

## Annex 5: Health and Safety Procedures and Guidance

All University health and safety policies and standards must be followed where applicable. University health and safety policies, standards and guidance can be found at:

[www.uwe.ac.uk/healthandsafety](http://www.uwe.ac.uk/healthandsafety).

Whilst subject to all health and safety policies, standards and procedures relevant to staff and students generally, there are a number of regulations and procedures which apply particularly to research, listed below.

### i) Risk assessment

In order to ensure that research risks are properly managed, it is necessary to carry out a risk assessment. All research projects should conduct an appropriate risk assessment for the work activity planned, and in some circumstances each individual researcher needs to complete a risk assessment. It is important that this process is not seen as a 'form filling' exercise, but is fully engaged with to identify relevant risks and develop risk management strategies in relation to those risks. Project Managers are responsible for ensuring all necessary risk assessments are completed. In the case of students, the risk assessment should be seen as part of research training, and as a collaborative activity between the student and their research supervisor, although the supervisor is formally responsible for the risk assessment. Identified risk management strategies must be carried out, and a failure to do so may constitute misconduct, and/or research misconduct. Risk assessments should also be regarded as 'living documents', responsive to changes in risks as the research develops, and regularly reviewed. Risk assessment guidance and forms can be found in the [Health and Safety Risk Assessment intranet pages](#).

Information about the regulations and the requirements with which UWE Bristol researchers must comply, along with appropriate forms, can be found on the [Health and safety standards](#) intranet pages. In addition, Colleges and Professional Services may have their own guidelines and requirements, for example requirements for working in laboratories. Colleges and Professional Services are responsible for making clear what such requirements are, if any, and for supporting staff and students in their compliance.

### ii) Accident reporting

An accident is defined as:

*“An unplanned or unexpected event, or series of events, that may result in **personal injury or ill health**, damage to property or none of these. An accident where there has been no personal injury or ill health is a **near-miss**.”*

Accidents and near misses can occur as part of research. In all instances these must be reported on the University's Accident Report Form. All accidents and near misses are subject to an internal investigation to identify the immediate and any underlying causes and the outcome from an investigation may require the review and update of the research project

risk assessment. The University is also required to report certain more serious accidents and near misses to the Health and Safety Executive who may undertake an additional investigation.

Information about the requirements with which UWE Bristol researchers must comply and the accident reporting procedure can be found on the [Accidents and Incidents intranet page](#).

### **iii) Control of Substances Hazardous to Health Regulations 2002**

Information about the regulations and the requirements with which UWE Bristol researchers must comply can be found at: <https://intranet.uwe.ac.uk/tasks-guides/Policy/COSHH>.

### **iv) Genetically Modified Organisms (Contained Use) Regulations**

Information about the regulations, and the requirements with which UWE Bristol researchers must comply can be found [here](#) .

Information about the University's health and safety requirements regarding GM can also be found on the [CHSS Health and Safety intranet pages](#).

GM research at UWE Bristol is governed by the Genetic Modification Safety Committee. Further details and guidance on conducting GM research at UWE Bristol can be obtained from the Committee Chair or the Biological Safety Adviser who can be contacted via the Health and Safety Team – [biologicalsafety@uwe.ac.uk](mailto:biologicalsafety@uwe.ac.uk). Their details can be accessed via the CHSS Health and Safety intranet pages, using the link given above

### **v) Lone Working Safety Guidance**

UWE Bristol guidance on lone working can be found in the [Lone Worker Guidance](#).

### **vi) Work with Biological Agents**

If you are handling, using, storing or transporting biological agents, you are required to comply with the University's requirements as set out in [HSS21](#). Such work falls under the remit of the Biological Safety Committee which can be contacted at [biologicalsafety@uwe.ac.uk](mailto:biologicalsafety@uwe.ac.uk).

### **vii) Unmanned Aircraft Systems (UAS/ 'drones')**

The University's requirements and guidance related to UAS (which can also be known as drones, but also include fixed wing devices) can be found [here](#). There are a number of safety issues which must be considered prior to using these on University business. Drone pilots are required to have registered with the CAA, and take an online safety test. There are also Health and safety regulations in respect of risk assessment (Management of Health & Safety at Work Regulations) and use of work equipment (The Provision and Use of Work

Equipment) also apply. In addition, there is also the application of General Data Protection Regulation where personal images and data are captured from UAS devices which have video/image recording accessories attached. The University has a Health and Safety Standard HSS31 and associated operations manual to ensure compliance with the required legislation. This Standard applies to the purchase, development, use, storage and disposal of UAS by UWE Bristol. This Standard does not apply to UAS which are recreationally flown by staff and students off University premises, and that are not flown in relation to University business (e.g. teaching, learning, research, commercial and consultancy activities). If research activity will include the requirement for the use of UAVS/drones advice and support can be obtained at [DroneAdvice@uwe.ac.uk](mailto:DroneAdvice@uwe.ac.uk).

