

SIGNIFICANT CHANGES

(Amendment 1.4, January 2010)

A comprehensive review of the Safety manual has been carried out. Various typographical and spelling/grammatical errors have been corrected, and hyperlinks and other cross-references tested (and, where necessary, updated).

The most significant changes in Amendment 1.4 are:

1. Sections 5 (Fire Procedures) and 6 (Mobility Impairment and Buildings Emergencies) have been amended to reflect changes to the fire alarm system for the QMRI, within which there will now no longer be any intermittent alarms, and within which there is now a *Deaf Alerter* system that is intended principally for use by people with hearing disability and/or mobility impairment.
2. Section 8 (Risk Assessment and Supervision) now includes references to special implications for visitors and young people, and an annex listing several common failings in what are intended to be suitable and sufficient risk assessments.
3. Section 14 (Special Safety Precautions) has been refined in respect of arrangements for liquid nitrogen plant rooms (copies of which are also displayed on doors leading into each Plant Room) and some of the implications of commencement of operations within the new CRIC facility. At the request of users and service managers, text has been added also to the paragraphs referring to safe operation of centrifuges and the Chancellor's Building irradiator. Text relating to biosafety now includes more specific references to the possible appropriateness and availability of immunisation against (*e.g.*) Hepatitis B (see also Appendix 14).
4. Section 18 (Waste Management) has been amended to provide clearer guidance regarding disposal of hand towels and with regard to disposal of confidential waste. The coloured table, commonly displayed in laboratories, has been updated.
5. Sections 22 (University Access and Permits to Work) and 27 (General Safety for Contractors, Sub-Contracts and Outside Workers) amended to reflect new arrangements for Balfour Beatty WorkPlace (formerly Haden Building Management Limited) as these affect the Chancellor's Building.
6. There have been minor changes to arrangements described in Sections 28 (Auditoria Overview), 29 (Medical Libraries) and 30 (Offices and Communal Areas).
7. Section 34 (Business Continuity Planning) has been updated to reflect work that has been done (or is currently being done) at functional group level within the Little France campus.
8. A new Section 35 (Occupational Road Risk) has been added. Although this focuses primarily on the College's pool vehicles, guidance is provided also for those who use other vehicles (including their own) for work purposes.
9. A new Section 36 (Clinical Imaging Research Centre) is currently being prepared, highlighting, for the general information of all buildings users, special safety considerations linked to operation of imaging and radiochemistry facilities within the CRIC. This will be published when complete (most likely within the next two to three months). A preliminary text has been included in Amendment 1.4 pending completion of a final version.

10. Appendices 1 (Fire Wardens), 2 (Health & Safety Committees), 7 (First Aiders), 11 (Little France Buildings Health & Safety Committees) and 12 (Little France Health & Safety Management Structure) have all been amended to take account of changes in personnel and specific appointments *etc.* These appendices may not be available on some browsers in order to ensure security for those listed; hard copies are available upon request to the H&S Manager.

11. A new Appendix 14 has been included, containing a form to be completed when requesting immunisation against (*e.g.*) Hepatitis B virus.

Lindsay Murray
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January 2010