

Health and Safety Information for Staff



Index

Subject	Page
<i>Introduction</i>	4
<i>Statement of St George's, University of London Health and Safety policy</i>	4
<i>Responsibilities for Health and Safety</i>	5
Responsibilities of Principal and Chief Operating Officer	5
Responsibilities of Institute and Corporate Services Directors	5
Principal Investigator / Line Manager Responsibilities	5
General Staff, Contractor and Visitor Responsibilities	6
<i>Staff Training and Supervision</i>	6
<i>Working Hours</i>	7
<i>Working Environment</i>	7
<i>Health and Wellbeing</i>	8
Disability and Chronic Ill-health	8
Wellbeing	8
Vaccinations and Health Clearance	9
<i>Fire Safety</i>	10
Fire alarms	10
Action on hearing the fire alarm	10
Fire Marshals	10
Personal Emergency Evacuation Plans (PEEP)	10
Escape routes	10
Fire doors	11
Fire training	11
<i>First aid and medical emergencies</i>	11
<i>Security and Personal Safety</i>	11

Security	11
Unattended items	11
Personal Threat	12
Emergency Messages	12
Information on Stay Safe – Run, Hide, Tell	12
<i>Accident, incidents and near miss reporting</i>	12
<i>Risk Assessments</i>	13
Completion of risk assessments	13
Types of risk assessment	13
Non-laboratory Activities	13
Office working	13
Manual Handling	13
Travel / Fieldwork	14
Young Persons	14
Pregnancy	14
Laboratory Activities	14
<i>Laboratory Local Rules</i>	15
<i>Computers (Display Screen Equipment DSE)</i>	15
<i>Information sharing</i>	15
Safety Roadmap for Research Staff	16
Safety Roadmap for Administration or Professional Services Staff	17
Safety Roadmap for Students (Postgraduate)	18
<i>Where to find help and further information</i>	19

Introduction

Welcome to St. George's, University of London which is a dedicated medical and bio-medical teaching and research university with links to Kingston University. The individuals working on the campus engage in a variety of activities such as teaching on a large number of medically related under-graduate and post-graduate courses. There are several areas of research that takes place on site including working on epidemiological projects to help reduce the morbidity and mortality associated with cardiovascular and respiratory diseases, working on the cellular basis of cardiovascular diseases, working on infectious diseases such as Tuberculosis (TB) to find effective treatments amongst other projects. The teaching and research staff are supported by professional services and administrative staff.

The following information has been produced to enable you to work safely on and off site whilst employed by St. George's, University of London or the Joint Faculty of Health and Social care which is based at St. George's, University of London. The aim is not to burden you with a list of do's and don'ts but to help you have a safe and healthy time while at the University, elsewhere in the UK abroad on University business. Each of us has an important role to play in ensuring the success of the various activities that take place, and in the well-being of all persons involved.

Statement of St. George's, University of London Health and Safety policy

The St. George's, University of London Health Safety and Wellbeing policy can be found here [health and safety policy](#).

It is the responsibility of all staff to read this document.

Responsibilities for Health and Safety

Responsibilities of Principal and Chief Operating Officer

St. George's, University of London owes all its students, staff and visitors a duty of care to ensure their Health, Safety and Wellbeing. While Council are responsible and accountable for health and safety, day to day responsibility is devolved to the Principal and the Chief Operating Officer and then to the Directors of the various Institutes and Corporate Services.

It is therefore the responsibility of the Principal and the Chief Operating Officer to ensure that Directors of the various Institutes and Corporate Services are acting to keep all staff, students and visitors safe while on the premises of St. George's, University of London.

Responsibilities of Institute and Corporate Services Directors

It is the responsibility of each Institute and / or Corporate Services unit director to take care of their staff's health, safety and wellbeing. It is the responsibility of these individuals to ensure that all risk assessments are completed at a suitably sufficient level. It is their responsibility to require and ensure that all Line Managers / Principal Investigators in their unit act to keep all staff and students safe.

In line with many other universities St. George's, University of London expects individuals to abide by the relevant information provided in the "[Leadership and management of health and safety in higher education institutions](#)" document available on the Intranet.

If individuals would like advice regarding health and safety they should raise them with their line manager, safety representatives or with the members of the Safety, Health and Environment office.

Principal Investigator / Line Manager Responsibilities

It is the responsibility of each Principal Investigator / Line manager to take care of their staff's health, safety and wellbeing. These individuals should undertake the local inductions and discuss the project risk assessment and the project methods / standard operating procedure prior to new staff starting work.

It is the responsibility of these individuals to ensure that all risk assessments are completed in a suitable and sufficient manner and that they are updated as needed, e.g. risk assessments for manual handling, laboratory work and working at height.

In line with many other universities St. George's, University of London, expects individuals to abide by the relevant information provided in the "[Leadership and management of health and safety in higher education institutions](#)" document available on the Intranet.

If individuals would like advice regarding health and safety they should raise them with their line manager, safety representative or with the members of the Safety, Health and Environment office.

General Staff, Contractor and Visitor Responsibilities

St. George's, University of London, expects individuals to undertake training (as required), abide by local health and safety rules, adhere to advice provided in risk assessments and to have read [St George's Health and Safety Policy](#) document available on the Intranet.

If staff would like advice or have concerns regarding their health and safety they should raise them with their line manager, safety representative or with the members of the Safety, Health and Environment office.

Staff Training and Supervision

It is the responsibility of managers to ensure that individuals attend the required training for their role. They should ensure that sufficient time is allocated for staff to attend training. They should also supervise staff either by holding regular meetings or by another method to ensure that staff are competent for their role and are able to carry out their role safely.



In certain areas such as working with highly hazardous biological agents, two yearly competency reviews are required.

A [training matrix](#) is available on the safety, health and environment webpages to assist individuals in deciding what training is suitable. Training may be sourced externally if information on a particular technique is required.

A record of training must be kept by the individual and also by the line manager. The line manager may decide whether to store the training records electronically or as a paper record.

Undertaking health and safety training is a condition of your employment. Failure to do so

could result in disciplinary action and/or failure to pass your probation period. You should maintain an up to date knowledge of relevant health and safety requirements which will include completion of relevant face to face training as appropriate

Working Hours

If individual staff members wish to work outside of normal hours (before 7 am, after 7 pm or at weekends), they should read the [Guidance on Lone and Out of hours Working and comply with the requirements to notify security at the reception desk in Hunter wing.](#)

Working Environment

Whether you are based in an office or in a laboratory, it is important to be mindful of your working environment. Consider the routing of cables and other trip hazards, ensuring that communal areas and walkways are kept clear and any liquids inadvertently spilt are dealt with promptly. If you find a large patch of liquid in a communal area then the cleaners should be informed via the help desk ext: 1234 opt. 2.

In addition to reducing the likelihood of an accident happening, a tidy environment will reduce the rate of a fire spreading.

It is important that you maintain a good posture while using your computer equipment whether at work or outside the university environment as prolonged poor posture can lead to repetitive strain injury (RSI) and other disorders.



Whether working at a desk or a laboratory bench, you should always take the opportunity

to stretch and not sit in one position for an extended period. Taking breaks away from your workstation is an important factor in maintaining good posture. Information on setting up office workstations is available within the [Display Screen Equipment](#) information available on the Intranet.

If you are working at a lab bench, it is important to position your chair so that you can sit comfortably for a reasonable length of time. If you are working at a microbiological safety cabinet, it is important that you are positioned high enough to look into the cabinet and that your head is not in the path of the incoming air.

Health and Wellbeing

Disability and Chronic Ill-health

The impact of disability and chronic ill-health should be considered in risk assessments, thereby ensuring compliance with health and safety legislation and equality law for disability. Further advice should be sought from the Safety, Health, and Environment Office, the Disability Advisor, Human Resources and the Occupational Health Service of St. George's University Hospitals NHS Foundation Trust as required. The suggested measures to manage the risks should be implemented.

Wellbeing

St George's, University of London puts great emphasis on employee wellbeing and offers support and training in a number of ways. The University offers a confidential in-house counselling service that is available to staff and students free of charge. In addition, there is an Employee Assistance Programme, also offered to staff free of charge. This is a 24/7 service and is able to advise on debt and financial management, legal and tax issues and family care, as well as offering counselling and emotional support. The University recognises significant wellbeing activities, such as National Stress Awareness Day and Mental Health Awareness Week.

The University's central staff development team offers a half day training session in Mental Health First Aid Awareness and a Mental Health First Aid two day course run by Mental Health First Aid England. These courses are available to all staff with the aim of raising awareness and to enable staff to better support both colleagues and students. In addition, training is offered to line managers on managing sickness absence through our HR for Managers training offer.

A staff disability network has been established to support disabled staff at St George's and to progress disability issues at the University. One of the main aims of the network is to improve wellbeing and the participation of disabled members of staff and raise awareness of mental health in the workplace. In addition, the University has created "The Gathering" which is a mental health and wellbeing group which offers a regular space to continue the conversation about wellbeing and how it affects us all. As part of The Gathering a 5 Ways of Wellbeing workshop is offered. Information is available from the [Staff Development](#) unit.

Managers are able to refer employees with health issues to the Occupational Health Unit of St. George's University Hospital NHS Foundation Trust for advice and support on managing their illness in the workplace.

For further information please contact Human Resources or the Disability Advisor. Please see below for contact information.

Vaccinations and Health Clearance

Certain projects e.g. handling of blood or working with certain biological agents or being exposed to certain allergens may require that individuals are either vaccinated or obtain medical clearance from the Occupational Health Unit of St. George's University Hospital NHS Foundation Trust.

For some projects it may be necessary for an individual to declare their health status in confidence to their Line Manager / Principal Investigator. This is to enable suitable control measures to be put in place to enable an individual to work safely e.g. being provided with appropriate gloves.

A pregnancy risk assessment is available for use as part of the hazard control process. Individuals who are planning to start a family or find they are pregnant should consult with the Safety Health and Environment office who may then consult the Occupational Health Unit of St. George's University Hospital NHS Foundation Trust in confidence on their behalf if they propose to work with teratogenic agents, e.g. rubella, cytomegalovirus, Toxoplasma gondii or with teratogenic or hazardous chemicals.

Fire Safety

Fire alarms

Fire alarms are tested in Jenner and Hunter Wing every Wednesday morning between 8.30 and 9.30. Staff should notify the Estates Department if the fire alarm fails to sound during this time.

The fire alarms in Jenner and Hunter wings ring continually once triggered. The fire alarms in the St. George's University Hospitals NHS Foundation Trust buildings that can be accessed from Jenner and Hunter wings (Lanesborough, Grosvenor, St. James and Atkinson Morley wings) are two stage. In the first stage the bells will sound intermittently. In the second stage the bells will sound continuously. People should evacuate these areas according to the local procedures.

Action on hearing the fire alarm

All staff working in Jenner and Hunter wings **must** evacuate the building immediately on hearing the fire alarm using their nearest exit and go to the nearest assembly point.

Staff should only re-enter the building once the all clear has either been given by the St. George's, University of London incident controller or the London Fire Brigade Officer in Command. Under no circumstances should individuals re-enter the building before the all clear has been given.

Action on discovering a fire

If individuals discover a fire they must tell other people in the area to evacuate. They should then shut the door and then leave the area. Staff should trigger the nearest fire alarm point on the evacuation route. Staff must evacuate via their nearest exit and go to their assembly point. Information on the assembly points is available on the [intranet](#).

Fire Marshals

These individuals may be able to assist you in evacuating the area by directing you to the nearest exit point. They will also let you know when it is safe to re-enter the building.

Personal Emergency Evacuation Plans (PEEP).

Individuals who may require assistance during a fire evacuation due to restricted mobility, or physical or cognitive impairment should contact the SHE office or the Disability Advisor for help in completing a PEEP when they begin work at St George's, University of London. Contact information for the Disability Advisor is given below.

Escape routes

Fire escape routes must never be obstructed by any material e.g. waste bags, cages or boxes. If items need to be disposed of, the waste disposal procedure given on the Intranet must be followed and the item kept in the office or laboratory until collected. If escape routes are blocked this should be reported to the Estates helpdesk for action. This can be done either by e-mail (estates@sgul.ac.uk) or by calling ext 1234 option 2.

Fire doors

Fire doors must never be propped open. Using a fire extinguisher to prop open a door is a breach of the regulations. If office doors are to be held open to provide extra ventilation, the doors must be closed when the last person exits the room. If fire doors are sticking or faulty, this should be reported to the Estates helpdesk for action. This can be done either by e-mail (estates@sgul.ac.uk) or by calling ext 1234 option 2.

Fire Marshal Safety training

It is recommended that individuals attend the face to face fire training every two years. The duties of the fire marshals are available on the [intranet](#).

First aid and medical emergencies

Should a person feel unwell, an individual become unconscious, or a person suffer an accident that has resulted in an injury, a first aider can be summoned by contacting security on extension 0909 and giving the location of the emergency.

The Emergency Department is located in St. James Wing of St. George's University Hospitals NHS Foundation Trust. In some situations, it may be advisable to take or escort the casualty to the unit.

A list of [first aiders](#) is available on the Intranet.

Security and Personal Safety

Security

Security staff can be contacted on ext 0909. The security control office is located next to the Hunter Wing reception desk.

Unattended Items

If you see unattended items and cannot find out whom they belong to, contact security on ext 0909 and report the item stating its location. Do not inspect the item.

Personal Threat

The University requires that individuals use their swipe cards to access certain corridors and rooms within Hunter and Jenner Wing. Please follow this requirement and do not let people tailgate you. It is advisable for ID cards to be visible at all times while on site.

If you feel threatened at any time, do not confront the individual, try to retreat to a place of safety where there are other people. If possible contact security on extension 0909.

Emergency Messages

The emergency message line is 0800 917 4415. Messages may be displayed via computers depending on the situation.

Information on Stay Safe – Run Hide Tell

<https://www.gov.uk/government/publications/stay-safe-film>

Accident, incidents and near miss reporting

All accidents, incidents, near-misses and cases of work acquired infections must be logged on the St. George's University of London, [Accident Reporting system](#). Accidents or near-misses can also be reported to the SHE office by calling extension 5166, 5365 or 0637.

Risk Assessments

There is a requirement to risk assess activities that are undertaken within the university. It is a line management responsibility that all the relevant risk assessments for activities are completed and that the resultant control measures are communicated to staff and students **and** that they are used.

Any risk assessment produced must be suitable and sufficient and cover all or the most important risks that the task poses and identify ways to reduce them. The method of reducing the risk may be as simple as using a trolley when moving two boxes of A4 paper or wearing immersion resistant gloves instead of splash resistant gloves when handling chemicals for long periods.

Risk assessments are there to help protect the staff, students and visitors of St. George's, University of London. Individuals must follow the control measures detailed in the risk assessment e.g. if safety goggles are required you must wear them.

Staff, students and visitors must read and discuss the risk assessment for the work that is being undertaken with the project Line Manager / Principal Investigator and where indicated sign to state that it has been read, understood and that they will abide by the findings.

Completion of risk assessments

Risk assessments must be completed by an individual who has sufficient knowledge and experience of the work to be undertaken; this will usually be the Line Manager or Principal Investigator. Other individuals may assist in the completion of the risk assessment. It is important that the risk assessment is "suitable and sufficient". This means that the risk assessment should consider all the risks associated with the project and find ways to reduce, control or eliminate them. The assessment should prioritise the risks when putting in risk control measures ensuring that the measures are proportionate to the risks.

Types of risk assessment

Non-laboratory Activities

All non-laboratory activities that could pose a hazard to staff, students, visitors or contractors must have risk assessments completed prior to work commencing e.g. electrical work, working on pressure vessels, manual handling, working at heights. Some of these activities may also require a Permit to Work. The assessments must be communicated to the relevant individuals prior to work starting. It is good practice for the risk assessment to be written down and confirmation obtained that the worker understands what needs to be undertaken to keep themselves and others safe.

Office working

Your [DSE self-assessment](#) is a risk assessment and should be completed annually or when your circumstances change, whichever is sooner. This should be shared with your line manager and any findings actioned e.g. the purchase of suitable equipment if required.

Manual Handling

Movement of items may need to have formal [risk assessment](#) undertaken due to their weight or their size. Seemingly light items such as small desks could lead to problems as could boxes of paper if moved incorrectly.

Travel / Fieldwork

Activities such as travel abroad, planning an event or undertaking interviews in people's dwellings should also have risk assessments undertaken. These should include the type of work being undertaken e.g. questionnaire-based research or physical sampling. They should also include travel details and if necessary specific emergency actions.

Young Persons

St George's University of London has a duty to ensure that under 18's who are on site for work experience or other activities are protected. Members of staff who are intending to have under 18's on site should complete a young person's risk assessment form that is available on the [University intranet](#). A form is also available for [group visits](#).

Pregnancy

St George's, University of London has a duty to ensure that pregnant employees and students are protected. Due to the potential for harm to the foetus, this duty is above and beyond the duty owed to other staff and students. The University also owes the mothers of new-borns an enhanced duty of care. A separate [pregnancy risk assessment form](#) is available for use

Laboratory Activities

All laboratory based activities must have a written [risk assessment](#).



Specialist areas may have further requirements. e.g. Radionuclides in the radioactive suite or other laboratories.

[Risk assessments](#) must be produced for high risk equipment that individuals will be working with e.g. high voltage electrophoresis, use of high energy magnetic fields and high energy lasers.

The Control of Substances Hazardous to Health ([COSHH](#)) regulations cover chemicals,

products containing chemicals, fumes, dusts, vapours, mists, nanotechnology, gases and asphyxiating gases and biological agents bacteria, fungi, viruses

When producing a [COSHH risk assessment](#) it is important to realise that certain members of staff will need further consideration as we are required to offer a higher duty of care to e.g. people who may be immunocompromised, individuals who may have a medical condition that could make them susceptible to infection, allergies, and individuals of child bearing age, etc.

For some projects it may be necessary for an individual to declare their health status in confidence to their Line Manager / Principal Investigator. This is to enable suitable control measures to be put in place to enable an individual to work safely.

A [pregnancy risk assessment](#) is available for use. Employees who are planning to start a family or find they are pregnant should consult with the Occupational Health department if they propose to work with teratogenic agents, e.g. rubella, cytomegalovirus, Toxoplasma gondii or with teratogenic or other hazardous chemicals.

Laboratory Local Rules

All Principal Investigators or Institute Directors as appropriate should produce Local Rules or Codes of Practice for the laboratories they are responsible for. The local rules should clearly state the activity / activities that can take place in the area. They should also include what to do in an emergency situation.

Computers (Display Screen Equipment DSE)

It is important that you take a break when using computers. It is very tempting to use computers, laptops, smart phones, etc without having a break and in the worst case this can lead to [Repetitive Strain Injury](#) (RSI) or Carpal Tunnel Syndrome (CTS). For more information on using your computer, visit the Health and Safety link on [computer](#) usage.

It is recommended that individuals complete a DSE self-assessment form annually or whenever they change locations. The [form](#) is available on the SHE webpages.

Information sharing

It is the responsibility of managers to share information with other units / Institutes where work being undertaken by their staff could have a significant impact on the health and safety of individuals in other areas. This includes but is not limited to alterations to the ventilation system, changes in the electrical supply or the fumigation of laboratory areas.

Staff who work in areas occupied by Kingston University, South West London Pathology, South West Regional Genetics Service, Pret-A-Manger, Peabody's, the Vaccine Institute, the Clinical Research Facility and areas also occupied by the St. George's University Hospitals NHS Foundation Trust must also be kept informed of any works that could affect them.

Safety Roadmap for Research Staff



Safety road map for
Research Staff.pdf

Safety Roadmap for Administration or Professional Services Staff



Safety Roadmap
For Administration &

Safety Roadmap for Students (Postgraduate)



Safety Roadmap
For Students- Postg

Where to find help and further information

Safety, Health, Environment and Wellbeing [webpages](#)

Safety, Health, Environment and Wellbeing [A – Z webpages](#)

Laboratory Managers

Senior Lab Manager	Penny Lympny	1603
Lab Manager	Ian Connoley	5400
Head Of Technical and Teaching Services	Lynn Plowright	2701

Safety Health and Environment (SHE) Office contacts

SHE Manager	Anne Harris	5166
SHE Advisor	Colin Sandiford	0637

Student Centre

Disability Advisor	Emma Catlow	0143
Assistant Registrar Student Services	Gavin Taylor	6355

Laboratory Specialists

Acting Radiation Protection Officer	Colin Sandiford	0637
Biological Safety Officer (GM)	Ariel Poliandri	5791
Biological Safety Officer (non-GM)	Colin Sandiford	0637

Safety Representatives

A list of the safety representatives in the university is available on the university intranet.