard is immediately withdrawn from use and conspicuously labelled to that effect.
- e) To participate in Safety Inspections as requested by the Safety Supervisor, the Health & Safety Advisor or their line manager.
- f) To participate in accident investigations.

5) Safety supervisors

The following named persons are appointed Safety Supervisors for the activities indicated. They have delegated executive responsibility for the safety of staff, students and others in their area.

Name	Post	Building/ activity	Rooms	Tel. No.	Safety Manager
Patrick Kelly	Senior Technician	Labs	C300-321	X2197	Maria Simon

Their responsibilities are as follows:

- a) To implement and enforce the University Health and Safety Policy, local rules and maintain a safe working environment within their area of control.
- b) To assist in the preparation and revision of risk assessments in accordance with the university safety policy.
- c) To enforce safe systems of work for all procedures within their area of control and submit draft local rules/notices, safe-operating procedures for to the safety manager for inclusion in the safety policy as required.
- d) To undertake regular maintenance, testing and formal visual inspection of plant and equipment as appropriate.
- e) Undertake safety sampling at the request of the Safety Manager.

Where the above responsibilities are shared this should be clearly indicated, e.g. in a laboratory a named member of the technical staff may be responsible for a) and d) in total and b) and c) in respect of staff while a member of academic staff has responsibility for b) and c) in respect of research workers.

6) Research group principal investigator (PI)

The Principal Investigator (PI) is normally the academic staff member who is the main grant holder and is in charge of funds given into his/her care either by the university directly, or by a research funding body, etc.

This section is written on the assumption, that in a semi-autonomous research group the PI will normally fulfil the duties of Heads of Department with a number of Safety Managers reporting to them. In smaller groups they may assume direct control without delegation to safety managers. It is recommended that sections 6 and 7 are completed separately for each research group, or grant, so that there can be no doubt as to those responsible for OH&S.

The following named persons are appointed Principal Investigators for the research groups/grants/areas or activities indicated. They have delegated executive responsibility for the safety of staff, students and others in their area.

Principal investigator	Research group or grant	Building/rooms	Telephone no.
Robin Maytum		C310	X2146
Louisa Vincini		C318	X3976
Arthur Hosie		C318	X3203
Zheyang Zhu		C310	X3476
John Reynolds		C310	X2299
Guy Grant			X3566
Barbara Guinn		C318	X3573
Shaobo Zhou		C318	X3541
Bushra Ahmed		C318	X3097
Adam Paige		C318	X3493

Their responsibilities are as follows:

- To understand the requirements of university and local safety policies. For new senior researchers there may well be a significant training resource implication.
- To implement and enforce the University Health and Safety Policy and local rules/codes of practice for subordinate staff and those within their area of control.
- To consider the H&S implications of the research grant or project and how it might affect people's health and safety before applying for research grants of adopting an experimental protocol.
- To assist Heads in, or by, conducting risk assessments on all hazardous processes and procedures and revise the same as necessary in accordance with the University Health and Safety Policy and for educating their junior colleagues to become proficient in assessing the risks inherent in their own work.

- e) To produce and enforce safe systems of work for all procedures within their area of control and submit draft codes of practice, safe-operating procedures for the approval of the Head as required.
- f) To ensuring their own safety and that of anyone who might be affected by their own work, including the work of junior colleagues and students.
- g) To ensure appropriate levels of instruction, training and supervision are maintained in accordance with the risk assessment and good safety practice and ensuring an acceptable standard of safety behaviour in their students, both undergraduate and postgraduate, in the laboratory, workshop or field.
- h) To ensure that all plant and equipment is regularly maintained/tested and that any equipment which creates an unacceptable safety hazard is immediately withdrawn from use and conspicuously labelled to that effect.
- i) To participate in Safety Inspections in liaison with the Head and Safety Sampling with the Safety Supervisor.
- j) To participate in accident investigations.

7) Safety managers (research group with a designated Principal Investigator)

The following named persons are appointed Safety Managers for the areas or activities indicated. They have delegated executive responsibility for the safety of staff, students and others in their area.

[There should follow a list of Safety Managers for areas under the control of the research group. The safety manager may be a named on the grant under the principal investigator, an individual with line management responsibly or the senior person working in the area.]

Safety Manager	Research group or grant	Building/rooms	Telephone no.

Their responsibilities are as follows:

- a) To implement and enforce the University's Health, Safety and Welfare Policy and local rules/codes of practice for subordinate staff and those within their area of control.
- b) To assist the PI in, or by, conducting risk assessments on all hazardous processes and procedures and revise the same as necessary in accordance with the University Health and Safety Policy.
- c) To produce and enforce safe systems of work for all procedures within their area of control and submit draft codes of practice, safe-operating procedures for the approval of the PI as required.
- d) To ensure that all plant and equipment is regularly maintained/tested and that any equipment which creates an unacceptable safety hazard is immediately withdrawn from use and conspicuously labelled to that effect.

- e) To participate in Safety Inspections in liaison with the Head and Safety Sampling with the Safety Supervisor.
- f) To participate in accident investigations.

Note: Where Heads, PIs or managers may be absent for long periods adequate substitution must be made, in writing, with copies to me and to such other persons as may be affected.

Safety managers, PIs and supervisors are also responsible for warning me or the Heads of Department or the Safety Co-ordinator, of any special or newly introduced risks found in present procedures or any hazards about to be introduced by new work. Work must not commence using any hazardous substances or procedures until I have approved a risk assessment.

As it is my duty to ensure that safe procedures are used I have instructed those above and the Faculty/Support/Department Safety Co-ordinator/Specialist Safety Officers/Supervisors to report to me any breach of the University or local safety regulations.

8) Academic staff

In addition to the responsibilities placed on all employees all members of academic staff shall conduct their activities, and those activities over which they have control, in a safe, competent manner and in accordance with the university's health, safety and welfare policy and any associated codes of practice. They must co-operate with the senior manager to ensure completion, and approval, of a suitable and sufficient risk assessment before activities are commenced and that safe working practices are employed at all times.

Academic members of staff know most about their research projects and associated work activities, as well as teaching in their discipline. They must, therefore, not only ensure their own health and safety but that of anyone who might be affected by their own work and the work of junior colleagues and students as such they will act as safety managers for their classes and other activities under their control. This includes projects, negotiated study activities, off campus trips and the safe evacuation of their students in an emergency.

9) Specific health and safety responsibilities

The persons named below have specific safety responsibilities over and above those listed as part of their normal work.

They have responsibility to ensure compliance with such codes and regulations as apply to their special function.

a) Accidents, incidents, fires, etc.*

All accidents, dangerous occurrences, fire occurrences or near misses should be reported immediately to:

Name	Building/room	Telephone number
Dr Maria Simon	B104	X2483

An Accident or Incident report form should be completed

b) Occupational ill-health*

All cases of occupational ill health, e.g. musculoskeletal pain, whether resulting in absence or not, should be reported immediately to:

Name	Building/room	Telephone number
Dr Maria Simon	B104	X2483

A self certification absence report and/or a doctor's certificate should be sent to Human Resources

c) Risk assessment (Management Regulations)*

The following have demonstrated competency in Risk Assessment by virtue of achieving an award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
------	-------------	---------------	---------------	----------

To be determined

The following persons have attended a Risk Assessment training course but have not (yet) formally demonstrated a recognised level of competence:

Name	Course/date	Provider	Building/Room	Tel. no.
Maria Simon	H&S General	CR-UK	B104	X2483
Maria Simon	Laboratory H&S	CR-UK	B104	X2483
Maria Simon	COSHH	CR-UK	B104	X2483
Maria Simon	Radiation	CR-UK	B104	X2483

d) Risk assessment (COSHH)

Control of Substances Hazardous to Health. The following have demonstrated competency in COSHH Risk Assessment by virtue of achieving an award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
------	-------------	---------------	---------------	----------

The following persons have attended a COSHH Risk Assessment training course but have not (yet) formally demonstrated a recognised level of competence:

Name	Course/date	Provider	Building/Room	Tel. no.
Maria Simon	2005	CR-UK	B104	X2483

e) Risk assessment (DSEAR)

Dangerous Substances and Explosive Atmosphere Regulations. The following have demonstrated competency in DSEAR Risk Assessment by virtue of achieving an award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
------	-------------	---------------	---------------	----------

The following persons have attended a DSEAR Risk Assessment training course but have not (yet) formally demonstrated a recognised level of competence:

Name	Course/date	Provider	Building/Room	Tel. no.
Maria Simon	2005	CR-UK	B104	X2483

f) Risk assessment (Manual Handling)

The following have demonstrated competency in Manual Handling Risk Assessment by virtue of achieving an award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
------	-------------	---------------	---------------	----------

The following persons have attended a Manual Handling Risk Assessment training course but have not (yet) formally demonstrated a recognised level of competence:

Name	Course/date	Provider	Building/Room	Tel. no.
Maria Simon	2005	CR-UK	B104	X2483

g) Display screen assessments

Under the University's Health, Safety and Welfare Policy, individuals are required to self-assess their own workstations. In addition, the following have demonstrated competency in Display Screen Assessment by virtue of achieving an award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
------	-------------	---------------	---------------	----------

The following persons have attended a Display Screen Assessment training course but have not (yet) formally demonstrated a recognised level of competence:

Name	Course/date	Provider	Building/Room	Tel. no.
Maria Simon	2005	CR-UK	B104	X2483

h) Electrical safety supervisor (applicable to those designing, modifying or building equipment)

The Electrical Safety Supervisor is responsible for advising me on all matters relating to the design, construction and modification of items containing electrical systems. The following have demonstrated competency in electrical safety by virtue of achieving a relevant award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
------	-------------	------------------	---------------	----------

i) Portable electrical equipment: formal visual inspection

The following have demonstrated competency in the formal visual inspection of portable electrical equipment by virtue of achieving an award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
------	-------------	------------------	---------------	----------

The following persons have attended a portable electrical equipment formal visual inspection training course but have not (yet) formally demonstrated a recognised level of competence:

Name	Course/date	Provider	Building/Room	Tel. no.
------	-------------	----------	---------------	----------

j) Portable electrical equipment: combined inspection and test

The University's Health, Safety and Welfare Policy states that portable appliance testing is the responsibility of the Facilities Department. In addition, the following have demonstrated competency in the combined inspection and test of portable electrical equipment by virtue of achieving an award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
------	-------------	------------------	---------------	----------

The following persons have attended a portable electrical equipment combined inspection and test training course but have not (yet) formally demonstrated a recognised level of competence:

Name	Course/date	Provider	Building/Room	Tel. no.
------	-------------	----------	---------------	----------

k) Fixed electrical equipment

If fixed items of electrical equipment are to be tested by a Contractor state "Contractor" in the table.

The following have demonstrated competency in the testing of fixed items of electrical equipment by virtue of achieving a relevant award from a recognised body:

Name	Award*/date	Awarding body	Building/Room	Tel. no.
Autoclaves		Ploc Lane	C319	X2197
Washing Machines		Scientific instrument centre (SIC)	C319	X2197
Fume Hoods and safety cabinets		Lab Caire	C300-C321	X2197

l) Building evacuation controller/Fire officer

I have, in co-ordination and co-operation with other operating units who have staff in the building(s), appointed the following senior members of staff to act as Building Evacuation Controller(s) during normal working hours in the event of an emergency. They will also monitor and report on non-compliance with fire safety standards within the areas under control of the Division of Science, *i.e.* fire doors wedged open, combustibles left in escape routes. In their absence the senior member of staff present in each area will act as Evacuation Controller.

Building	Room(s)	Name	Role	Tel. no.
Division of Science		John Reynolds	First in charge	X2299
		Arthur Hosie	Second in charge	X3203

It is necessary to ensure that a senior member of staff takes control even when the designated persons are not available.

m) Fire wardens

The following have been appointed to assist in the safe evacuation of areas of the building under the control of the Division of Science in the case of fire, bomb or other alarm. In their absence the senior member of staff present in each area will act as Fire Warden.

Building	Room(s)	Name	Date trained	Tel. no.

n) Trained evacuation chair users

The University is responsible for the safe evacuation of all users of the building. The following staff have been trained in the use of Evacu+ chairs to safely evacuate those with limited mobility.

Building	Name	Tel. no.

o) Bomb search team

The following are appointed to undertake bomb searches in the case of an alert where a search by the emergency authorities is not deemed necessary.

Building	Name	Date trained	Tel. no.

p) Qualified first aiders*

The following persons are qualified First Aiders, holding a current First Aid at Work certificate.

Building/room	Name	Certificate expiry date	Telephone no.
Division of Science	Dr Maria Simon	09.12.2010-09.12.13	X2483

q) First aid appointed persons

The following have attended a course on emergency first aid for Appointed Persons:

Building/room	Name	Course/date	Provider	Tel. no.
Division of Science	Dr Maria Simon	09.12.2010-09.12.13	St John Ambulance	X2483

r) First aid boxes*

First aid boxes are located at:

Site	Building	Room	Responsible person	Telephone number
Division of Science		All Labs	Maria Simon	X2483

The persons indicated are responsible for checking the contents of the first aid boxes and re-ordering stocks from the University's Health & Safety Advisor.

s) Ladders/steps

The person(s) responsible for keeping the register of ladders and examining them regularly:

Building/rooms	Register (Y/N)	Examine (Y/N)	Name	Tel. No.	Date trained
----------------	----------------	---------------	------	----------	--------------

t) Local exhaust ventilation

The following person/s is/are responsible for ensuring that all fume cupboards, spray booths and other local exhaust ventilation equipment is checked visually at least once a week, examined at least every 14 months and that the appropriate records are kept.

Site	Building	Room(s)	Responsible person	Telephone number
Park Square	Block C	C300-321	Patrick Kelly	X2197

u) Personal protective equipment (PPE)

The following person/s is/are responsible for ensuring that all personal protective equipment is tested and maintained in accordance with the regulations.

Site	Building	Room(s)	Responsible person	Telephone number
Park Square	Block C	C300-321	Maria Simon	X2483
Park Square	Block C	C300-321	Patrick Kelly	X2197

Personal protective equipment can be obtained from:

Site	Building	Room	Responsible person	Telephone number
Park Square	Block C	C300-321	Maria Simon	X2483
Park Square	Block C	C300-321	Patrick Kelly	X2197

The following are trained to use the filter respirators:

Site	Building	Person	Telephone number	Date trained

v) Pressure vessels and lifting equipment

Persons responsible for notifying the University's Health and Safety Advisor and the Universities Legal Office of new, or disposal of, pressure vessels and lifting equipment:

Equipment	Site	Building/ rooms	Responsible person	Telephone number
Pressure vessels	Park Square	C311	Patrick Kelly	X2197
Lifting equipment	Park Square	C311	Patrick Kelly	X2197

w) Mini-bus drivers

The following are designated competent persons to drive mini-buses on behalf of the University/Student Union.

Site	Person	Telephone no.	Date trained

10. Special hazards or dangerous equipment

The type and location of any special/unusual hazards should be given. Dangerous equipment would include circular saws and some catering equipment. These would normally be identified by special instructions, rules or codes of practice governing use by process or area. The names of persons responsible for initial risk assessment should be included.

The following special/unusual hazards or designated dangerous equipment may be encountered in **Division of Science**. Local rules or instructions are available in the rooms/areas in which the hazard exists and these must be followed by all.

Site	Hazard	Manager or supervisor	Telephone no.
C311	Chemicals	Maria Simon	X2483
C319	Autoclaves	Maria Simon	X2483
C300-321	UV light	Maria Simon	X2483
C319	-80C	Maria Simon	X2483
C310-321	Bunsen Burners	Maria Simon	X2483
C300-321	Centrifuges	Maria Simon	X2483

11. Advisory responsibility for safety

I have appointed the following to advise me on matters of safety within **Division of Science**. If their advice is not taken they should see me and if necessary the University's Health and Safety Advisor.

a) Safety co-ordinator

The Safety Co-ordinator is a senior member of staff responsible for advising me on the measures needed to carry out the work of the **Division of Science**, for co-ordinating any safety advice given by specialist advisers and those with executive authority, monitoring the safety of the **Division of Science**, reporting any breaches of safety regulations to me and liaising with the University's Health and Safety Advisor and such other duties as are set out in the University's Health, Safety and Welfare Policy.

Safety co-ordinator	Building/room	Telephone number
Dr Maria Simon	Division of Science	X2483

b) Assistant safety co-ordinators

The following members of staff have been appointed to assist the Safety Co-ordinator in carrying out their duties:

Assistant safety co-ordinator	Building/room	Telephone number
Dr Robin Maytum	Division of Science	X2146
Dr John Reynolds	Division of Science	X2299
Dr Arthur Hosie	Division of Science	X3203

Specialist safety advisers/officers

To assist in the work the following specialist advisers have been appointed.

c) Laser safety officer

The Laser Safety Officer is responsible for giving advice on the use of laser systems and for advising on the implementation of such codes and regulations as may apply.

Building/room	Laser safety officer	Telephone number
---------------	----------------------	------------------

d) Laser safety supervisors

The Laser Safety Supervisors are responsible for the use of laser systems and for ensuring implementation of such codes and regulations as may apply together with the preparation of local rules.

Building/room	Laser safety supervisor	Telephone number

e) Microbiological safety adviser

The Microbiological Safety Adviser is responsible for giving advice on the use of micro-organisms and for advising on the implementation of the University's Health, Safety and Welfare Policy and such codes of practice and regulations as may apply.

Building/room	Microbiological safety supervisor	Telephone number
Division of Science	Dr Arthur Hosie	X3203

f) Clinical waste co-ordinator

The Clinical Waste Co-ordinator is responsible for giving advice on the handling, storage and collection of clinical waste and ensuring that the appropriate records are kept available detailing collection and transport of such waste.

Building/room	Clinical waste co-ordinator	Telephone number
Division of Science	Patrick Kelly	X2197
Division of Science	Maria Simon	X2483

g) Disability safety co-ordinator

The local Disability Safety Co-ordinator is responsible for liaison with the University's Human Resources Department (staff and visitors), the University's Senior Disability Advisor (students) and others as required.

Building/room	Disability safety co-ordinator	Telephone number

h) Radiation protection

Where radioactive sources are used certain responsibilities are delegated under to individual appointees. These individuals should be named.

The following Radiation Protection Supervisors and Controllers have delegated responsibility for the safety of all work with ionising radiation in the areas stated.

Site	Supervisor/ controller	Person	Telephone number	Date trained

12) Health & safety committee

In addition to the above arrangements I have set up a local Health & Safety Committee to advise me on matters of occupational health, safety and welfare to provide a consultative forum.

The agenda of the committee should include the following standard items:

a) Safety planning

Preparation of a Safety Plan, setting targets and reviewing performance against the targets. Health and Safety aspects of building modifications and changes to the workplace.

b) Risk assessment

Review of risk assessments with a hazard rating of 40 or above before controls where introduced and all risk assessments where there is a residual risk of 20 or above.

c) Local rules

Drafting and review of local safety rules, codes of practise, student booklets, etc.

d) Safety monitoring

- Monitoring the compliance (with requirements relating to the maintenance of plant, equipment, processes and return of the University monitoring pad).
- Health surveillance of staff – including body mapping, allergy returns, occupational ill health and absence data.
- Review of stress management with particular reference to results of the stress survey, stress sub-committee and comments of focus groups.

- Reports of the 6 monthly inspections conducted/organised by the Faculty or Support Department Safety Co-ordinators.
- Safety sampling reports and scores submitted by supervisors.
- Audit, inspection and reports received from the University Health and Safety Dept. and outside enforcement bodies, e.g. HSE.
- Inspection reports (advice in the preparation of responses to reports of inspections and investigations submitted by the Trades Union safety representative, via the University Health and Safety Committee).

e) Emergency and contingency planning

Update items in the <operating unit> of the Emergency Manual and review plans.

f) Review of incident and accident reports

Review of all accidents in, or relevant to, the <operating unit>, identification of unsafe acts and unsafe conditions and recommended changes in priorities as a result of that review.

g) Security incidents

Review of incidents and possible impact on health, safety and welfare of staff and others.

The Committee will meet at regular and fixed intervals. Notice of the committee meeting, with a request for agenda items, will be displayed **on the H&S board in corridor C300** and the minutes of such meetings should be similarly displayed or e-mailed to staff. Copies of minutes should be emailed to the University's Health and Safety Advisor.

The Committee comprises:

Person	Role	Telephone number
Dr Maria Simon	Senior Lab Manager	X2483
Dr Robin Maytum	Director UG Studies	X2146
Dr John Reynolds	Director PG Studies	X2299
Dr Arthur Hosie	Lecturer	X3203
Dr Barbara Guinn	Lecturer	X3573

The committee will meet **no less than 4 times a year**.

13. Specialist safety sub-committees

a) Stress management

A stress sub-committee should be formed from staff representing all job-groups across the Division of Science to discuss the results of the stress management survey, to set up and consider the results of stress focus groups and recommend changes so as to enable the University to meet national standards of stress

management. A University H&S officer will be a member of each committee. Membership should also include a trade union safety representative from each union if appointed in Division of Science.

Person	Role	Telephone number
--------	------	------------------

b) Other sub-committees

Sub-committees of the local Safety Committee have been formed to cover specific work areas, e.g. workshops or laboratories, as follows:

Sub-committee	Person	Role	Telephone no.
GM Committee	Maria Simon	Senior Manager	Lab X2483
GM committee	Robin Maytum	Director of Studies	UG X2146
GM committee	Arthur Hosie	Lecturer	X3203

14. Trade union safety representatives

The names of Trades Unions Safety Representatives appointed for the purposes of the Safety Representative and Committee Regulations are given – **none**.

15. Individual responsibility*

All members of the Division of Science and persons entering the premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in charge of visitors should ensure, where appropriate, that visitors obey the safety rules and are aware of whom to approach for advice.

You MUST:

- (a) Take reasonable care for your own health and safety and that of others who may be affected by your activities.
- (b) Co-operate with the university management in meeting the duties and requirements placed on the university under Health and Safety law and regulations. Including attending appropriate Health and Safety training.
- (c) Ensure that all work is carried out in a safe way and in accordance with the University's Health, Safety and Welfare Policy. If in doubt you should seek advice from those named above.
- (d) Make use of appropriate equipment provided in accordance with your training and instructions provided by management, e.g. wearing protective equipment, by

using any guard or safety devices provided and not interfering or misusing anything provided in the interests of Health and Safety.

- (e) Obey all instructions given by a responsible person in respect to health and safety.
- (f) Report all potentially dangerous incidents, accidents or fires.
- (g) Familiarise yourself with the location of fire fighting equipment, alarm point and escape routes together with the evacuation procedures and your role in such procedures.
- (g) If in doubt about any process or the safety of equipment consult your supervisor or the Safety Co-ordinator or myself.
- (h) Warn me (and/or the Safety Co-ordinator) of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work

16. Sources of information*

Detailed information on possible hazards and their control in the Division of Science can be found on Breo on the Division of Science page (under the H&S button) and in hardcopy form with Dr Maria Simon. Copies of risk assessment and local rules are available in the areas where the risks occur.

Local emergency procedures are available on Breo on the Division of Science page (under the H&S button) and in hardcopy form with Dr Maria Simon.

The University's Health, Safety and Welfare Policy is available on the internet:

<http://www.beds.ac.uk/aboutus/qa/university>

Additional information is available from the University's Health & Safety Advisor.

Signed: _____ Date: _____

Professor Jan Domin – Head of Division of Science