

Annex 6: 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

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

(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, 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.

Information about the regulations, and the requirements with which UWE Bristol researchers must comply can be found on the 'standards' page of the university health and safety intranet pages (HSS14), along with the appropriate forms. In addition, Faculties and Professional Services may have their own guidelines and requirements, for example requirements for working in laboratories. Faculties 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' page of the university health and safety web pages:

http://imp.uwe.ac.uk/imp_public/displayentry.asp?URN=9542&rp=listEntry.asp&pid=4).

(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 on the 'standards' page of the university health and safety web pages (HSS10).

(iv) Genetically Modified Organisms (Contained Use) Regulations

Information about the regulations, and the requirements with which UWE Bristol researchers must comply can be found on the 'standards' page of the university health and safety web pages (HSS22).

Information about the University's health and safety requirements regarding GM can also be found on the HAS Health and Safety intranet pages:

<https://intranet.uwe.ac.uk/sites/hlshas/Pages/Genetically-Modified-Organisms.aspx>.

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 Officer. Their details can be accessed via the HAS 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 Safety Guidance Note at: http://imp.uwe.ac.uk/imp_public/displayentry.asp?URN=1026&rp=listEntry.asp