



Institute of Epidemiology & Health Care (IEHC)

Health & Safety

It is the legal duty of ALL staff, students and visitors to co-operate with the policy for safety set out in this document and all other Institute systems and procedures designed to promote and ensure their health and safety. (Health and Safety at Work Act 1974, Sections 7 and 8).

This document covers all aspects of Health and Safety Procedures in the Department¹. Its aim is to ensure that precautions are taken to avoid causing injuries to yourself or to other people. **You must read this document carefully** and ensure you comply with all the instructions listed out below. There is a separate training and risk assessment document for laboratory work.

UCL's Safety Office have their own website:

<https://www.ucl.ac.uk/safety-services>

All documentation referred to in the text is available either from Richard Marsh (r.marsh@ucl.ac.uk) or via the IEHC Intranet - you will need your computer ID and password to access the intranet.

¹ The term "department" is used generically to apply to all UCL management entities whose Head annually reviews and signs a departmental statement of safety policy.

UCL information on living safely with respiratory and other common infections, including COVID-19 is available at:

<https://www.ucl.ac.uk/human-resources/home/living-safely-respiratory-and-other-common-infections-including-covid-19>

At UCL, the wellbeing of our staff and students remains of utmost importance and we want to continue to avoid placing people at unnecessary risk of any type of illness.

It is therefore UCL's expectation that staff should not attend work (and students should not attend teaching sessions) if they have symptoms of a respiratory infection or could potentially pass on any infection or illness to others. The exception is patient-facing healthcare staff (and students) with direct clinical care responsibilities who should follow the guidance provided by their healthcare provider regarding attendance at work.

Useful links to government guidance

- [People with symptoms of a respiratory infection including COVID-19](#)
- [Living safely with respiratory infections, including COVID-19](#)
- [Reducing the spread of respiratory infections, including COVID-19, in the workplace](#)
- [COVID-19: guidance on protecting people defined on medical grounds as extremely vulnerable](#)
- [COVID-19: guidance for people whose immune system means they are at higher risk](#)
- [Managing healthcare staff with symptoms of a respiratory infection or a positive COVID-19 test result](#)

For IEHC Staff and PGR students working or studying on site:

UCL expects all staff to have agreed their working pattern in line with the new [Hybrid Working Policy](#).

Details of First Aiders and Fire Evacuation Marshalls is available in the IEHC arrangements for safe working document which can be accessed via the [IEHC intranet](#).

In the event of an emergency staff on site are to call UCL Security (on 020 7679 2222 or UCL extension 222 before ringing 999) to coordinate a response. The proximity to the hospital mitigates against the risk of not having enough first aiders. For further information see: <https://www.ucl.ac.uk/estates/safety-ucl/accidents-and-emergencies>:

General Policy

- 1 The policy of the Institute is to promote, through active management of its hazards and activities, the safety, health and welfare of all its staff, students, visitors, contractors and members of the public on the Institute's premises and to protect them elsewhere from any adverse effect on their health and safety arising from the activities of the Institute.
- 2 The Institute seeks continual improvement of its occupational health and safety systems through processes of measurement and review in order to achieve or maintain best practice standards.

The duties of staff, students and visitors

- 1 It is a legal duty of ALL staff, students and visitors¹ to co-operate with the policy for safety set out in this document and all other Institutional systems and procedures designed to promote and ensure their health and safety.
- 2 Members of the Institute shall not interfere with or misuse anything provided to ensure their safety.

Commitment and leadership by the Institutional Director and Senior Institute Management

- 1 The Institute recognises the importance of establishing clear lines of management accountability for controlling the risks of its work activities and these are set out in the Organising for Safety section.
- 2 The Institute recognises that commitment and involvement by Senior Managers plays a significant part in promoting health and safety in the Institute.
- 3 The Institute will allocate sufficient resources in terms of people, funds and facilities to plan, implement, monitor and review its safety systems.
- 4 The Institute will ensure that staff and students are kept informed of matters which may affect their health and safety including the dissemination of this Policy statement.
- 5 Senior Institutional Management will take the lead in consulting with staff, safety representatives and students on matters of health and safety and will seek their involvement in the development and improvement of safety in the Institute.
- 6 The Institute will ensure that health and safety considerations are integrated into the planning of Institutional work activities.
- 7 The Institute will consider its overall health and safety policy in parallel with other corporate policy that is designed to promote the well-being of staff and students such as policies on equal opportunity, harassment and bullying, disability, age and racial discrimination.

The duty to establish, maintain and develop systems for the management of health and safety

- 1 The Institute is committed to planning and setting objectives for the management of safety commensurate with the nature and level of the risk created by its work activities and fully implementing those measures deemed necessary by the Institute as indicated in the Index of Arrangements for Safe Working section.
- 2 The Institute undertakes to monitor the operation of its systems and procedures for safety management and review them in the light of experience and in accordance with UCL corporate direction.
- 3 The Institute is committed to ensuring that risk assessments are carried out as required by the Management of Health and Safety at Work Regulations 1999 and other regulations applicable to its work activities. These assessments will be made by the staff responsible

¹ *Health and Safety at Work etc Act 1974 Sections 7 and 8.*

for supervision of the work, set out in writing and signed by the person with responsibility for supervision of the relevant work. **No work is permitted to start unless** it is covered by a suitable and sufficient assessment of the risks involved in the work, without which the Institute cannot be considered to have taken reasonably practicable steps to manage the risks of its work activities to staff, students, visitors and others who may be affected by its work².

- 4 The Institute is committed to ensuring that all work activities are carried out by persons competent to perform those activities³. To this end, the Institute will ensure that all members of the Institute receive such training and instruction as required for them to be able to discharge their tasks and duties in a competent manner.
- 5 The Institute arranges for work activities to be supervised by competent people.
- 6 The Institute recognises that a person can only be fully competent to discharge a duty if they accept that duty, understand the nature of that duty and are allocated sufficient time to discharge that duty.
- 7 To give effect to this Policy, the organisation and procedures as described or cross-referenced to in this document have been approved and authorised by the Institutional Director who is responsible to the Provost and President and Council for setting and maintaining the standards of safety in the Institute.
- 8 The Institute recognises its responsibilities with respect to fire safety and is committed to ensuring that its systems and procedures comply with UCL policies.

² See also Section 3.3 of the UCL-Approved Code of Practice: "The Management of Health and Safety in Departments".

³ *i.e.* people who have the skills, knowledge and experience required to discharge safely a particular duty, who know the limits of their competence and seek advice when reaching those limits.

ORGANISING FOR SAFETY

Managers within the Institute have responsibility for ensuring the management of health and safety. Safety Officers have responsibility for monitoring the implementation of the Health and Safety policy and reporting their findings to the Institutional Director.

The following have Health and Safety responsibilities in the Institute:

UCL INSTITUTE OF EPIDEMIOLOGY AND HEALTH CARE

Role and responsibilities:

ROLE	INSTITUTE	RESEARCH DEPT	NAME	LOCATION
Head of Dept (HoD)	Institute of Epidemiology & Health Care			Royal Free Hospital
Head of Research Dept (HoRD)	Institute of Epidemiology & Health Care	Applied Health Research	Manuel Gomes	1-19 Torrington Place
Head of Research Dept (HoRD)	Institute of Epidemiology & Health Care	Behavioural Science & Health	Andrew Steptoe	1-19 Torrington Place
Head of Research Dept (HoRD)	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Annie Britton	1-19 Torrington Place
Head of Research Dept (HoRD)	Institute of Epidemiology & Health Care	Primary Care & Population Health	Greta Rait / Kate Walters	Royal Free Hospital
Institute Manager / Dept Safety Officer	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place
Dept Administrator / Dept Safety Officer	Institute of Epidemiology & Health Care	Applied Health Research	Stephanie Hume	1-19 Torrington Place
Dept Administrator / Dept Safety Officer	Institute of Epidemiology & Health Care	Behavioural Science & Health	Maria Kristensen	1-19 Torrington Place
Dept Administrator / Dept Safety Officer	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Hitakshi Tailor / Floriana Bortolotti	1-19 Torrington Place
Dept Administrator / Dept Safety Officer	Institute of Epidemiology & Health Care	Primary Care & Population Health	Jusna Jalil / Ione Karney	Royal Free Hospital
Display Screen Equipment (DSE) Assessor	Institute of Epidemiology & Health Care	Applied Health Research	Nishma Patel	1-19 Torrington Place
Display Screen Equipment (DSE) Assessor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Floriana Bortolotti	1-19 Torrington Place
Display Screen Equipment (DSE) Assessor	Institute of Epidemiology & Health Care	Primary Care & Population Health	Ione Karney	Royal Free Hospital

Fire Evacuation Marshal (FEM) 1st floor	Institute of Epidemiology & Health Care	Applied Health Research	Nishma Patel	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 1st floor	Institute of Epidemiology & Health Care	Applied Health Research	Siobhan Renihan	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 2nd floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Maria Kristensen	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 3rd floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Louise Gregory	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 4th floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Annie Britton	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 4th floor	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 7th floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Floriana Bortolotti	1-19 Torrington Place
Fire Evacuation Marshal (FEM) 7th floor	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Hitakshi Tailor	1-19 Torrington Place
Fire Evacuation Marshal (FEM) U3	Institute of Epidemiology & Health Care	Primary Care & Population Health	Siyabonga Ndwandwe	Royal Free Hospital
Fire Evacuation Marshal (FEM) U3	Institute of Epidemiology & Health Care	Primary Care & Population Health	Caroline Clarke	Royal Free Hospital
Fire Evacuation Marshal (FEM) U3	Institute of Epidemiology & Health Care	Primary Care & Population Health	Ione Karney	Royal Free Hospital
Fire Evacuation Marshal (FEM) U3	Institute of Epidemiology & Health Care	Primary Care & Population Health	Jusna Jalil	Royal Free Hospital
First Aider – EFAW (for Building)	Institute of Epidemiology & Health Care	Applied Health Research	Elena Pizzo	1-19 Torrington Place
First Aider – FAW (for building)	Institute of Epidemiology & Health Care	Applied Health Research	Stephanie Hume	1-19 Torrington Place
First Aider – FAW (for building)	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Nicola Shelton	1-19 Torrington Place
First Aider – FAW (for building)	Institute of Epidemiology & Health Care	Primary Care & Population Health	tbc	Royal Free Hospital
Sustainability / Green Champion	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Floriana Bortolotti	1-19 Torrington Place
Incident Co-ordinator	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place
Register Co-ordinators	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place

Mental Health First Aider	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Annie Britton	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Applied Health Research	Stephanie Hume	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Behavioural Science & Health	Maria Kristensen	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Epidemiology & Public Health	Hitakshi Tailor	1-19 Torrington Place
Mental Health First Aider	Institute of Epidemiology & Health Care	Primary Care & Population Health	Ione Karney	Royal Free Hospital
Register Co-ordinators	Institute of Epidemiology & Health Care		Richard Marsh	1-19 Torrington Place
Wellbeing Champions	Institute of Epidemiology & Health Care	Primary Care & Population Health	Jessica Weng	Royal Free Hospital
Wellbeing Champions	Institute of Epidemiology & Health Care		Nicola Phillips	1-19 Torrington Place
DEOLO / Inclusion Lead	Institute of Epidemiology & Health Care		Hitakshi Tailor	1-19 Torrington Place
Research Sample Freezer Managers	Institute of Epidemiology & Health Care	Epidemiology & Public Health / Behavioural Science & Health	Philipp Frank, Richard Gunu, Anne Peasey	1-19 Torrington Place
Research Sample Freezer Manager	Institute of Epidemiology & Health Care	Primary Care & Population Health	Lucy Lennon	Royal Free Hospital

UCL Safety & Facilities Experts

The following Safety Services representative is the primary Area Safety Adviser assigned to the Department:

Safety Office 020 7679 8850 safety@ucl.ac.uk
 Safety Advisor: Tony Hooper 07887 295 889 t.hooper@ucl.ac.uk
 UCL Safety Team & experts: <https://www.ucl.ac.uk/safety-services/staff>

Area Facilities Manager (for 1-19 Torrington Place): Abbey Spencer abbey.spencer@ucl.ac.uk

Area Facilities Manager (for Royal Free Hospital): Quona Constable q.constable@ucl.ac.uk
 T: 0788 4982 778

EMERGENCY PROCEDURES

For any emergency situations on campus please call 020 7679 2222 or UCL ext 222 before ringing 999. This allows the team to direct the emergency services to the correct location, Security information can be found on the following website: <https://www.ucl.ac.uk/estates/safety-ucl>

SECURITY

a) Bloomsbury Campus

The main doors to individual buildings in which the Institute is housed are open and staffed Monday to Friday as follows:

- 1-19 Torrington Place 7.00am to 7.00pm

Outside these hours access can be gained by use of entry cards via front door: contact your local administrative lead for further details. To contact security dial 020 7679 2222 or UCL ext 222

b) Royal Free Campus

Access to the Royal Free campus is via an entry card – contact Ione Karney i.karney@ucl.ac.uk or Jusna Jalil (j.jalil@ucl.ac.uk)

FIRST AID

First Aider(s) are listed in the above table (Page 5)

a) Bloomsbury campus

Accident and Emergency Department at UCL Hospital (UCLH)

b) Royal Free campus

Accident and Emergency Department at Royal Free Hospital (RFH)

FIRE

Information on fire safety can be found on the following website:

<http://www.ucl.ac.uk/estates/maintenance/fire/>

On discovering a fire, sound the fire alarm. You should make yourself familiar with the location of fire alarm points for your building.

In addition at the Bloomsbury campus you should dial **020 7679 2222 or UCL ext 222** to request fire engines and give location information. At the Royal Free campus you should follow the requirements of the Royal Free Hospital Fire Policy (available on request from the DSO).

The fire alarm is a loud continuous ringing. When it sounds:

- 1) Close all windows and doors.
- 2) Stop all machinery, switch off electrical supplies to equipment, turn off gas cylinders, and **leave the room**. The last person out should close the door.
- 3) Leave the premises by the nearest escape exit or staircase free from smoke.
- 4) DO NOT use the lifts.
- 5) On leaving the building, assemble in the area assigned for your building. Do not obstruct the roadway or exits.

The duty of the fire evacuation marshals (FEM) is to ensure that as far as possible, taking due regard for their own safety, that all personnel leave the building as quickly and safely as possible.

Everyone should make themselves familiar with the fire exits. Although fire extinguishers are available it is recommended that staff do not fight fires and the first priority is to evacuate the building.

Assembly areas:

1-19 Torrington Place Huntley Street & Tottenham Court Road

Royal Free campus South car park, via service access road

Fire Evacuation Marshall (FEM) are listed within the table above (at page 5).

ACTION IN THE EVENT OF A MAJOR INCIDENT

General information on Emergency Planning at UCL can be found on the UCL website at the following link: <http://www.ucl.ac.uk/emergency-planning/>

The UCL Major Incident Plan can be found here: <https://www.ucl.ac.uk/safety-services/policies/2021/oct/ucl-health-and-safety-objectives-20192021>

You should be supplied with a copy of the Institute of Epidemiology and Health Care Critical Incident Plan which you should make yourself familiar with. The Major Incident Plan will also be available on the Institute intranet pages (<https://www.ucl.ac.uk/epidemiology-health-care/intranet/human-resources>).

PERSONAL AND GENERAL SAFETY REGULATIONS

Accident Reporting

All accidents are to be reported using the online tool RiskNet: <https://www.ucl.ac.uk/safety-services/incidents>

Workplace Health

UCL Occupational Health provides a service for work related health screening and vaccinations such as allergy testing, Hepatitis B, flu vaccinations. Information on managing stress is also available from the Occupational Health Centre: <https://www.ucl.ac.uk/human-resources/health-wellbeing/staff-and-student-health>

Contact details:

- Staff: ohsadmin@ucl.ac.uk
- Students: uclstudentoh@ucl.ac.uk
- Tel: +44 (0)20 7679 2802

Disability and Equality:

Disability Equality Guidance for Staff and Managers is available at : http://www.ucl.ac.uk/hr/equalities/disability/disability_guidance_for_managers.pdf

Building Maintenance

i) Fabric and services

Any building problems should be reported to the appropriate person:

Bloomsbury campus:

For emergency maintenance please ring extension 30000 (external number 0207 679 0000). For all other maintenance requests the Maintenance Service Request Form (<https://www.ucl.ac.uk/estates/customer-helpdesk/raise-service-request>) should be used. The email address for the Customer Services Centre is: efdservices@ucl.ac.uk.

Royal Free Campus:

For emergencies, dial the main hospital number (020 7794 0500) followed by extension 33335/37027 or 35568.

General: Repairs and maintenance are normally carried out by the company who manufactured the item or a specialist. All faults should be reported to the appropriate office supervisor and it is the responsibility of the person using the equipment to organise the repair and to remove the equipment from service until it is repaired. Please note that if any work person who is not employed by UCL is carrying out any repair or maintenance then DSO should be contacted so that a 'Permit to Work' can be issued.

ii) Asbestos:

Any member of staff who discovers or suspects the presence of asbestos during the course of their work must report the discovery to their DSO immediately. For more information please see the Estates and Facilities website where the UCL Policy For The Management Of Asbestos can be found at the following link: <https://www.ucl.ac.uk/estates/safety-ucl/asbestos-management>

iii) Gas:

Anyone smelling gas should dial the emergency number and report the location as follows:

Bloomsbury Campus	222
Royal Free Campus	020 7794 0500 then extension 33335/37027 or 35568

Cleaning

Cleaners remove domestic rubbish and clean the floors. Cleaning can be requested online at: <https://www.ucl.ac.uk/estates/customer-helpdesk/raise-service-request>
Please report any cleaning related concerns to your local Department Safety Officer (DSO).

Contractors and Maintenance Work

Before any work is carried out within the Institute, the area should be passed as safe to work in by the person in charge of the laboratory and a safe to work permit issued to the persons carrying out the work. Safe to work permits can be obtained from the relevant DSO.

Disabilities

All staff must be aware of and adhere to the UCL [Disability in Employment Policy](#).

Display Screen Equipment

UCL requires all staff and PhD Students must complete a workstation assessment when required to do so from a Departmental DSE Assessor.

REMEMBER DISPLAY SCREEN EQUIPMENT INCLUDES ANY COMPUTER CONTROLLED APPARATUS AS **Display Screen** WELL AS COMPUTERS ON DESKS

See Pages 5 and 6 for your campus Display Screen Assessor.

Guidance for staff who are eligible for free eye tests and spectacle is available at : <https://www.ucl.ac.uk/human-resources/policies/2021/mar/eye-care-benefits>

Electrical Equipment

All reasonable precautions should be taken when using any form of electrical equipment. If you notice exposed wires or the equipment does not work, report it immediately to your SM or DSO. **Do not** under any circumstances tamper or try to fix the piece of equipment yourself.

All electrical equipment purchases are made through Procurement. Please note that this also includes things like heaters and fans.

Field Work

Any line manager with staff undertaking field work must have safeguards put in place to minimise risks. All staff should be contactable at all times, if possible by mobile phone. Full addresses, contact names and phone numbers of people visited should be kept with the administrator in the group, see also "Violence", below. For student field work, please refer to the Safety office information.

Health & Safety At Work Posters

HSE Posters are displayed in each work area.

Induction Arrangements and Integrating Incoming Groups

All new members of the Institute will be given induction information from their local departmental administrator or line manager. The details of induction will also outline the IEHC Health & Safety Arrangements which can be accessed here on our staff intranet: <https://www.ucl.ac.uk/epidemiology-health-care/intranet>. All new staff and PGR students must complete the following mandatory training:

- [UCL Safety Induction](#)
- [UCL Fire Safety](#)
- Local fire safety induction and building familiarisation carried out face-to-face by their manager, department administrator or a designated FEM;
- Other Mandatory Training for staff as outlined at <https://www.ucl.ac.uk/human-resources/organisational-development/training-inductions-and-leadership/mandatory-training>
Or
- Other Mandatory Training for PGR students as outlined at <https://www.grad.ucl.ac.uk/essinfo/training-for-doctoral-students/>

Their supervisor/manager must also ensure that they receive any necessary health screening, are informed of the hazards of their work, trained in safe procedures and are advised of any safety courses they should attend. New groups entering the Institute must follow the Institutional Safety Policy and should discuss with the appropriate DSO any changes required to the policy required (for example new types of work etc.).

Inspections and Audits

Visual inspections of all equipment should be carried out before use and any faults rectified.

Inspections of laboratories and offices should be carried out on a regular basis with a minimum of 3 times a year for labs and twice a year for offices. Forms for this can be obtained from <https://www.ucl.ac.uk/safety-services/a-z/monitoring-safety>

Lone Working and Out of Hours: No-one should work in the department alone

Lone Working is treated the same for all staff and students. We are required to explore the request and carry out the relevant checks and assessments ahead of approval. The standard applies to anyone working; studying or taking part in any activity managed by UCL and includes staff, graduate students, contractors and visitors. It may be necessary for some aspects of work to be carried out alone if suitable controls are in place. This is intended to address the lone worker risks associated with the variety of work patterns encountered at UCL.

Legal requirements:

Management of Health and Safety at Work regulations 1999 requires that:

- all work is assessed for risk;
- workers at particular risk are identified e.g. those who work alone.

To assist with assessing the health and safety risks a Risk Assessment is to be completed and sent to the line manager of the requestor: <https://www.ucl.ac.uk/safety-services/a-z/risk-assessment> via RiskNet <https://ucl-safety.co.uk/Login/Default.aspx> (to gain access please use your UCL userid).

Additionally, the reception/front desk should be informed of your arrangements and should be contacted whenever you enter and leave the building after working hours which is usually 9am to 5pm.

A) Undergraduates and Postgraduates on taught courses may only do laboratory based work out-of-hours under **direct** supervision, computing and desk work can be done only if a designated person is present in the vicinity.

B) Postgraduate research students and technicians may only work out-of-hours with the permission of their line manager and the Institutional Director and then only if a "designated person" is present for both desk and bench work. Any laboratory based work should be of a low risk nature as defined by a risk assessment with a "designated person" present nearby. If high risk bench work has to be done out-of-hours then this must be supervised by a "designated person".

C) Academic staff although they may be allowed access at all times, the nature of the work should be assessed and only low risk work carried out after hours and they should not work in the Institute entirely alone.

A "designated person" is defined as a permanent member of the academic staff or some other member of the Institute named by the Institutional Director. The person is responsible for taking charge in the event of an emergency, contacting the communications centre and ensuring the emergency services are contacted if needed.

Manual Handling

Movement of items must be carried out appropriately with regard to the risk of the handling of the items. For example anything moved on a trolley must be correctly balanced and the weight distribution must be even. Biological samples must be moved in tightly sealed containers. If biological samples are to be sent to another laboratory then a reputable courier must be used and they must be informed of the hazard and have agreed to transport the material. Those who manually handle items as part of their job will need to attend a Manual Handling course. Information on manual handling and courses can be found on the Safety Training Unit website:

<https://www.ucl.ac.uk/safety-services/policies/2020/jul/manual-handling>

Microwave Emitters

After use, the microwave should be wiped clean with a damp cloth. Do not use any form of dish or container that has a metallic strip (including gold paint) on it.

Office Work

Offices must only be used for the work you have been employed to do in them. If you feel that your working environment needs attention in anyway (e.g. poor heating or lighting) then please report to your DSO or SM immediately.

Pregnant Workers

A pregnant worker is defined as either pregnant, has given birth within the previous six months, (including still births after 24 weeks), or is breast feeding. When a woman informs the College in writing that she is a pregnant worker as defined above, the College will arrange for a risk assessment of her work activities and where any risk to the mother or unborn child is identified, control that risk.

Notification should be made in writing to the Head of Research Department with a copy to the relevant Site Manager by the pregnant worker. This should be done as soon as possible to enable the risk assessment to be carried out.

Anyone who is pregnant or thinking of becoming pregnant should read the College Safety policy for pregnant workers which is available on the internet:

<https://www.ucl.ac.uk/safety-services/policies/2021/aug/pregnancy-new-and-expectant-mothers>

Purchasing Arrangements For Safety Equipment

First aid boxes are available and any use of items from these should be notified to the First Aider, so that stocks can be replenished. For other safety equipment ask the DSO or local purchasing officer.

Record Keeping

All UCL staff must be aware of, and comply with, the UCL Data Protection (DP) and Freedom of Information (FOI) policies: <http://www.ucl.ac.uk/library/about/records-office>

Research Supervisors

Responsibility for the Health and Safety arrangement of each group lies with the supervisor, then the Head of Research Department. It is the supervisor's responsibility to ensure that all staff in their group are trained for the work they are expected to do and are aware of the risks and hazards. Staff and students must be adequately supervised according to the level of expertise, which does not necessarily equate with their qualifications. A risk assessment must be carried out for all work. The specialist safety officers play an advisory role only.

Review of Safety Management Arrangements

Review of safety management arrangements will take place annually in addition to termly Institutional Safety Committee meetings.

Risk Assessment.

All Institutional work and activities must be assessed to ensure that health and safety risks to staff and others have been identified and control measures implemented to reduce those risks to an acceptable

level. Information about the health and safety risks involved in Institutional work & activities and the control measures in place must be brought to the attention of all people exposed to the risks.

It is the responsibility of the person in charge of the work (e.g. manager/supervisor/project leader) to ensure that the risk assessment is carried out (either by themselves or a nominated person). The risk assessment must contain the project/work title, with enough information to unambiguously identify the work. The risk assessment must end with a declaration that the risks identified will be controlled by the specified safety control measures and the work will be carried out in accordance with Institutional codes of practice. The risk assessment must be signed and dated by the person in charge of the work or the supervisor.

All risk assessments carried out in or for the Institute must be copied to the Departmental Safety Officer (DSO) for the appropriate Campus. It is the responsibility of the DSO to:

- to circulate risk assessment forms and information to departmental managers and supervisors
- keep a record of all Institutional risk assessments returned to them
- monitor compliance with the Policy on risk assessment and advise the Institutional Director accordingly
- to advise and assist, where possible, members of the Institute with the risk assessment procedure

Risk Assessment tool can be found on the following website: <https://www.ucl.ac.uk/safety-services/a-z/risk-assessment>

Further information on Risk Assessments can be found here: <https://www.ucl.ac.uk/safety-services/a-z/risk-assessment>

Safety Committee

An Institute Safety Committee will be held each term. Safety issues will also be raised at Institutional staff meetings.

Safety Policy Display

A copy of the safety policy is available on the IEHC intranet. The policy will be reviewed on an annual basis.

Safety Training

Group supervisors are responsible for ensuring that their staff and students are trained in the techniques and to operate the equipment required for their job. This training may be carried out as hands-on experience by a competent person or attendance at a training course. A variety of safety courses are available in the college including office safety, laser safety, handling radioisotopes, manual handling. See DSO for details or visit the Safety Services website at: <https://www.ucl.ac.uk/safety-services/learning>

Slips, Trips and Falls

Slips, trips and falls can be caused by problems such as the obstruction of aisles and walkways, poor storage arrangements, insufficient space, trailing leads and cables, uneven or slippery floors, torn carpeting and poor lighting. Workspaces should be maintained free of obstructions with all items stored correctly in adequate space and any cables or leads tidied away. Any problems with torn carpets or broken lights should be reported as faults and repaired (see above).

Smoking is not allowed in UCL buildings.

Special Risk Areas

The following rooms can only be used by authorised people and subject to the local rules for that area:

Spill Procedures

Spills, especially on non-carpeted areas, should be cleaned up immediately. If spills occur anywhere in the Department please let the appropriate person know immediately. If you slip, trip or fall due to spills, please report this immediately to your First Aider or DSO.

Storage in fridges and freezers

All items must be named, dated, marked with any hazard symbol. No food or drink is to be stored in laboratory fridges or freezers and any found will be discarded immediately.

Students

All students (undergraduate and postgraduate) must follow the department safety guidelines. Laboratory based work involving undergraduates must be supervised at all times. A technician must not be left in charge of a practical class unless the subject being taught is one in which the person is professionally qualified. Outside normal undergraduate and taught graduate student working hours (normal working hours for undergraduates and taught graduate students are considered to be 9am to 5pm), work must be arranged with the supervisor and must be supervised by a member of the academic staff. Supervision of undergraduate and taught graduate student projects must be clearly defined and must not be left to a group in general.

Information can also be obtained from: <http://www.ucl.ac.uk/current-students/>

Violence

Do not allow anyone in the building who is not carrying a UCL identification label. Do not challenge anyone you suspect may be an intruder but telephone:

Bloomsbury Campus	222
Royal Free Campus	020 7794 0500 then extension 33335/37027 or 35568

The possibility of potentially dangerous situations exists where interviewers are working away from the department – see Lone Working. It is strongly recommended that site interviews are conducted during daylight hours whenever possible. Late night working should be avoided. If late evening interviews have to be conducted, the interviewer should advise his/her supervisor of their movements and confirm whenever possible when the job is finished. In this rare occurrence, the interviewer may wish to make alternative arrangements to using public transport with the grant holder's approval. Risk assessment should be undertaken for such offsite work.

Visitors and Members of the Public

All visitors to the department must have a contact name and must be met on arrival by that person. Any visitors to the laboratories must be accompanied at all times and must be issued with protective clothing when appropriate.

Working in other departments

Anyone working in another college department or in an associated hospital must comply with the host organisation safety regulations. NHS staff working in this Institute must comply with our safety regulations

and any research carried out under the auspices of the Institute must conform to our Institutional safety code as well as to that of any other department in which work is being carried out.

UCL SAFETY AND ENVIRONMENTAL SERVICES

Safety Services

Safety information can be viewed on the UCL website including details of courses and forms for risk assessment: <https://www.ucl.ac.uk/safety-services>

Contact Details:

Safety@ucl.ac.uk

Safety Advice: 020 3108 7587 (int. 57587)

General Enquiries: 020 3108 7246 (int. 57246)

38-50 Bidborough House

London WC1H 9BT

Safety Training

Information on training courses and making bookings can be obtained from the Safety Training Unit website: <https://www.ucl.ac.uk/safety-services/learning>

Waste Management – Environmental and Waste Services

Environmental Services & Hazardous waste disposal service:

<https://www.ucl.ac.uk/estates/estates-services/waste-and-recycling>

38-50 Bidborough Street

INDEX OF ARRANGEMENTS FOR SAFE WORKING 2023-24

Institute of Epidemiology and Health Care

1) Mandatory arrangements

The Department must have written procedures for items marked in **bold** which are mandatory.

2) Arrangements necessary to ensure safe working in the Institute

In the column headed 'Potential for harm' you should consider the potential for harm that the activity or hazard creates for people BEFORE any specific risk control measures have been applied. To do this, you should ask: "What harm might result to staff members or students from the hazard/activity who have not received specific information, instruction or training related to the process concerned?" This judgement establishes the level of intrinsic risk and assists the setting of priorities for action including the review of existing arrangements.

TOPIC	Y/N	Document Reference	Date last reviewed	Potential for harm H/M/L
Accidents, incidents (and Workplace Health)	Mandatory	Page 9	Oct 21	Medium
Allergens	Y	Lab Safety	Oct 21	Medium
Building maintenance	Y	Page 10	Oct 21	Low
Carcinogens	Y	Lab Safety	Oct 21	High
Chemicals	Y	Lab Safety	Oct 21	High
Cleaning	Y	Page 10	Oct 21	Low
Compressed gases	Y	Lab Safety	Oct 21	Medium
Contractors and Maintenance Work	Y	Page 10	Oct 21	Medium
Dangerous goods transportation	Y	Lab Safety	Oct 21	Medium
Disabilities	Y	Page 9	Oct 21	Low
Display screen equipment	Mandatory	Page 10	Oct 21	Low
Electrical Equipment	Mandatory	Page 11	Oct 21	Medium
Emergencies	Mandatory	Page 7	Oct 21	High
Fieldwork	Y	Page 10	Oct 21	Medium
Fire	Mandatory	Page 6	Oct 21	Medium
First aid	Mandatory	Page 5-8	Oct 21	Medium
Gas Cylinders	Y	Lab Safety	Oct 21	High
Genetically modified organisms	Y	Lab Safety	Oct 21	Medium
Induction arrangements and integrating incoming groups	Y	Page 11	Oct 21	Medium
Inspections (and Audits)	Mandatory	Page 11	Oct 21	Medium
Laboratory work	Y	Lab Safety	Oct 21	Medium
Lone working	Mandatory	Page 12	Oct 21	High
Manual handling	Y	Page 12	Oct 21	Medium
Microwave emitters	Y	Page 13	Oct 21	Medium
Office work	Y	Page 13	Oct 21	Medium
Protective Clothing	Y	Lab Safety	Oct 21	Medium

Pregnant workers	Y	Page 13	Oct 21	High
Purchasing arrangements for safety equipment	Y	Page 13	Oct 21	Low
Radioactivity	Y	Lab Safety	Oct 21	High
Record keeping	Y	Page 13	Oct 21	Low
Research Supervisors	Y	Page 13	Oct 21	Medium
Review of safety management arrangements	Mandatory	Page 13	Oct 21	Low
Risk assessment	Mandatory	Page 13	Oct 21	Medium
Safety Committee	Y	Page 14	Oct 21	Low
Safety Training	Y	Page 10, 13,15	Oct 21	Medium
Slips, trips and falls	Y	Page 14	Oct 21	Medium
Smoking	Y	Page 14	Oct 21	Low
Special Risk Areas	Y	Page 14	Oct 21	Medium
Spill procedures (lab)	Y	Lab Safety	Oct 21	Medium
Spill procedures (office)	Y	Page 14	Oct 21	Low
Storage (fridges and freezers)	Y	Page 15	Oct 21	Low
Students	Y	Page 13	Oct 21	Low
Tissue Culture	Y	Lab Safety	Oct 21	Medium
Unattended or overnight processes	Y	Lab Safety	Oct 21	Low
Violence	Y	Page 15	Oct 21	Medium
Visitors and members of the public	Y	Page 15	Oct 21	Low
Waste management	Mandatory	Page 16	Oct 21	Medium
Working in Other Departments	Y	Page 16	Oct 21	Medium

3) Include any additional arrangements for safe working not in Table 2

TOPIC		Document Reference	Date last reviewed	Potential for harm H/M/L
Major Incidents	Y	Response & Contingency Plan	Oct 2023	Medium

ANNUAL STATEMENT OF COMMITMENT TO UCL's SAFETY POLICY

Institute of Epidemiology and Health Care

This document sets out my commitment to ensure that the activities of the Department of which I have been appointed as Head, will be carried out in a safe manner in accordance with the corporate statement of safety policy of University College London and the requirements placed upon me by the UCL Approved Code of Practice entitled 'The Management of Health and Safety in Departments'.

The Department has written Arrangements for Safe Working that have been drawn up to correspond with the work hazards and activities under my control. An overview, in the form of an index of the Department's arrangements, including a summary of priorities for action in the present year, has been drawn up.

I acknowledge that the Department is a department of UCL and that I am responsible to the Provost and President for the implementation of UCL's corporate health and safety arrangements wherever they apply to the department.

Head of Department: Prof Fiona Stevenson

Signature: Fiona Stevenson

Date: 02 Oct 2023

1 The term "department" is used generically to apply to all UCL management entities whose Head annually reviews and signs a departmental statement of safety policy.