

BI-HAS-001 GENERAL HEALTH & SAFETY POLICY

Document reference			
Policy number:	BI-HAS-001		
Policy Owner:	Trevor Smith, Health & Safety Manager		
Date:	15 August 2022		
Version:	1.2		
Status:	Active		
EIA number:	BI-HAS-001-EIA		
Review period:	1 year		
Last reviewed:	15 August 2022	Next review:	August 2023

Version control			
Date	Version	Status	Summary of Changes
01 June 2020	1.0	Archived	Updated in the 2020 Policy Review
27 September 2021	1.1	Archived	Minor changes to wording & updated signature
15 August 2022	1.2	Active	Updated signature

Document approval			
Define the approval authorities for the document			
Document version	Document approved by	Position	Date
1.0	Audit Committee	N/A	01 June 2020
1.1	Karen Vincent	Head of Governance	06 October 2021
1.2	Stephen Barrett	Project Officer	21 September 2022

Distribution		
Name or Group	Date of issue	Version
All staff and associates	03 February 2021	1.0
All staff and associates	06 October 2021	1.1
All staff and associates	15 August 2022	1.2

Associated policies, procedures and guidance
This policy should be read in conjunction with:
Essential: The Health and Safety (H&S) Hub pages, including the Health and Safety Manual (A-Z).

Policies and associated guidance, Rules and Guidance (RaGs) and Safe Operating Procedures (SOPs) for any potentially high hazard specialist area of health and safety that impinge on your work, e.g.:

BRC-HAS-001 Biosafety Policy

BI-HAS-008 Chemical Safety Policy

BI-HAS-007 Ionising Radiation Safety Policy

NOTE: This policy overarches all other health and safety policies and their associated guidance, RaGs and SOPs, including:

BI-HAS-002 Health & Safety Policy for under 18s

BI-HAS-003 Safeguarding Policy

BI-HAS-004 Contractor Policy

BI-HAS-005 Personal Protective Equipment Policy

BI-HAS-006 Stress Management Policy

BI-HAS-007 Ionising Radiation Safety Policy

BI-HAS-008 Chemical Safety Policy

BI-HAS-009 Laboratory Animal Allergens Policy

BI-HAS-010 Musculoskeletal & DSE Policy

BI-HAS-011 Working At Height Policy

BI-HAS-012 Alcohol & Drug Misuse Policy

BI-HAS-013 Business Travel Overseas Safety policy

BI-HAS-014 Driving Safely at Work Policy

BRC-HAS-001 Biosafety Policy

Campus Fire Safety Policy (to follow)

Campus Waste Policy (General) (to follow)

Campus Waste Policy (Hazardous waste) (to follow)

Campus Traffic and Parking Policy (to follow)

Campus Smoking Policy (to follow)

Other policies referenced:

BI-HR-005 Disciplinary Policy

Contents

1.	Definitions.....	4
2.	Commitment statement	5
3.	Purpose.....	6
4.	Scope	6
5.	Policy statement of intent	6
6.	Organisation of health & safety.....	8
6.1.	Organisation.....	8
6.2.	Health & safety responsibilities	8
6.2.1.	Emergencies.....	8
6.2.2.	Breaches of Institute health & safety rules & requirements	9
6.2.3.	The Board of Trustees.....	9
6.2.4.	The Institute Director.....	9
6.2.5.	Health & Safety Management Committee (HSMC)	10
6.2.6.	H&S Manager & central H&S team	10
6.2.7.	Work area / local Health & Safety teams.....	12
6.2.8.	Local Health & Safety Coordinators	12
6.2.9.	Babraham Campus Engineering (BCE) & Technical Services.....	14
6.2.10.	Group leaders / line managers.....	14
6.2.11.	Workers.....	15
7.	Arrangements for health & safety.....	15
8.	Further information.....	15

1. Definitions

“Approved Codes of Practice (ACOPs)”	ACOPs are guidance with specific legal standing. They deal with a wide range of hazardous materials and working practices.
“COSHH”	The Control of Substances Hazardous to Health Regulations (2002) ¹ .
“DSEAR”	The Dangerous Substances and Explosive Atmospheres Regulations (2002) ² .
“Egress”	The action of going out of or leaving a place.
“Hazard”	Anything with the potential to cause harm
“Institute Central Health and Safety Team”	The full time Health and Safety (H&S) Advisers, including the H&S Manager.
“Institute Health and Safety Adviser”	Support the central H&S team in the giving of health and safety advice plus the development and implementation of the Institute’s health and safety policies, management practices and control measures within their particular area of work.
“Local Health and Safety Coordinators”	Assist their group leaders / line managers and the Institute central H&S team by functioning as a focal point for health and safety activities within their lab, group or team.
“RIDDOR”	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 ³ . These Regulations require employers, the self-employed and those in control of premises to report specified workplace incidents.
“Risk”	The likelihood that harm from a potential hazard is realised, and also the severity and extent of that harm.
“Risk Assessment”	Every employer must conduct risk assessments to identify potential health and safety hazards. They are then required to act on it to minimise risks to their staff or anyone else at their workplace.

¹ <https://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made>

² <https://www.legislation.gov.uk/uksi/2002/2776/contents/made>

³ <https://www.legislation.gov.uk/uksi/2013/1471/contents/made>

“Rules and Guidance (RaG)”	In this context, a RaG document provides general rules to be followed and guidance on how to work safely for various types of work involving various hazard groups.
“Safe Operating Procedure (SOP)”	A SOP is a set of step-by-step instructions to assist with working safely.
“Work area / local Health & Safety teams”	Provide local health and safety support and advice, and assist with area / local specific risk assessment, guidance and SOPs, using their particular knowledge and experience.
“Employee”	Babraham Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions, Institute employees on BBSRC or other terms and conditions, and Research Fellows on Institute terms and conditions.
“Staff”	Employees and Babraham Institute registered PhD students.
“Worker”	Staff, Research Fellows (honorary), Honorary Members of Faculty, visiting students, visiting researchers and workers (including consultants and secondees), workers provided by a third party / contractors, and Trustees.
“Others”	Non-worker visitors and those affected by the undertakings of the Institute.

2. Commitment statement

- 2.1. At the Babraham Institute our mission is to be an international leader in research focusing on basic cell and molecular biology with an emphasis on healthy ageing through the human life course.
- 2.2. Research and operational excellence are essential to meeting our vision of being at the forefront of research that improves lives. The [Institute Values](#) set out our approach to how we operate across all Institute activities, both at an individual level and together as the Babraham Institute. The expectation of the Institute is that each staff member looks to represent and reflect the Institute Values within their own contributions and function, and to support and not hinder the expression of these Values in the work of others.
- 2.3. The Institute and its wholly owned trading arm, Babraham Institute Enterprise Ltd (BIE), are committed to achieving best practice in the management of health, safety and welfare by assessing and managing risks, and thereby preventing harm to all workers at the Institute and BIE, and any other persons affected by our activities.
- 2.4. See also the Policy Statement in section 5.

3. Purpose

- 3.1. This policy meets the requirements of the [Health and Safety at Work etc. Act 1974](#)⁴ (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA), which is the primary piece of legislation covering occupational health and safety in the UK. The Act requires that every employer must have a Health and Safety Policy, which must contain three separate parts: a Health and Safety Policy Statement of Intent (aims and objectives); organisation of health and safety (who has responsibility for what); and arrangements for health and safety (how risks are managed).
- 3.2. This policy, plus all affiliated policies, guidance and procedures, align with the [UK Research Integrity Office's \(UKRIO's\) Code of Practice for Research](#)⁵.

4. Scope

- 4.1. This policy overarches all other Institute health and safety policies.
- 4.2. This policy applies to:
- Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions
 - Institute employees on BBSRC or other terms and conditions
 - Research Fellows on Institute terms and conditions
 - Research Fellows (honorary)
 - Honorary Members of Faculty
 - Babraham Institute registered PhD students
 - Visiting students
 - Visiting researchers and workers, including consultants and secondees
 - Workers provided by a third party / contractors
 - Visitors
 - Trustees
- 4.3. This policy must be read in conjunction with the Health and Safety Manual (A-Z), which can be found on the Health and Safety (H&S) Hub pages.

5. Policy statement of intent

- 5.1. The identification of the principal hazards to workers and others affected by our work, and control of the associated risks, is a management responsibility that is essential to our achievement of excellence in research. Full compliance with the basic requirements of the [Health and Safety at Work etc. Act 1974](#)⁶ is thus a minimum requirement. The Institute and BIE will maintain, so far as is reasonably practicable, healthy and safe working conditions, e.g., access, egress, safe plant, equipment and systems of work and use, handling and transport of articles and substances.

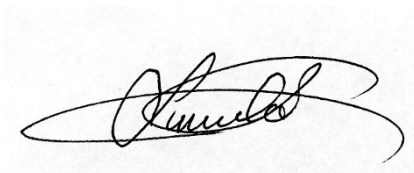
⁴ <http://www.legislation.gov.uk/ukpga/1974/37/contents>

⁵ <https://ukrio.org/publications/code-of-practice-for-research/>

⁶ <http://www.legislation.gov.uk/ukpga/1974/37/contents>

- 5.2. The Institute and BIE are also committed to meeting the additional requirements of the [Management of Health & Safety at Work Regulations 1999](#)⁷ by:
- Ensuring adequate risk assessments, risk reduction and safe systems of work are in place.
 - Ensuring adequate emergency procedures and health surveillance are in place.
 - Making sure workers have the necessary competency to carry out the tasks expected of them and providing appropriate and adequate training and refresher training.
 - Consulting workers on health and safety issues, using a Health and Safety Management Committee, and providing them with the necessary information, training and supervision.
 - Regularly reviewing (at least annually) – and, if required, revising – health and safety policies.
 - Meeting specific immediate and long-term health and safety performance targets.
 - Making the resources available to achieve the objectives outlined in this Statement of Intent.
- 5.3. The Institute (including BIE) also recognises that health and safety is a core component of good management practice and health and safety Key Performance Indicators (KPIs) are important as they indicate the Institute management’s commitment to improving health and safety performance and motivate the workforce to achieve the set goals. The KPIs for 2021 include:
- Planned audits and inspections completed on time.
 - Number of line managers and workers completing required training.
 - Number of Health and Safety team successfully completing training.
 - Number of new starters attending induction training within one week of starting.
 - Number of non-injury incidents expressed as a fraction of total adverse events.
 - Number of RIDDOR reports expressed as a fraction of total adverse events.
- 5.4. As Director of the Babraham Institute, I take overall responsibility for the management of Institute and BIE health and safety, although this may be delegated (in writing) to competent persons as detailed in the organisation section of this policy document.

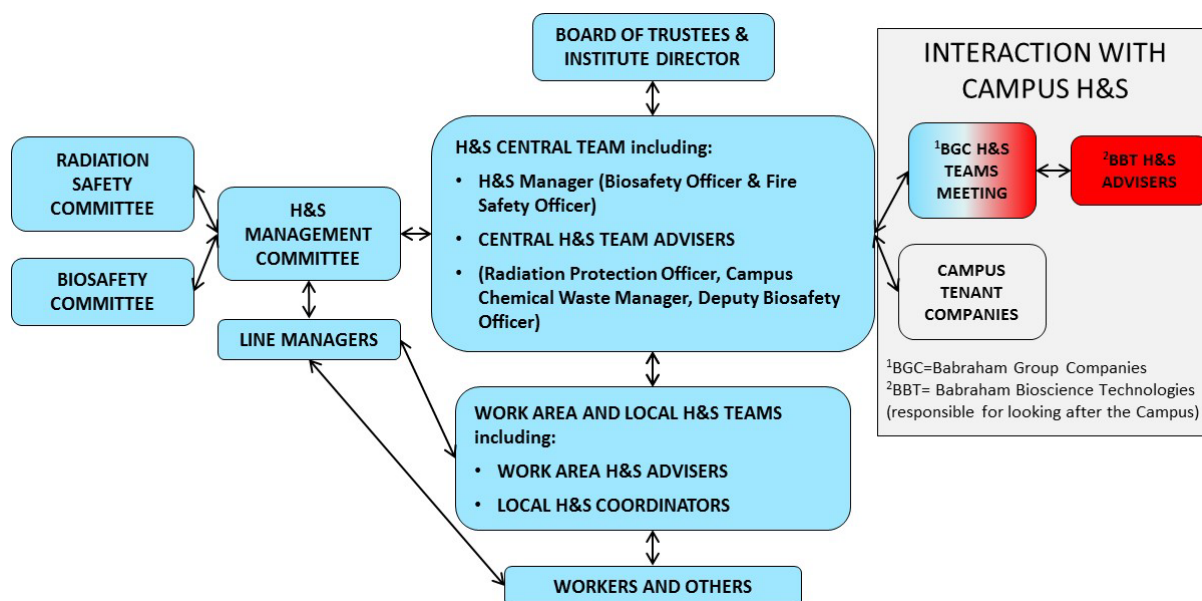
Signed by the Babraham Institute Interim Director:



Name: Simon Cook

Date: 15/08/2022

⁷ <http://www.legislation.gov.uk/uksi/1999/3242/contents/made>



6. Organisation of health & safety

6.1. Organisation

6.1.1. The following diagram outlines the organisational structure for management of health and safety at the Institute and BIE.

6.2. Health & safety responsibilities

6.2.1. Emergencies

6.2.1.1. For full details on adverse event reporting requirements, see the H&S Accidents and Incidents Hub page.

6.2.1.2. The [Health and Safety \(First-Aid\) Regulations 1981](https://www.legislation.gov.uk/ukxi/1981/917/contents/made)⁸ require the Institute and BIE, as employers, to provide adequate and appropriate first-aid equipment, facilities and people so that employees can be given immediate help if they are injured or taken ill at work. All Institute first aiders are required to hold a First Aid at Work Certificate and complete statutory three yearly refresher courses. For full details of first aiders and first aid arrangements, see the H&S First Aid Hub page.

6.2.1.3. The [Regulatory Reform \(Fire Safety\) Order 2005](https://www.legislation.gov.uk/ukxi/2005/1541/contents/made)⁹ requires the employer to designate a Responsible Person (RP) and requires the RP to carry out a suitable and sufficient fire safety risk assessment and implement appropriate fire precautionary and protection measures, and to maintain a fire management plan. The Institute Director is designated as the RP and they devolve fire safety management to the H&S Manager. For full details of fire marshals and fire safety arrangements, see the H&S Fire Safety Hub page.

⁸ <https://www.legislation.gov.uk/ukxi/1981/917/contents/made>

⁹ <https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>

6.2.1.4. Responsibilities and arrangements for spills of biological / genetically modified materials are detailed on the H&S Spills Hub page.

6.2.2. Breaches of Institute health & safety rules & requirements

6.2.2.1. Breaches of Institute health and safety rules and requirements will be investigated and (dependant on the nature, whether it is repeated and /or the seriousness) could result in withdrawal of access or privileges or disciplinary action (see the Institute's Disciplinary Policy [BI-HR-005]).

6.2.3. The Board of Trustees

6.2.3.1. The Board of Trustees is ultimately accountable for the health, safety and welfare of all Institute workers and others who may be directly affected by the Institute's activities.

6.2.3.2. The Board of Trustees cannot delegate accountability but delegates responsibility for day to day management of health and safety to the Institute Director.

6.2.4. The Institute Director

6.2.4.1. The Institute Director has responsibility to ensure that adequate health and safety management is in place within the Institute for all workers and others who may be directly affected by the Institute's activities. They are accountable to the Board of Trustees.

6.2.4.2. The Institute Director cannot delegate or devolve this responsibility, but in order to discharge their responsibilities effectively, they may delegate duties and authority to senior members of their management team.

6.2.4.3. The responsibilities of the Institute Director include:

- Fostering positive attitudes towards health and safety throughout the Institute by leadership and personal example.
- Considering the health and safety implications (for both workers and any others who may be directly affected by the Institute's activities) of decisions made at either a strategic or operational level and acting accordingly.
- Ensuring that the management team knows, understands and is held accountable for their individual health and safety responsibilities.
- Ensuring that the management team is provided with the appropriate resources in order to fulfil its health and safety responsibilities, including the provision of information, instruction and training.
- Making arrangements to ensure that health and safety risk assessments are carried out for all work activities and processes within their establishment, and ensuring that measures identified are implemented, their effectiveness monitored and reviewed at timely intervals.
- Ensuring that mechanisms are in place to allow the effective communication of and consultation on health and safety issues.
- Making the necessary arrangements to ensure that Institute health and safety representatives can effectively carry out their duties.

6.2.5. Health & Safety Management Committee (HSMC)

6.2.5.1. The HSMC was formed to enable consultation between management and staff on health and safety issues; it also advises the Institute Director and Board of Trustees on health and safety issues and enables monitoring of health and safety systems, including health and safety strategy, performance, policies and procedures. The HSMC operates in a positive way, reinforcing safety culture and worker participation in the management of health and safety within the Institute.

6.2.5.2. The remit of the HSMC is to:

- Agree health and safety policy, strategy and standards (including KPIs).
- Ensure effective health and safety information is shared with all, and / or relevant staff.
- Receive, scrutinize and consider appropriate actions arising from regular updates and reports on:
 - Health and safety strategy and KPIs from the Health and Safety (H&S) Manager.
 - Adverse events and ill health data from the H&S Manager.
 - Support operations within the Institute, regarding safety arrangements and improvement in those areas (from the line managers of those areas).
 - Specialist groups, or on specific health and safety topics at the request of members of staff or the HSMC.
 - Radiation protection (from the Radiation Protection Officer).
 - Biosafety (from the Biosafety Officer).
 - Fire safety (from the H&S Manager).
 - Health and safety training (from the H&S Manager and HR, to ensure that the training is relevant and focused).
 - The Institute health and safety inspection programme (from the H&S Manager).
- Review the regular health and safety reports to Babraham Executive Committee (BEC) and the Board of Trustees.
- Carry out an annual review of Institute HSMC Terms of Reference.
- Oversee and ensure that suitable and sufficient progress is made regarding worker wellbeing.
- Discuss and agree methods for ensuring compliance or attaining best practice in various areas of health, safety and welfare.
- Promote a cooperative relationship with Babraham Research Campus Ltd and other Campus organisations.

6.2.6. H&S Manager & central H&S team

6.2.6.1. The Institute Director must appoint a team of competent employees led by a H&S Manager to advise Institute line managers on health and safety, including qualified specialists where required, e.g., for biological safety and radiation protection. Health and Safety Advisers will have substantial knowledge and experience in health and safety matters (and hold appropriate qualifications) as well as knowledge appropriate to the areas of health and safety for which they are responsible. These are advisory positions with duties agreed, in writing, between the individuals and the Institute Director.

6.2.6.2. The responsibilities of the Institute H&S Manager include:

- Management and oversight of Institute health and safety (including all specialist areas, as well as fire and first aid, etc.).
- Advising Institute workers and others on health and safety matters.
- Reporting to the Institute Director and Board of Trustees on any matters which require a change in Institute policies because of health and safety issues.
- Developing the health and safety management strategy, policies and procedures.
- Communicating with senior management and advising on actions needed to improve performance.
- Reporting on health and safety performance.
- Ensuring that the necessary resources for health and safety are available.
- Arranging for the workers and others to fulfil their roles.
- Ensuring that appropriate arrangements are in place to consult with Institute workers and to encourage their active participation on matters concerned with their health, safety and welfare at work.
- Managing all health and safety training
- Arranging for the provision of up-to-date information to Institute workers and others on health and safety matters.
- Ensuring that statutory records on health and safety, including injuries, diseases and dangerous occurrences, are maintained.
- Collecting and monitoring accident statistics, and carrying out annual inspections.

6.2.6.3. The responsibilities of the Institute's Central Team Health and Safety Advisers include:

- Standing in for the Institute H&S Manager when they are absent.
- Carrying out specialist health and safety roles (e.g., Radiation Protection Officer, Chemical Waste Manager, Deputy Biosafety Officer, Mask Fit Testing, Work Station set up, etc.).
- Assisting the Institute H&S Manager with:
 - Developing health and safety management strategy, policies and procedures.
 - Advising Institute workers and others on health and safety matters.
 - Reporting on health and safety performance.
 - Ensuring that the necessary resources for health and safety are available.
 - Arranging for the necessary information, instruction and training to be made available to Institute workers and others to fulfil their roles.
 - Ensuring that appropriate arrangements are put into effect to consult with Institute workers and to encourage their active participation in matters concerned with their health and safety at work.
 - Arranging for the provision of up-to-date information to workers and others on health and safety matters.
 - Ensuring that statutory records on health and safety, including injuries, diseases and dangerous occurrences, are maintained.
 - Collecting and monitoring accident statistics and carrying out annual inspections.

6.2.7. Work area / local Health & Safety teams

6.2.7.1. These teams were set up to provide local health and safety support and advice and to assist with area / local specific risk assessment, guidance and Safe Operating Procedures (SOPs) using their particular knowledge and experience.

6.2.7.2. The responsibilities of Institute work area Health and Safety Advisers include:

- Achieving the required level of health and safety competency via qualification and experience.
- Informing and advising management within their area of responsibility about health and safety issues, and reporting them back to the H&S Manager and HSMC.
- Monitoring and advising the Health and Safety Coordinators within their work area.
- Helping to produce (and monitoring the application of) local work area policies, codes of practice (COPs), guidance and SOPs on health and safety matters for approval and adoption within their work area.
- Monitoring the application of health and safety policies, COPs and SOPs and making sure that local work area policies, COPs and SOPs are reviewed on an annual basis.
- Providing support and advice to local work area management and Institute workers and others on health and safety, in particular assisting line managers in their duties to carry out risk assessments and manage health and safety within their area of responsibility.
- Keeping up-to-date on all new UK and EC legislation relating to health and safety matters relating to their area of work.
- Attending occasional meetings with the central Health and Safety team and providing support.
- Establishing arrangements for interaction with the central H&S team.
- Assisting line managers in the investigation of accidents and incidents with a view to identifying measures to prevent recurrence and liaising with the enforcing agencies on health and safety where necessary.
- Assisting in the identification of local work area training needs and provision of health and safety training.
- Assisting in any health and safety audits.

6.2.8. Local Health & Safety Coordinators

6.2.8.1. The responsibilities of Institute local Health & Safety Coordinators are outlined below:

- **Induction training & training records.**
Health and Safety Coordinators, together with relevant line manager(s), must check that all new workers and others within their lab or group:
 - Receive all their required health and safety training (including those which the Health and Safety Coordinators themselves are required to deliver and also any specific training identified by risk assessment).
 - Are introduced to relevant and competent personnel to carry out specific health and safety training where necessary.

- Read all relevant current risk assessments.
 - Are familiar with all relevant emergency procedures (e.g., Fire, First Aid, Evacuations and Spills of Hazardous Materials)
 - Complete their health and safety training within (a maximum of) one month from starting work at the Institute (as described in the Health and Safety Manual, Induction Process on the H&S Hub pages), which contains links to various health and safety induction documents, including: the First Day Health and Safety Induction Sheet, the Health and Safety Booklet / Manual and Training Record Sheets (general and specific).
 - Sign their Health and Safety Training Declaration (signed both by themselves and their line manager) on completion of their health and safety training and send a copy of the signed declaration to the Institute H&S Manager.
- **Risk assessments.**
Health and Safety Coordinators, together with relevant line manager(s) should:
 - Check that all risk assessments are in place and up to date.
 - Assist in the creation of relevant risk assessments where they are required or are not current (assistance may be sought from the Institute H&S Manager or the central H&S team).
 - Risk Assessments should give consideration to safeguarding, equality, diversity and inclusivity when mitigation measures are put in place. For example, those under 18, new and expectant mothers, those with a disability and those who hold religious beliefs might be impacted by the use of equipment (e.g., personal protective equipment [PPE]) or working arrangements that are considered under the Risk Assessment.
- **Reporting of health and safety issues.**
Health and Safety Coordinators, together with relevant line manager(s), must:
 - Check that any adverse event within their group is reported using a Health and Safety Adverse Event form (available on The Hub) without delay. Line managers / hosts of workers involved in the adverse event must also be briefed.
 - Act as a point of contact within their lab or group with the Institute central H&S team.
- **Interaction with area Health and Safety Advisers and the Institute central H&S team.**
Health and Safety Coordinators should:
 - Attend once yearly meetings with either the Institute central H&S team and other Health and Safety Coordinators.
 - Meet either weekly or monthly (dependant on the risk levels within the work area) with their local Health and Safety Adviser and report any issues or ideas.

Health and Safety Coordinators, together with relevant line manager(s), must:

- Keep up to date with health and safety matters (via The Hub, health and safety news and briefings).
- **Basic maintenance.**
Health and Safety Coordinators should carry out occasional “walk by” checks to ensure:
 - First aid boxes are fully kitted out and all dressings are in date.
 - Automated external defibrillator (AED) device batteries and pads are in date.
 - Any eyewash bottles are in date (making a note of the expiry date to remind you of replacement date).
 - Local Exhaust Ventilation (LEV; e.g., fume hoods, microbiological safety cabinets, etc.) checklists have been kept up to date on used LEV units.
 - Spill kits are present.

6.2.9. Babraham Campus Engineering (BCE) & Technical Services

6.2.9.1. The installation, regular maintenance and repair of engineering safety control measures (e.g., fume hoods, weigh safe cabinets, ventilated storage, etc.) are the responsibility of BCE and Technical Services with the advice of the central H&S team.

6.2.10. Group leaders / line managers

6.2.10.1. The responsibilities of Institute group leaders / line managers include:

- Leading by example on good health and safety practice.
- Producing safe systems of work and SOPs.
- Applying standards contained in statutory legislation, Approved COPs (ACoPs) and this General Health & Safety Policy.
- Ensuring that their workers are adequately trained to carry out their work in a safe manner.
- Providing adequate supervision of work and maintaining safe standards.
- Consulting with workers to improve health and safety performance.
- Contributing as necessary to accident and incident investigations to establish the root causes and introduce measures to prevent recurrence.
- Having health and safety objectives in their forward job plans (as appropriate) and to be accountable for health and safety issues under their control.
- Receiving training on health and safety as required by the Institute (and their employer where appropriate).
- Providing and checking the use of PPE.
- Ensuring any changes in roles are reported to HR.
- Updating any risk assessments, including where there are changes in roles and identifying any possible health surveillance (depending on the role).
- Ensuring risk assessments are completed wherever there are significant hazards and that actions to control the risks are implemented.
- Taking part in and facilitating internal and external inspections and / or audits of the work area and implementing any remedial actions.

6.2.11. Workers

6.2.11.1. All workers are responsible for:

- Their own health and safety and that of others who may be affected by their actions.
- Working safely and considering others.
- Cooperating with supervisors and group leaders / line managers, and supporting Institute policies and procedures on health and safety.
- Using equipment provided in a safe and responsible way.
- Reporting incidents that have led, or may lead, to injury or damage.
- Undertaking relevant health and safety training.
- Maintaining good housekeeping.
- Helping to investigate accidents with the aim of introducing measures to avoid a recurrence.
- Consulting with management to continuously improve health and safety standards and performance.

7. Arrangements for health & safety

7.1. All Institute health and safety arrangements are detailed on the H&S pages on The Hub, which are available to all workers. These pages contain an A to Z Health and Safety Manual, which contains details of health and safety organisation, health and safety training (including specialised work area training requirements and user training databases), responsibilities, accident / incident reporting, RaGs, SOPs, information and guidance, links to forms, risk assessment templates, and databases of both general and specific current risk assessments, including, e.g.:

- Generic general laboratory
- Human pathogen
- Human tissue
- Genetically modified microorganisms
- Genetically modified animals
- Chemicals (COSHH)
- Children and Young Persons (restricted access)
- Fire (restricted access) and DSEAR (section 10)
- Ionising radiation (restricted access)

8. Further information

8.1. As a minimum the H&S Hub pages, which includes the Health and Safety Manual (A-Z), should be read in conjunction with this policy. The reading of policies, and their associated guidance, RaGs and SoPs, for any potentially high hazard specialist area of health and safety that is impinges on your work must also be considered, e.g., BRC-HAS-001 Biosafety Policy, BI-HAS-008 Chemical Safety Policy, BI-HAS-007 Ionising Radiation Safety Policy, etc.

8.2. For further information, see: <https://www.hse.gov.uk/>

- 8.3. This policy will be reviewed regularly to incorporate any changes, legislative or otherwise. The next review date is specified on the cover sheet.
- 8.4. Associated policies are listed on the cover sheet. All associated guidance, RaGs and SoPs can be found on the H&S Hub pages. The Policy Owner named on the cover sheet can be contacted with any queries.
- 8.5. This policy may be varied, withdrawn or replaced at any time by the Institute at its absolute discretion.