

7. ROLES AND RESPONSIBILITIES

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7.2.1 Aim: To describe the legal basis for the management of health and safety, and the structure established to administer the effective delivery of health and safety management for University operations on the Edinburgh bioQuarter campus.

7.3.1 Introduction: This Safety Manual draws attention to hazards associated with operations within University buildings on the Edinburgh bioQuarter campus, and should be read as a supplement to the University of Edinburgh Health and Safety Policy; the latest full version of this document can be found at:

http://www.docs.csg.ed.ac.uk/Safety/Policy/Policy_2018.pdf

7.3.2 General safety regulations, general laboratory safety precautions and special safety precautions for University buildings on the Edinburgh bioQuarter campus are described more fully in Sections 12 to 14 of this Manual.

7.4.1 Policy: It is a requirement that each worker should have access to the current and fully-updated version of the University's health and safety policy as well as this Safety Manual; these are available to access on-line and download from:

http://www.docs.csg.ed.ac.uk/Safety/Policy/Policy_2018.pdf

and

<https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/manual>

7.5.1 The Health and Safety at Work *etc* Act 1974: The 1974 Act, as amended, and also augmented by numerous related Acts of Parliament, Regulations and Codes of Practice *etc*, aims to secure the health and safety of people at work, and places a statutory duty on employers and all employees to carry out their work in a safe manner, and to ensure not only their own safety but also the safety of others and the environment; this is known as 'The Duty of Care'.

7.5.2 The policy of the College of Medicine & Veterinary Medicine is to comply fully with the 1974 Act and with all relevant Regulations and Codes of Practice. Furthermore, the College, through the Edinburgh bioQuarter Buildings Health & Safety Committee, will act positively to create, promote and maintain conditions in which risk of injury or ill-health at work are reduced to a level that is as low as reasonably practicable.

7.5.3 All people working within University buildings on the Edinburgh bioQuarter campus have a duty to comply with these policies, and they must accept as part of *their* responsibilities the prevention of injury to themselves and others (Section 7 of the Health & Safety at Work Act 1974 specifically refers). Appendix 9 to this Manual summarises the purpose of several key pieces of health and safety-related Acts and Regulations.

7.5.4 A brief summary of legal aspects of the management of health and safety at work is contained in the presentation to be found within:

<https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/training-presentations>

7.6.1 The Structure of the Health & Safety Organisation for University Buildings on the Edinburgh bioQuarter Campus: The College of Medicine & Veterinary Medicine, and its constituent Schools/Deaneries based or otherwise represented on the Edinburgh bioQuarter campus, and other associated services *etc* based on the Edinburgh bioQuarter campus, supported by the University's centrally-based Health & Safety Department, will:

- Provide competent advice on safety and health matters;
- Assess risks and develop and apply appropriate safe systems of work;
- Provide training and appropriate supervision in safe working methods; and
- Monitor and control safety performance.

7.6.2 The relationship between Health & Safety Committees serving and representing workers on the Edinburgh bioQuarter campus is illustrated graphically at Appendix 11 to this Manual, and is summarised in the following paragraphs.

7.6.3 The structure created to manage health and safety arrangements for the Edinburgh bioQuarter campus is illustrated graphically at Appendix 12 to this Manual, and summarised in the following paragraphs.

7.7.1 Edinburgh bioQuarter Buildings Health & Safety Committee: Practical management of health and safety matters for University buildings on the Edinburgh bioQuarter campus is overseen by the Edinburgh bioQuarter Buildings Health & Safety Committee. The Committee is comprised of:

- Campus Operation Manager, Edinburgh bioQuarter campus (Convener)
- Health & Safety Manager, Edinburgh bioQuarter campus (Vice-Convener)
- Head of School/Dean (Clinical Sciences and Community Health)
- School /Deanery Administrator (Clinical Sciences and Community Health)
- Head of School/Dean (Biomedical Sciences)
- School/Deanery Administrator/ (Biomedical Sciences)
- Director of Queen’s Medical Research Institute
- Director of Centre for Regenerative Medicine (CRM)
- Convenor of CRM H&S Committee
- Director of Chancellor’s Building
- Convener, Chancellor’s Building H&S Committee
- Convener, Edinburgh Imaging Facility (QMRI) H&S Committee
- Convener, Centre for Reproductive Health H&S Committee
- Convener, Centre for Inflammation Research H&S Committee
- Convener, Centre for Cardiovascular Sciences H&S Committee
- H&S Manager, Bioresearch and Veterinary Services
- Convenor, Advanced Care Research Centre H&S Committee
- Representative(s) of UofE operations within Building NINE
- Genetic Modification Safety Adviser(s) and Biological Safety Adviser(s)
- Radiation Protection Safety Adviser(s)
- Representative(s) of any relevant Trade Unions as may from time to time seek membership of the Committee on behalf of their members employed within University buildings on the Edinburgh bioQuarter campus
- Secretary

7.7.2 Each member should have a nominated deputy who is prepared to attend the Edinburgh bioQuarter Buildings H&S Committee if the principal member is unable to do so. It is the responsibility of each member to ensure that their service or specific interests are represented at each meeting. They should also ensure that the Secretary to the Edinburgh bioQuarter Buildings H&S Committee is aware of who the nominated deputy will be.

7.7.3 The Edinburgh bioQuarter Buildings Health & Safety Committee’s remit is to:

- Maintain the Health & Safety Plan for University buildings on the Edinburgh bioQuarter campus whereby there is a clearly set-out programmed strategy for implementation of best practice in all constituent areas and services;
- Receive regular reports from the Conveners of building and floor-level H&S committees in each building, and individual services (such as B&VS), and reports from special remit committees (such as GM Safety and Radiation Safety Committees), acting to co-ordinate the work of each of these on a strategic basis across the whole campus and aiming for uniformity of approach through promotion of a single H&S Manual for all laboratories and other management units based within University buildings on the Edinburgh bioQuarter campus;
- Ensure that building and floor-level health and safety committees are proactive in ensuring that safe practices are adopted and practised at all times (by means that include safety audits and inspections, record-keeping *etc*), also disseminating advice, best practice and other information from the University's centrally-based Health & Safety Department and all other relevant support services;
- Act as a clearing house for matters dictating a corporate approach on behalf of Edinburgh bioQuarter buildings occupiers to the University's centrally-based Health & Safety Department and all other relevant support services;
- Through the Health & Safety Manager for University buildings on the Edinburgh bioQuarter campus, co-ordinate health and safety-related training for all workers in both buildings as required; and
- Ensure effective exchange of information with School/Deanery Health & Safety Advisory Committees with regard to policy, safety audits *etc*.

7.7.4 It is the responsibility of the Convenor of each building or floor-level health and safety committee or other service representative to report back to the Edinburgh bioQuarter Buildings Health & Safety Committee regarding matters arising from the building or floor-level committee meetings *etc* (e.g. request for policy direction, allocation of resources, *etc.*).

7.7.5 The Edinburgh bioQuarter Buildings Health & Safety Committee works closely with School/Deanery Advisory Safety Committees based or represented within the Edinburgh bioQuarter campus (see Paragraph 7.12.1 *et seq*), and maintains an awareness of the proceedings of the University's strategic-level Health & Safety Committee (see http://www.docs.csg.ed.ac.uk/Safety/Policy/Policy_2018.pdf). The Edinburgh bioQuarter Buildings Health & Committee aims to meet approximately once per semester to review the effectiveness of safety measures, and consider any problems that have arisen since the last meeting.

7.7.6 Minutes and papers from the Edinburgh bioQuarter Buildings Health & Safety Committee will be circulated to Committee members; and, through Convenors of building or floor-level health and safety committees and School representatives, to building or floor-level and School/Deanery Health and Safety Committees.

7.7.7 Since the membership of the Committee inevitably changes from time to time, the names of Members are given in Appendix 2 to this Manual, which will be updated as necessary.

7.7.8 The relationship between Health & Safety Committees serving and representing workers on the Edinburgh bioQuarter campus is illustrated graphically at Appendix 11 to this Manual.

7.8.1 Building/Centre-Level Health & Safety Committees: The health and safety concerns of laboratory groups and individual workers within University buildings on the Edinburgh bioQuarter campus is managed more directly by one or more committees comprised of senior laboratory managers, health and safety advisers and specialists in specific areas. Typically, a building/centre-level health and safety committee will be comprised of:

- H&S Committee Convenor
- GM Biological Safety Officer
- Biological Safety Officer
- Radiation Protection Supervisor
- Waste Disposal Manager
- Convenor of H&S Sub-Committee for Laboratory Module #1
- Convenor of H&S Sub-Committee for Laboratory Module #2
- Convenor of H&S Sub-Committee for Laboratory Module #3, *etc*
- Management representative
- Student representative and/or post-doctoral representative
- Trade Union representative(s)
- Committee Secretary
- Campus H&S Manager (*Ex officio*)

7.8.2 The convenors of each building health and safety committee will represent the interests of their respective building or floor to meetings of the Edinburgh bioQuarter Buildings Health and Safety Committee (see Paragraph 7.7.1 *et seq*) upon which convenors sit as full members.

7.8.3 Since membership of these committees inevitably change from time to time, names and addresses of members are given in Appendix 2 to this Manual, which will be updated as necessary.

7.8.4 Building, centre or floor-level committees will be involved in health and safety audits of their respective building, centre or floor, with the approval of their respective School/Deanery Health & Safety Advisory Committees, and will also appoint and support Fire Stewards and First Aiders, *etc*.

7.8.5 Minutes of meetings of building or floor-level health and safety committees are published on health and safety notice-boards distributed around the buildings.

7.8.6 The relationship between health and safety committees serving and representing workers on the Edinburgh bioQuarter campus is illustrated graphically at Appendix 11 to this Manual.

7.9.1 Laboratory Module Health & Safety Sub-Committees: A building, centre or floor-level health and safety committee may elect to form sub-committees to address the health and safety concerns of individual laboratory groups within their building,

centre or one floor of a building. Typically, where formed, a laboratory module health and safety committee will be comprised of:

- H&S Sub-Committee Convenor
- General H&S and Chemical Safety Adviser
- Radiation Protection Supervisor
- Deputy Biological Safety Officer
- Deputy GM Biological Safety Officer
- Waste Disposal Manager
- Fire Steward representative
- First Aider representative
- Technical representative
- Student and/or post-doctoral representative

7.9.2 Where formed, the convenors of laboratory module sub-committees will represent the interests of their respective laboratory modules to meetings of the relevant building, centre or floor-level health and safety committee (see Paragraph 7.8.1 *et seq*). Otherwise, the building, centre or floor level committee will nominate another suitably able individual to directly represent each laboratory module at meetings of the relevant building, centre or floor-level health and safety committee.

7.9.3 Since membership of these sub-committees inevitably change from time to time, names and addresses of members are given in Appendix 2 to this Manual, which will be updated as necessary.

7.9.4 The relationship between health and safety committees serving and representing workers on the Edinburgh bioQuarter campus is illustrated graphically at Appendix 11 to this Manual.

7.10.1 Genetic Modification and Biological Safety Committees: Genetic Modification Biological Safety Committees (GMBSCs) provide a review and advice on the following matters:

- All genetically modified organism risk assessments
- Biological agent risk assessments for HG 2 or HG 3 pathogen projects
- Biological agent risk assessments for COSHH notifiable projects
- Biological agent risk assessments for Specified Animal Pathogen Order (SAPO) licenced projects
- Biological agent risk assessments for Plant Health Order (PHO) licenced projects
- Biological agent risk assessments for Schedule 5 projects
- Any other relevant hazardous work that the GMBSC determines is needed to be reviewed and approved by the Committee.

7.10.2 The GMBSC also issue approvals on behalf of their constituent Schools.

7.10.3 Each Committee membership includes Deanery/campus management representatives including the GMBSO, any Deputy GMBSO that has been appointed, academic, safety and technical representatives of the Deanery(s) and or College(s), and the EbQ Campus H&S Manager.

7.10.4 The University Biological Safety Adviser (UBSA) as corporate adviser and assistant are also members.

7.10.5 Each GMBSC is chaired by a GMBSO who leads the Committee and provides guidance to Principal Investigators. The GMBSO is responsible for administering the GMBSC. All risk assessments must be processed through the GMBSO. The GMBSO may carry out this function with a Deputy GMBSO and or with administrative assistants. Administrative support may be needed to carry out this role, but this is a matter for the Dean(s) to which the GMBSO and GMBSC reports.

7.10.6 At least one physical meeting will be held each year to discuss policies, incidents and issues *etc*, and not generally to review risk assessment applications. *Ad hoc* meetings may be called by the GMBSO whenever needed to discuss any issues or complex risk assessments or where the Committee needs to get together to directly discuss important subjects *etc*. At each meeting the GMBSO will report on the work of the Committee since the last meeting. Members will provide a brief report of any matters or issues in their area. The UBSA may provide a report and advice on any issues as needed.

7.10.7 Agendas will be circulated at least two weeks before a meeting. Minutes will be produced and emailed to the Committee for comment and preliminary approval usually within no more than two months after the end of a meeting. Revised version of the minutes will usually be sent to the whole Committee, although final formal approval will usually be at the following meeting.

7.10.8 Each GMBSC provides advice and support on risk assessments, but responsibility for ensuring that risk assessments are done, and are suitable and sufficient, lies with Principal Investigators and their Deanery. The review of, and advice on, BA and GM risk assessments is done electronically by virtual Committee.

7.10.9 Electronic versions of risk assessments, notification forms and all other documents and all feedback will be submitted by email. Physical meetings of the Committee can be organised to discuss complex risk assessments or issues as needed, but all documents must still be circulated electronically by email.

7.10.10 Members must be given at least two full weeks to review and provide advice on any risk assessments. This may need to be extended for higher risk or very complex risk assessments, especially for work involving Hazard Group 3 pathogens or Class 3 genetically modified organisms.

7.10.11 Members will review risk assessments and give any advice or comments. The advice of the Committee will be collated into a single joint document and sent back to the full Committee for review before finally sending it to the Principal Investigator.

7.10.12 Principal Investigators must act on the advice of the Committee, and either make the changes indicated as necessary by the Committee or explain their reasons for proposing not to do so and offering suitable alternative to the satisfaction of the committee. The GMBSO will issue or decline to issue any relevant approvals for risk assessments on behalf of the Committee until satisfied.

7.10.13 The UBSA provides advice to the Committee in relation to biological safety-related law and guidance, but does not issue management approval since this is the remit of the GMBSO and local GMBSC acting on behalf of the relevant Dean(s).

7.10.14 All risk assessments and other relevant documents must be dated and administered using version control (v1, v2, v3, v4 *etc*) so that the Committee and records indicate clearly the order of changes, and which is the final approved risk assessments and other related documents.

7.10.15 The GMBSC may need to convene at short notice to review risk assessments and controls in the event of any emergencies or serious incidents.

7.10.16 The Committee must maintain an up-to-date and complete register of all approved GM risk assessments and also all approved BA risk assessments for work that is notifiable under COSHH or requires an animal health (SAPO) or plant health (PHO) licence for the Deanery(s).

7.10.17 Suitably detailed records of these BA and GM risk assessments and associated notifications and other documents must be kept by the Committee on behalf of the Deanery(s) which it represents. The records must include a register of applications and approved projects and all risk assessments and other relevant documents must be maintained by Deaneries as documents on University servers where they are secure and properly backed up. It is not adequate or acceptable to maintain records solely in the form of emails.

7.10.18 Further information relating to management of genetic modification and biological-related risks is contained in Section 14 of this Manual.

7.11.1 Role of the Health & Safety Manager (Edinburgh bioQuarter Campus):

The Health & Safety Manager for University-occupied buildings on the Edinburgh bioQuarter campus advises University staff on health and safety policy and, normally, is the first line of contact between Edinburgh bioQuarter-based staff (excepting B&VS Facilities) and the University's centrally-based Health & Safety Department. The Health & Safety Manager leads on the preparation and maintenance of this Safety Manual and a strategic Health & Safety Plan for University buildings on the Edinburgh bioQuarter campus, but *does not write* local health and safety rules or risk assessments for individual sections or centres, which must remain a responsibility for locally-based Health & Safety Advisers, Laboratory Managers and Principal Investigators. The Health & Safety Manager is Deputy Convener of the Edinburgh bioQuarter Buildings Health & Safety Committee, and is an *ex officio* member of all other health and safety committees on the campus.

7.12.1 Responsibilities of Heads of School/Deans: It is the duty of Heads of School/Deans to ensure that all aspects of The University of Edinburgh's Health and Safety Policy are adhered to within their respective area of responsibility:

http://www.docs.csg.ed.ac.uk/Safety/Policy/Policy_2018.pdf

7.13.1 School/Deanery Health & Safety Advisory Committees: Each School/Deanery within the College of Medicine & Veterinary Medicine has a Health & Safety Advisory Committee, the remit of which, typically, is to:

- Provide advice and disseminate information to the Heads of Division (or equivalent) and to safety committees at divisional level (or equivalent);
- Receive regular reports from division safety committees (or equivalent) including copies of notes from each such meeting;
- Ensure that divisional safety committees (or equivalent) are proactive in ensuring safe practices are implemented at all times (including audits, inspection visits and record-keeping);
- Encourage and advice on good practices (sharing good practice already established in local areas);
- Ensure that all work areas within the School/Deanery fall within the control of one of the divisional committees (or equivalent);
- Assist in establishing some uniformity (where reasonable) of practices within each division (or equivalent); and
- Promote the use of annual in-house audits to encourage the sharing of good practice, and act as a self-regulating mechanism.

7.13.2 The relationship between health and safety committees serving and representing workers on the Edinburgh bioQuarter campus is illustrated graphically at Appendix 11 to this Manual.

7.14.1 Responsibilities of Heads of Divisions (or Equivalent Management Unit): Each Head of Division (or equivalent management unit) has been given devolved responsibility from their respective Dean/Head of School, and is responsible to the University for the health and safety at work of all those who work in, or are taught within their respective management units. The University's health and safety policy lists the responsibilities of research group leaders, supervisors and managers with regard to health and safety, and may be read at:

http://www.docs.csg.ed.ac.uk/Safety/Policy/Policy_2018.pdf

7.15.1 Responsibilities of Members of the Academic Staff, Principal Investigators, Senior Laboratory Managers and Service Managers: Members of the academic staff, Principal Investigators, Laboratory Managers and other service managers, under the direction of their respective Deans/Heads of College/School and Divisions (or equivalent management units), are responsible for:

- Requiring and ensuring that all individuals working under their supervision strictly observe the legal requirements for safe working in laboratories and other workplaces;
- Ensuring that there are clear written local policies for laboratory users which identify people assigned to specific health and safety duties;
- Ensuring that all people under their supervision follow safe working practice, as set out in this document, the University's Health & Safety Policy, various relevant regulations and codes of practice, and all relevant local rules;

- Ensuring that all requisite safety equipment is available, properly maintained, and used appropriately;
- Maintaining an accurate and up-to-date record of risk assessment forms for all materials in their sphere of responsibility and risk assessments for each procedure pertaining to research and teaching activities therein;
- Ensuring that all workers report accidents and incidents according to the procedures summarised in Section 11 of this Manual and, where appropriate, that these are investigated to prevent a recurrence;
- Ensuring that all new students and staff commencing work in University buildings on the Edinburgh bioQuarter campus have completed a Health & Safety Induction Sheet and Personal Risk Assessment Training Form (see Appendix 7 to this Manual) and attend at least those elements of health and safety-related training that are designated as mandatory (see Section 32 – Health and safety Training - of this Manual); and
- Ensuring that all members of staff maintain an up-to-date personal training record, including health and safety-related training. This may take the form of a folder in which are filed, for example, the various certificates generated by attendance at health and safety lectures and courses. These records will be inspected from time-to-time to ensure that they are adequate and up-to-date.

7.15.2 The University's health and safety policy lists the responsibilities of Principal Investigators, supervisors and managers with regard to health and safety, and may be read at:

http://www.docs.csg.ed.ac.uk/Safety/Policy/Policy_2018.pdf

7.16.1 Responsibilities of Part-time Postgraduate Demonstrators: Whilst employed to teach in undergraduate laboratories, the aforementioned responsibilities of Members of the Academic Staff are devolved on any part-time demonstrators.

7.17.1 Responsibilities of All University Employees, Postgraduate and Undergraduate Students and Visiting Workers: Everyone working within University buildings on the Edinburgh bioQuarter campus has a *duty of care* responsibility to themselves, others within the workplace, the community at large, and the environment, to:

- Carry out their work in a safe manner and with due regard to their own health and that of others;
- Conform at all times to University Policy, policies and procedures set out in this Safety Manual, and all other local health and safety rules;
- Update themselves regarding any potential hazards to health that might be associated with any procedure, equipment, chemicals or biological materials that they use;
- Immediately report all accidents and incidents (see Section 11 of this Manual), and hazards and unsafe working practices to their Laboratory or Service Manager;
- Not intentionally or recklessly interfere with or misuse any machinery, equipment, dangerous substances *etc.*, and handle these only after receiving

appropriate training, and to ensure that health and safety-related equipment is used as required;

- Inform their local Health & Safety Adviser of any problem involving a health hazard that has already or might potentially arise; and
- Ensure that all waste that leaves their laboratories is safe and fit to be handled by contractors, *etc.* Please remember that several people may have to handle the waste after it leaves the laboratory/service.

7.17.2 The University's health and safety policy lists the responsibilities of Principal Investigators, supervisors and managers with regard to health and safety, and may be read at:

http://www.docs.csg.ed.ac.uk/Safety/Policy/Policy_2018.pdf

7.18.1 Visitors: Visitors to University's buildings on the Edinburgh bioQuarter campus, including those intending to undertake work on the campus, must conform to the policies and procedures set out in this Safety Manual. Particularly where visitors are likely to be on-site for more than a very brief period of time, the prior agreement of the relevant Dean/Head of School is normally required, and some administrative formalities may be required. Further information and advice may be obtained from the relevant School/Deanery Administrator.

7.18.2 Particular attention is drawn to Section 6 (Mobility, Sensory and Cognitive Impairments and Buildings Emergencies) of this Manual, which will be relevant in any one or more visitors have significant mobility, sensory or cognitive impairments of other disabilities that could compromise their ability to perceive an emergency and to safely evacuate the building in the event of an emergency such as fire.

7.18.3 Further details of aspects of risk assessment and supervision related to visitors to the workplace are contained in Section 8 of this Manual.

7.19.1 Young People: Children (those under 16 years of age) are generally *not* allowed into laboratories and workshops, other than in connection with open days, and work experience courses, *etc.*, and then only under strict and direct supervision by a competent person.

7.19.2 Children (those under 16 years of age) will usually be excluded from entering laboratories where biological work is carried out, or where another risk may be present, such as radiation or chemical hazards. There may, however, be some occasions where access by children is required for a specific purpose; for example, in the case of organised educational visits and open days. These would be regarded as exceptional cases, and may proceed only subject to the prior agreement of the relevant Dean/Head of School with specific arrangements having been put in place beforehand to ensure the health and safety of the children whilst they are visiting the laboratories. Children must be accompanied and supervised *at all times* when they are present within University laboratories on the Edinburgh bioQuarter campus.

7.19.3 Children (those under 16 years of age), and young people (16-18 year olds) on work experience or youth employment schemes, and others not directly employed by the University, must not be permitted to work with blood, blood products or

pathogens, or sources of radiation or radioactivity, and great care should be taken with regard to the possible exposure of children and young people to substances hazardous to health that are present within many laboratories on the campus.

7.19.4 Where prior agreement has been obtained for a young person (16-18 years old) to undertake some work within a laboratory, the level of supervision that will be necessary is greater than that required of more experienced workers. Supervisors should clearly identify training needs for young people as part of their induction procedures, and work should be carried out under close and direct supervision until it has been confirmed that individuals are competent to carry out their work safely.

7.19.5 Young people (16-18 years olds), including inexperienced undergraduates and young staff members, should *not* be allowed to carry out practical laboratory work in the evening or at weekends unless, in exceptional cases, adequate supervision is employed.

7.19.6 Particular attention is drawn to Section 6 (Mobility, Sensory and Cognitive Impairments and Buildings Emergencies) of this Manual, which will be relevant in any one or more young people have mobility, sensory or other impairments or other disabilities that could compromise their ability to perceive an emergency and to safely evacuate the building in the event of an emergency such as fire.

7.18.7 Further details of aspects of risk assessment and supervision related to young people in the workplace are contained in Section 8 of this Manual.

7.20.1 Training: As part of the induction procedures for persons working for the first time in University buildings on the Edinburgh bioQuarter campus, each such person must be made aware of the University's Health and Safety Policy, and of all relevant health and safety policies made at College level and below pertaining to the campus, including this Manual.

7.20.2 Induction training, responsibility for delivery of which will be shared between the Campus Health & Safety Manager and all relevant managers, includes a guided tour of the building within which each newly appointed person will be working, an introduction to fire emergency arrangements, first aid and accident reporting procedures, waste management policies, and direction to sources for further information on health and safety matters, including this Safety Manual. Additional matters may be covered according to the accountabilities for each post-holder.

7.20.3 It is University policy that each person working for the first time with radioactive substances or sources of radiation, or biological materials, must attend a training course organised by the centrally-based Health & Safety Department (see <https://www.ed.ac.uk/health-safety>).

7.20.4 Additionally, the Edinburgh bioQuarter Buildings Health & Safety Committee has resolved that all those intending to work in any one or more of the site's liquid nitrogen plant rooms must first attend and complete training related to plant room safety, and that all those involved in the transport and connection of compressed gases must attend and complete safety-related training related to those matters too. Further

information regarding training policies and arrangements contained in Section 32 of this Manual.

7.20.5 Records of training needs and attendances on courses will be kept jointly by managers and each individual, the latter using forms available at Appendix 7 to this Manual and to be retained in their own personal development portfolio or equivalent.

7.21.1 Insurance: The University holds Public Liability Insurance to indemnify it against any successful claim for damages by a non-employee, on grounds of negligence by the University. Research Workers who are not employed by the University of Edinburgh are recommended to take out Personal Insurance Cover against accidents at work. Further advice may be obtained from:

Health and Safety Department,
The University of Edinburgh,
Charles Stewart House,
9-16 Chambers Street,
Edinburgh
EH1 1HT

Telephone: 0131 651 4255
Fax: 0131 651 4260
Email: Health.Safety@ed.ac.uk

7.21.2 From time to time external individuals or organisations seek to lodge claims against the University, normally seeking financial compensation for a perceived wrong. In some such cases claims are submitted by lawyers on behalf of the aggrieved party. If such claims are received, they should be referred in the first instance, without response to the University Secretary; this is because the legal entity against which a claim is made is the University Court rather than any constituent part of the University and thus it is on behalf of the Court that a response must be sent.

7.21.3 If the claim relates to a research grant or contract or an intellectual property rights matter, it will normally be referred to Edinburgh Research and Innovation, which has in-house legal expertise. In other cases, the University Secretary will normally consult the University's law agent if necessary. In all cases, he shall inform the University's insurance brokers via the Finance Department - it is a condition of the University's insurance that the brokers are advised about claims without delay and are consulted before any action is taken.

7.21.4 The presence of short-term visitors should be registered on the Visitor Registration Scheme, details of which will be available from School Administrators. The Scheme includes an aspect of insurance cover.

7.21.5 Further information regarding aspects of insurance is contained in Section 33 of this Manual.

7.22.1 Further Information: Individuals concerned to raise a query or concern or report a problem related to health and safety, should consult the flowchart at the front of this Manual (preceding the contents pages).

7.22.3 The contents of this Manual are subject to regular review and update. The definitive version is available on-line at:

<https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/manual>

and should be consulted in the event of any enquiry related to health and safety.

7.22.4 Other health and safety-related information will be circulated for the benefit of all staff by electronic mail in the form of occasional Health & Safety Bulletins, also available to review at:

<https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/bulletins>

7.22.5 A more extensive and detailed description of the health and safety-related responsibilities of the various committees, departments and members of the University, can be found in Part One of the University of Edinburgh Health and Safety Policy document, which can be accessed on-line at:

http://www.docs.csg.ed.ac.uk/Safety/Policy/Policy_2018.pdf

7.21.6 A brief summary of legal aspects of the management of health and safety at work is contained in the presentation to be found within:

<https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/training-presentations>

If you are in any doubt at any time concerning any aspect of health and safety, you should consult first with your local Health & Safety Adviser, or the College's Health & Safety Manager, or any other member of the Edinburgh bioQuarter Buildings Health & Safety Committee, without delay.

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