

UofE BUILDINGS ON EDINBURGH BIOQUARTER CAMPUS HEALTH & SAFETY PLAN

SUBJECT/ ITEM	PERSON RESPONSIBLE	TARGET DATE	REVIEW FREQUENCY	STATUS
EbQ Buildings Health & Safety Committee	SH	Last meeting 14 Apr '26 DoNM: TBA '26	Typically, twice per annum.	Convened by SH. All minutes distributed
Health & Safety Committee - Chancellor's Building	GS	Last meeting 12 Feb '26 DoNM: 18 June '26	Typically, three times per annum.	Convened by GS. All minutes distributed.
Health & Safety Committee – B&VS	JC	Incorporated into standing agendas for joint-service meetings.	Typically, three times per annum.	Convened by various. All minutes distributed.
Health & Safety Committee – Basement Level (QMRI)	Various	Non-EIF areas currently covered by Committees for other floors of QMRI.	Not applicable at present.	Areas currently covered by H&S Committees for other floors of QMRI.
Health & Safety Committee – Edinburgh Imaging Facilities-QMRI and EIF-RIE (BRIC2)	AG	DoNM: 02 Jul '26	Typically, three times per annum and radiation protection group every two months.	Convened by AG All minutes distributed.
Health & Safety Committee – Centre for Cardiovascular Research (QMRI)	CD	Last meeting: 25 Mart '26 DoNM: TBA Jul '26	Typically, three times per annum.	Convened by CD. All minutes distributed.
Health & Safety Committee – Level Four (QMRI)	LGM	Non-plant room areas currently covered by Committees for other floors of QMRI.	Not applicable at present.	Areas currently covered by H&S Committees for other floors of QMRI.
Child Life & Health (RHCYP)	BH	Currently meeting under agenda of IRR H&S Committee.	Typically, three times per annum.	Now incorporated into IRR H&S Committee.
Health & Safety Committee – Institute for Regenerative Medicine (IRR)	BH	Last meeting: 27 May '26 DoNM: TBA Dec '26	Typically, three times per annum.	Convened by BH. All minutes distributed.
Usher Institute MOBUG	KB	Last meeting: 15 Jan '26 DoNM: 07 Jul '26	Typically, four times per annum.	Takes the form of a MOBUG, with H&S matters as a standing item on the agenda. All minutes to be distributed.
Section Health & Safety Committees	Conveners of Floor-Level H&S Committees (where formed) and H&S Committees for each Section	On-going.	As required, according to local specifications (typically three to four times <i>per annum</i>).	On-going.
GM and Biological Safety Committees	GM Biological Safety Officers	DoNMs:	Full meetings as required,	On-going.

	UBSA	CB/QMRI: TBA Jun '26 IRR: TBA Dec '26	according to demand for consideration of project proposals and review of current projects. Business also conducted more regularly and routinely by virtual meetings through the medium of electronic mail.	
Radiation Safety Committees	Radiation Protection Supervisors, LGM (and URPA as required)	On-going.	As required according to demand.	On-going.
CM&VM H&S Forum	Dr. Sharon Hannah (Convenor)	On-going.	As required according to demand.	On-going.
College of M&VM web site (including H&S-related references for Edinburgh bioQuarter campus)	LGM (supported by LH)	Continuous.	On-going.	On-going amendments and additional material as required.
Site-wide H&S for Edinburgh bioQuarter campus (including liaison with RIE, Consort, EQUANS, etc)	EbQ Buildings Management	Continuous.	On-going.	Meetings convened by Consort.
Office safety review, including DSE and workstation risk assessments and manual handling assessments	All groups	Each area on a frequency of at least once every two to three years.	On-going.	On-going.
Review risk assessments (including COSHH)	All groups	Continuous.	On-going at frequency dictated by each risk assessment.	On-going.
New risk assessments (General, COSHH, GM, etc)	All groups	As required.	As new risks identified or as new GM projects are proposed.	On-going.
Review accident reports and outcome of any accident investigations	All groups	Corresponds to frequency of all relevant H&S committee meetings, or as required.	Corresponds to frequency of all relevant H&S committee meetings, or as required.	Status, including outcome of any investigations, to be summarised at each EbQ Buildings H&S Committee meeting.
Fire risk assessment and safety inspections	UofE FSU	Each area on a frequency of at least once every two to three years.	As specified by UofE FSU.	Outcome reported by UofE's Fire Safety Unit to CM&VM @ EbQ.
Fire evacuation drill	UofE FSU	Next drills: CB: TBA '26 QMRI: TBA '26 IRR(N): TBA '26 IRR(S): TBA '26 USHER: TBA '26	Annually.	Outcome reported by LGM to UofE's Fire Safety Unit.
Licenses and Consents				

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▪ Radiation ▪ GM ▪ Duty free ▪ Toxins	URPA UBSA EbQ Buildings Management EbQ Buildings Management	In place In place In place In place	Renew as required Renew as required Renew as required Renew as required	In place In place In place In place
Servicing and validation of autoclaves	EbQ Buildings Management	On-going.	Every two years.	On-going.
Inspection of pressure cookers	Users	On-going (six monthly).	Prior to each use	On-going.
Autoclaves – Insurance pressure vessel certificate	EbQ Buildings Management	On-going (annually).	Annually.	On-going.
Laboratory fume cupboard and biological safety cabinet performance checks	EbQ Buildings Management	On-going.	Annually, or as required (six monthly for CL3 labs).	On-going.
Review out-of-hours and lone working arrangements	LGM, Senior Lab Managers	Continuous.	Repeat review as circumstances change or to coincide with H&S Policy and Manual review.	Completed.
Review biological containment laboratory protocols	LGM, Senior Lab Managers, UBSA	On-going.		Report to future meeting.
PAT testing	Lab Managers	On-going.	Annually, or as dictated by schedules presented by UofE Estates.	Report to next meeting.

HSE Audits	All	Next visit: TBA	As advised.	Completed. Outcome reported. Date, scope and depth of next audit to be agreed.
SEPA Audits	All	Next visit: TBA	As advised.	Completed. Outcome reported. Date, scope and depth of next audit to be agreed.
Insurance/Management Audit	All	Last formal visit: 14 Dec '23 (Turner and Townsend) Next Audit: TBA	As advised.	Date, scope and depth of next audit to be agreed.
Police Scotland Audit	All	Last formal visits: 16 Aug '23 Next audit: TBA	As advised.	Date, scope and depth of next audit to be agreed.
Scottish Fire & Rescue Service Audit	All	Last formal visit: 26 Jul '23 (CB) Next audit: TBA		
H&S audit – Internal (Ground Floor, CB)	GS <i>et al</i>	Last audit: 03+06 Nov '25 Next audit: TBA Nov '26	Annually.	Report to Ground Floor H&S Committee meeting and EbQ H&S Committee.
H&S audit – Internal (First Floor, CB)	GS <i>et al</i>	Last audit: 03+06 Nov '25 Next audit: TBA Nov '26	Annually.	Completed. Report to First Floor H&S Committee meeting and EbQ H&S Committee.
H&S Audit – Internal (Derogated CL3 laboratory, First Floor, CB)	PW and LGM	Next audits: 14 May '26 (Interim) and 027 Sep '26 (UBSA and LGM) Emergency drill for (d)CL3 lab: 17 Feb '26 Next audit/drill: TBA '27	Annually	Completed. Report to HSE, EbQ H&S Committee, and UoFE Biological Safety Committee meeting.
H&S audit – Internal (Second Floor, CB other than B&VS)	GS <i>et al</i>	Not audited as a separate area, but included in other CB audits.	Annually.	Report to EbQ Buildings H&S Committee meeting and EbQ H&S Committee.
H&S audit – B&VS	JC <i>et al</i>	, B&VS operates a programme of service-internal audits and self-inspections.	Annually.	Completed. Report to B&VS management.
H&S audit – Internal (Non-EIF-occupied areas of QMRI basement level (may include B&VS areas) and non-laboratory areas of the QMRI (not including Level 4)	SH, LGM <i>et al</i>	Not audited as a separate area, but included in other CB audits.	Annually.	Completed. Report to meeting of all relevant H&S committees (and B&VS areas to B&VS management).

H&S audit – Internal (EIF-QMRI and EIF-RIE/BRIC2)	AG <i>et al</i>	RIE: TBA '26 QMRI: TBA '26	Annually.	Completed. Report to EIF H&S Committee meeting and EbQ H&S Committee.
H&S audit – Internal (Level One, QMRI)	CD <i>et al</i>	Last audit: 089 Jan '26 Next audit: TBA Dec '26	Annually.	Now incorporated into IRR audit programme.
H&S audit – Internal (Level Two, QMRI)	SH, LGM <i>et al</i>	Next audit: TBA '26	Annually.	Now incorporated into IRR audit programme.
H&S audit – Internal (CCVS, Level Three, QMRI)	CD <i>et al</i>	Last audit: 089 Jan '26 Next audit: TBA Dec '26	Annually.	Completed. Report to CCVS H&S Committee meeting and EbQ H&S Committee.
H&S Audit – Internal (CL3 suite Level Four, QMRI)	PW and LGM	Last audits: w/c 27 Feb '23 (HSE) and 07 Sep '23 (UBSA and LGM) Next audit: TBA First emergency drill: TBA	Annually	Completed. Report to HSE, EbQ H&S Committee, and UoE Biological Safety Committee meeting.
H&S audit – Internal (Non-lab areas Level Four, QMRI)	SH, LGM <i>et al</i>	Next audit: TBA '26	Annually.	Completed. Report to meeting of all relevant H&S committees.
H&S audit – Internal (CL&H, RHCYP)	SF-McH <i>et al</i>	Last audit: 05 May '26 Next audit: TBA '27	Annually.	Report to CL&H H&S Committee meeting and/or committee to which CL&H elects to report to, and EbQ H&S Committee.
H&S audit – Internal (IRR)	BH <i>et al</i>	Last audit: 14-25 May '26 Next audit: TBA '27	Annually.	Report to IRR H&S Committee meeting and EbQ H&S Committee.
H&S audit – Internal (CRM B&VS)	JC <i>et al</i>	B&VS operates a programme of service-internal audits and self-inspections.	Annually.	Completed. Report to meeting of all relevant H&S committees.
H&S audit – Internal (Usher Institute, ECTU, <i>etc</i>)	KB <i>et al</i>	Last audit: Mar '26 Next audit: TBA Sep '26	Annually.	Completed. Report to meeting of all relevant H&S committees.
H&S Audit – UoE embedded spaces within RIE	SH, LGM <i>et al</i>	Last audit: 16 and 26 Oct '25 Next audit: TBA '26	Annually.	Completed. Report to meeting of all relevant H&S committees.
H&S double audit	LGM <i>et al</i>	Next audit: TBA	Annually.	Completed Report to meeting of all relevant H&S committees.
Servicing of specialist lab equipment	All	On-going.	Continuous.	On-going.
H&S Policy and Manual review	LGM <i>et al</i>	On-going for items of detail; major review once every three years or as required (<i>i.e.</i> next	Three yearly and/or as changing circumstances dictate. Typically there are several significant changes to detail in	Report progress on subsequent reviews to future meeting.

		major review 2025).	any one year.	
Safety plan review	All	On-going.	Updates coincide with meetings of EbQ Buildings H&S Committee.	On-going
Induction training for new staff	LGM, Senior Lab Managers, etc.	Continuous.	Typically 2+ sessions being delivered per month	Continuous.
Induction training for undergraduate medical students	LGM	On-going.	Annually during Freshers' Week (Next event 26 Sep '23)	On-going.
Centrally-delivered staff training - Biological safety - Radiation safety - Manual handling	UBSA, LGM URPA, LGM LD, LGM	Last/next events: Dates on H&S web site and UofE EbQ Safety Bulletins Dates on H&S web site and UofE EbQ Safety Bulletins	Biannually Biannually Organised to meet demand	On-going On-going On-going
Fire safety training - General Fire Awareness - Fire Stewards and Extinguishers - Recovery Teams - Fire Co-ordinators	LGM UofE FSU LGM and UofE FSU LGM and UofE FSU	Next events: Dates on H&S web site and UofE EbQ Safety Bulletins	Organised to meet demand Organised to meet demand Organised to meet demand Organised to meet demand	On-going On-going On-going On-going
Local training staff training (including): - Risk assessment - COSHH - Late and lone working - Accident investigation - DSE safety - Manual handling - Auditing and safety inspections - Waste management - Business continuity planning - Training for training managers - Use of autoclaves - Use of safety cabinets - Handling and using gas cylinders and supplies - Handling and using liquid nitrogen	LGM LGM LGM LGM LGM LGM LGM LGM LGM LGM Contractors Contractors LGM LGM LGM	Next events: Dates and times advertised in UofE EbQ Safety Bulletins	Monthly Typically, 4-6 times/year Typically, fortnightly As required As required As required As required As required As required As required As required As required Typically, monthly Typically, monthly	On-going On-going On-going On-going On-going On-going On-going On-going On-going On-going On-going On-going On-going On-going

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- Spill management - Training for Principal Investigators - Refresher/Continuation training - Initial induction	LGM LGM LGM LGM		As required Typically, 6+ times/year Typically, 4-6 times/year Typically, fortnightly	On-going On-going On-going On-going
Review, update and add to CM&VM (EbQ)-internal on-line H&S training and awareness packages	LGM <i>et al</i>	Continuous.	As required.	On-going.
Root and branch review of Health and Safety Local Rules: - Ground Floor (Chancellor's Building) 1st Floor (Chancellor's Building) - B&VS - EIF (QMRI) - Level One (QMRI) - Level Two (QMRI) - Level Three (QMRI) - Level Four (QMRI) - IRR - ACRC/USHER/ECTU	GS <i>et al</i> GS <i>et al</i> JC <i>et al</i> AG <i>et al</i> TBA TBA CD <i>et al</i> Various TBA Various	TBA'28 TBA'28 TBA'28 TBA'28 TBA'28 TBA'28 TBA'28 TBA'28 TBA'28 TBA'28	Three-yearly Three-yearly Three-yearly Three-yearly Three-yearly Three-yearly Three-yearly Three-yearly Three-yearly Three-yearly	On-going On-going On-going On-going On-going On-going On-going On-going On-going On-going
First Aid training	LGM, UofE H&S and Senior Lab Managers	On-going.	Initial and three yearly retraining.	On-going.
Security arrangements	SH, LGM, UofE Security	Continuous.	As required.	On-going.
Equipment disposal	All	Continuous.	As required.	On-going.
Decommissioning	All	Continuous.	As required.	On-going.
Preparation, review and maintenance of business continuity plans	LGM/EbQ buildings and floor-level <i>etc</i> planning teams	Continuous.	As required.	On-going.
Validation and training exercises of business continuity plans	LGM/EbQ buildings and floor-level <i>etc</i> planning teams	Next exercise: TBA	As required.	On-going.

This Plan is appended to each UofE EbQ Buildings Health and Safety Committee meeting and updated accordingly.

Signed:Sharon Hannah, Convener