



Medical
Research
Council



MRC Weatherall Institute of Molecular Medicine

SAFETY MANUAL

including

WIMM STATEMENT OF SAFETY ORGANISATION

Information for all staff and visitors

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Emergencies

Notices explaining what to do in an emergency are posted by wash-hand basins in each laboratory and in the Occupational Health and Phlebotomy Rooms

First Aid: Boxes of plasters (Band-aids), first aid boxes and eye wash bottles can be found by the wash-hand basins in each of the laboratories. Familiarise yourself with their location. The first aid boxes do not contain plasters. In the event of an accident to the face with chemicals, wash eyes and face immediately with cold water. A first aid box can also be found in the Occupational Health Room off Reception.

Accident: Contact a First Aid Officer, their details are by the wash-hand basins in each of the laboratories and under contact details at the end of this document; should you require emergency hospital treatment then the First Aid Officer will accompany you to the nearest A and E Department which is on Level 1 of JR2.

If there is a cardiac arrest or medical emergency – dial (9) 999. During working hours let Reception know, as they will need to let the emergency crew into the building. There is a defibrillator located on the wall at the bottom of the Reception staircase.

Fire: If you discover a fire **BREAK THE FIRE ALARM GLASS** to raise the alarm. The fire alarm sounders will then sound continuously, as a signal to evacuate the building. If the Fire Alarm is already sounding then the alarm will have been raised.

On hearing the fire alarm, close all windows and internal doors and make any work safe. Only collect personal belongings that are readily at hand and leave the building without delay via the fire exits. **DO NOT USE THE LIFTS.** Assemble on the grassed area adjacent to the car park opposite Reception. **DO NOT LOITER ON THE PAVEMENT OR ROADWAY OUTSIDE THE WIMM. DO NOT** re-enter the building until told to do so.

Other incidents:

- In the event of an incident such as a bomb alert or explosion risk, the fire sounder will give an intermittent sound. Evacuate the building and assemble on the playing field opposite Maternity. Leave the building without delay via the fire exits. **DO NOT USE THE LIFTS. DO NOT** re-enter the building until told to do so.
- In the event of an external threat where people need to remain in the building, the external doors will be made secure. The “Run, Hide, Tell” policy should be followed.
- A discontinuous tone in the main hospital indicates a fire in a neighbouring zone.

Poisons: Immediate advice may be obtained from the National Poisons Information Service (NPIS) 0844 892 0111 or online at www.toxbase.org

Introduction: Safety is everybody's business

1. Introduction: Safety is everybody's business

The aim of this manual is to point out the hazards that exist in the working environment, how to prevent accidents and the procedures should an accident or emergency occur. If there is anything you do not understand or is not clear, ask your Area Safety Officers (Currently Dr Graham Ross and Eleanor Booth-Davey) or the Institute Safety Officer (Currently Dr Kathryn Robson) or the Institute Deputy Safety Officer (Dr Zoe Christodoulou).

It is the employer's responsibility to provide a safe working environment; and the employee's responsibility to work in a safe manner. This is expanded in the WIMM Statement of Safety Organization at the end of this document in section 19. It is your responsibility to obtain full details concerning safety issues from your Group Leader or appropriate Safety Officer before starting work. The supervisor's responsibilities are explained in University Policy Statement S1/09. For all UPS and Safety Office information, see www/admin.ox.ac.uk/safety

If you are going to be working in the laboratories, ensure you also read the "Safety Manual – Additional Information for Laboratory Workers".

2 Fire

2.1 General / Prevention

Learn the location and the method of operating the fire extinguishers before you need to use them. Attend relevant safety courses. Do not use the lifts in the event of a fire.

SMOKING IS NOT PERMITTED within the WIMM or the grounds of the John Radcliffe Hospital.

Report without delay, over-heating of equipment, power sockets or leads; also, any smell of burning or gas to the WIMM Buildings Manager or his assistant.

2.2 Escape Routes and Assembly Points

All staircases, corridors, offices and laboratories must be kept free of obstructions such as trailing electrical cables, boxes and surplus materials. Fire doors must not be wedged open. Wet umbrellas must be left in the white bins provided and not blocking the staircases. Bicycles should not block the staircases or the areas outside the WIMM by the fire exits. Assemble on the grassed area adjacent to the car park opposite Reception. During inclement weather Academic Street may be used or other suitable sheltered areas.

2.3 Use of Fire Extinguishers

If the alarm is not already sounding and you discover a fire, break the red fire alarm glass. If the fire is very small and you have received appropriate training and feel confident about putting it out, take the appropriate action by using the appropriate fire extinguisher. Fire extinguishers are situated at laboratory hand wash stations and on exit routes. The instructions for use are clearly written on the front of the extinguishers and on the wall where they are located. Water-based fire extinguishers should be used on fires consuming furniture, carpets, paper etc. **DO NOT** use these extinguishers on electrical fires; carbon dioxide fire extinguishers are suitable for fires involving flammable liquids and live electrical equipment. If in doubt, leave it to the professionals.

2.4 Fire Alarms

The fire alarms are tested weekly every Wednesday morning at 8.30am. At all other times a continuous alarm indicates a fire, and a discontinuous alarm indicates another type of emergency (e.g. a bomb scare), and you should evacuate the building immediately. When workmen are using welding equipment or creating dust, the sensors are covered with a green

or red dust cap which must be removed when the work is finished. Do not attempt to remove these dust caps yourself.

2.5 Break Glass

In the case of fire or similar emergency where there is a need to evacuate the building immediately go to the nearest red break glass unit and break the glass. This will immediately trigger the alarms and also indicate the location of the problem. **On the landings there are yellow break glass units at the points of refuge. These should be broken in an emergency to indicate that someone is there and cannot leave the building without help.**

3 Building security

You must use your proximity card to enter and leave the building. Do not let anyone into the building you do not know. If you see anyone behaving strangely in or around the building please notify Reception during normal working hours (tel: 22443, email reception@imm.ox.ac.uk) (and Hospital Security out of hours (20107) or 4444 if a more immediate response is required. If you have anything stolen you should notify Reception and JRH Security. Do not leave valuables on display, leave them in a locker, locked to the bench or in a locked room or locked drawer.

Please do not leave items/packages unattended inside or outside the WIMM. Potentially these could be seen as a security risk and thus removed and destroyed. Suitcases may be left at Reception by prior arrangement space permitting.

4 Access controlled areas

Specific areas within the WIMM are restricted using access control. Separate training is required in order to obtain access to particular areas e.g. WIMM liquid nitrogen facility. Training is arranged on a “needs” basis. This is in place to protect you and high value shared equipment or facilities. Responsibility for these facilities and training is devolved to specific staff within the WIMM.

If you require access to the bicycle racks please email Malcolm Shepherd (Malcolm.shepherd@imm.ox.ac.uk) from your departmental email address, not your college or private email account. Failure to do so may mean that if you tail-gate into the cycle racks you risk becoming locked in.

5 Visitors

5.1 Visitors should sign in at Reception. Visitors are the responsibility of their host. This includes access and egress from the building at all times. Any visitor who is working in the WIMM for more than a day should be introduced to the departmental safety officer prior to starting work unless they are working under the supervision of Malcolm Shepherd, the WIMM Buildings Manager.

5.2 Work experience students and children

Children under the age of 16 years are not permitted in containment laboratories unless they are taking part in an approved school visit. Young persons between the ages of 16 to 18 years MUST be accompanied / supervised in the laboratory at all times. Specific risk assessments must be in place for young persons under and including 18 years of age if they are working in a laboratory. Refer to UPS S1/13, UPS 2/15 and UPS 5/09 for further guidance. A pro-forma risk assessment is available from the WIMM website.

6 Lone working

Night working is classed as working between the hours of 11pm and 5am. Specific risk assessments need to be in place if there is a need to work between these hours. All work where possible should be completed between 7am and 10pm. As the WIMM is a secure building this means that if there is any chance that you are going to be lone working you must have the approval of your supervisor and keep in touch with both your supervisor and someone else in your group who is able to come into the WIMM if you need help. No undergraduate may carry out lone bench-work. Work experience students must be supervised at all times..

Proximity cards will only be issued to those members of visiting staff or collaborators who have the relevant experience and who need access to the WIMM out of normal working hours. They will need written permission from their supervisor or head of department before a proximity card can be issued.

Due to the clinical nature of work in the Institute there are many occasions when you may be working evenings and weekends. Take care with your personal security and ensure you are not tail-gated into the WIMM and that doors close properly behind you. Do not work in containment level 3 laboratories or the WIMM Liquid Nitrogen Facility on your own. In the event of a problem with the external doors out of hours, contact Malcolm Shepherd on 07966360796. If you see a stranger in the WIMM out of hours contact hospital security on 20107 or if this is urgent on 4444. If you see anyone behaving suspiciously outside the WIMM contact hospital security on 4444.

7 Display Screen Equipment (DSE)

DSE Regulations cover display screens and laptops. This also includes laboratory equipment with similar ergonomic considerations. The policy is concerned with all aspects of usage, including posture, furniture, visual factors, breaks, environment and training. All employees who use DSE need to be provided with workstations that meet minimum requirements as defined in the regulations. There is a requirement to carry out an assessment of the workstations of all designated users and to provide suitable working arrangements for all personnel working with DSE. The assessment should be reviewed annually. If you feel an assessment needs to be carried out contact the Institute Safety Officer or DSE assessor for your group. If any problems arise you should contact the DSO as soon as possible. See UPS S8/09 for further guidance. Online training and self-assessment are now available via the Safety Office (<https://dse.ox.ac.uk>). Details regarding eye tests are given in appendix 4 of UPS S8/09.

8 Blood

Only suitably qualified people are permitted to take blood samples and this must be in a designated area, which is, in the first instance the Phlebotomy Room and then the Occupational Health Room. Both are located off WIMM Reception. The WIMM Safety Officer collates the list of who has access. Access is restricted to trained personnel. Further paperwork held at Reception and consent forms stored in the Phlebotomy Room must also be completed. You are prohibited from working with samples of your own blood (eg if these have been taken as 'control' blood). Under no circumstances should anyone transform their own lymphocytes or transform lymphocytes of colleagues working in the same section of the WIMM. There are ethical issues with using the blood of colleagues as control material. Where possible samples used as controls must be anonymized. If this is not possible ethical approval should be sought. Informed consent must be given by the donor agreeing to the use of their blood. The consent should cover the purpose and the time period for which the blood may be used.

9 Transport of Biological Material, Hazardous or Non-Hazardous*

There are strict rules governing the transport of biological materials. See UPS S5/09 appendix 2 for further guidance. All dangerous goods (eg certain biological samples, cultures) to be sent by post, rail, air or road **MUST** be transported by a courier. Frozen samples may be sent on dry ice (cardice), wet ice or ice packs. Consult with the Laboratory Managers for advice prior to shipment. Suitable containers for transport of dangerous goods can be purchased if necessary. **Actual transport must be co-ordinated by the Laboratory Managers.**

These rules also apply for transport of biological material between sites and between laboratories. Biological material must be in suitable packaging with the appropriate labelling. If at all unsure, consult the Laboratory Managers or the Biological Safety Officer (BSO) (currently Dr Zoe Christodoulou).

For secure transport of infectious material contact the WIMM Safety team.

*Please ensure you have an MTA in place prior to shipment

10 Receipt of packages

Do not open the package, give it to the appropriate person. If the designated recipient is not available contact the relevant Laboratory Manager who will advise on the best action. If a package is damaged and there is a risk of chemical or biological contamination contact the Institute Safety Officer or BSO.

Do not accept and sign for packages from couriers addressed to people you do not know especially out of normal working hours.

(NB. The cleaning contract staff have been instructed only to take flattened cardboard boxes. All packing materials must leave the WIMM via the domestic waste stream).

11 Recycling

There are boxes for recycling paper located in the corridors and office areas. These must only be used for paper. There are also boxes for recycling toner cartridges. It is preferable to return the used toner cartridge to the manufacturer where possible. Glass for recycling can be placed in the designated green wheelie bins. Paper cups from the water fountains on the ground floor can either be placed in the recycling container adjacent to the snack dispenser by the kitchen on the ground floor or the one next to the water fountain near Reception. Only empty drinks cans, paper cups, plastic bottles and uncontaminated recyclable food packaging can be placed in the recycling bin adjacent to the snack dispenser by the kitchen. Please do not recycle other types of metal container in this recycling bin.

12 Pregnancy

A woman is expected to notify her employer in writing that she falls into the definition of 'new or expectant mother', although there is no statutory obligation to do so. The University is required to carry out a risk assessment to protect the safety of the expectant or new mother and their child. Therefore, please contact the Institute Safety Officer or Deputy Institute Safety Officer to carry out the risk assessment, which will be carried out in confidence if you wish. The prospective mother may also think it advisable to speak to her Group Leader and/or the University's Occupational Health Service.

13 Reporting of Accidents, Injuries and Dangerous Occurrences

All incidents - including major injuries, dangerous occurrences, minor injuries, other incidents or near misses, must be reported using the new online Incident Reporting and Investigations System (IRIS) using this link [Health & Safety Incident Reporting Form](#)

This can be done remotely using your Single Sign On.

If an accident / incident occurs:

- make the situation safe, arrange for first aid or emergency services to attend as appropriate
- notify your Group Leader/Principal Investigator or the Institute Safety Officer, Deputy Institute Safety Officer immediately
- as soon as possible complete the online Accident / Incident Report Form

14 Safety Signs

There are safety signs throughout the WIMM that must be followed.

- Prohibitory signs: a white circle with a red diagonal and edge
- Mandatory signs: white on a blue background
- Warning signs: a yellow triangle with a black edge.
- Safety matters: white on a green rectangle



15 Manual Handling

Anyone involved in taking deliveries into their office or laboratory is likely to handle boxes, parcels, and packages of different shapes, sizes and weights. Loads likely to cause injuries do not always cause musculo-skeletal injuries. During manual handling operations, accidents can easily happen which cause injuries to the head, hands or feet. Visitors and staff are urged to study the HSE manual handling guidelines with respect to how to lift items correctly and the recommended maximum weights that can be safely lifted from different positions (Manual Handling – Guidance on Regulations ISBN- 0-7176-2145-3). Perform a risk assessment to reduce the risk of injury. Where possible reduce the risk by using mechanical handling aids. Take the opportunity of attending a manual-handling course. Seek advice from your Laboratory Manager, Malcolm Shepherd or Manoj Sondhi. See UPS S1/19 for further guidance.

If removing items from shelves above shoulder height use a stepladder or Kikstool such that the item to be lifted is no longer above shoulder height. Nothing heavy or unwieldy should be stored at height.

16 IT security and data protection

Information security awareness training is compulsory for all University and MRC staff. You can complete the security awareness training module by visiting the following link:

<http://www.it.ox.ac.uk/infosec/module/>

You need to use your SSO (Single Sign On) credentials to log on to do the training. The training takes between a half hour and forty minutes to complete. You can stop the training at any point and restart where you left off.

The University of Oxford Information Security Policy can be viewed at:

<https://sharepoint.nexus.ox.ac.uk/sites/itservices/security/Public/Information%20Security%20Policy.pdf>

It is your responsibility to ensure you abide by the regulations relating to use of Information technology in the University, see:

<http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml>

Oxford University Infosec website provides comprehensive advice on IT Security and Data Protection you should familiarize yourself with the contents of this site:

<https://www.infosec.ox.ac.uk/want>

It is your responsibility to ensure your data is backed up. You should maintain more than one back up of your data and store the backups in more than one location. For an overview of protecting your mobile devices from viruses and malware and backing up procedures see:

<https://www.infosec.ox.ac.uk/secure-my-mobile-devices>

Please read the following WIMM web pages relating to handling of sensitive data and computer security:

<https://www.imm.ox.ac.uk/internal/it/computer-security>

Work-related data should be stored on your WIMM server home folder which is backed up overnight. The application form for a WIMM server account is included in the documentation pack provided to you when you start work at the WIMM.

Any personal computer equipment brought into the building needs to be approved by the IT staff before it may be used in the building or on the network.

Any confidential paperwork must be shredded before going for disposal.

17 Training

Fire Safety Lecture – annual attendance is optional and is run by the hospital trust. The University holds a series of safety training lectures including biological safety, chemical safety, safe use of gases, chemical safety, field work, working in the community etc throughout the year. You will receive notification of these courses from the Institute Safety Officer.

18 Building Integrity

If you spot a problem with the fabric of the building (e.g. leaking water fountain, blocked toilet) please phone Malcolm Shepherd, the WIMM Buildings Manager or his assistant on their mobile numbers. If such problems are not reported they may not be dealt with.

19 Contingency plans and routes of communication

The routes of communication to staff and students are key in the event of an emergency such as a pandemic. These are: University (Internal Bulletin), Medical Sciences Division (Oxford MedSci News), Departments (e.g. RDM Bulletin) and the WIMM (emails from the Director, Comms Officer, WIMM Health and Safety). Please do not delete these emails



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before reading them. If in doubt file them so you can refer to them at a later date. They are likely to contain useful information that you may be required to refer to at a later date.

The WIMM has contingency plans in the event of flood, fire, loss of power, loss of internet connection, explosion and pandemic infections.

It is key that you keep your contact details up to date in the event of member of WIMM staff needing to contact you. Please notify WIMM Reception with any change of contact details.

20 STATEMENT OF HEALTH AND SAFETY ORGANISATION FOR THE MRC WEATHERALL INSTITUTE OF MOLECULAR MEDICINE

As Head of the MRC Weatherall Institute of Molecular Medicine (WIMM) I am responsible for ensuring compliance with University Health and Safety Policy. My responsibilities are set out in the Annexe and I have delegated some of these responsibilities to others, as set out in Section 1.

1. EXECUTIVE RESPONSIBILITY FOR SAFETY

Every employee with a supervisory role is responsible for ensuring the health and safety of staff, students, and other persons within their area of responsibility; and of anyone else (e.g. contractors and other visitors) who might be affected by their work activities. In particular, the responsibilities listed in the Annexe are delegated to supervisors for areas under their control.

As it is my duty to ensure adherence to the University's Health and Safety Policy, I instruct every employee with a supervisory role, the Institute Safety Officer and the Area Safety Officer to report to me any breach of the Policy.

All those with executive responsibility should notify me and the Institute Safety Officer (currently Dr Kathryn Robson) and then the Medical Sciences Area Safety Officers (currently Drs Graham Ross and Eleanor Booth Davey) of any planned, new, or newly identified significant hazards in their areas and also of the control measures needed to avert any risks identified.

Where supervisors or others in charge of areas or with specific duties are to be absent for significant periods, adequate deputization must be made in writing to me and such employees and other persons as are affected. Deputizing arrangements must be in accordance with University Policy.

The following employees have executive responsibility throughout the Department for ensuring compliance with the relevant part of University Safety Policy:

The Group Leaders/Principle Investigators are responsible for making arrangements for visitors, and for ensuring the necessary risk assessments are in place for them.

The WIMM Buildings Manager (currently Mr Malcolm Shepherd) is responsible for making arrangements for contractors, and for ensuring the necessary risk assessments have been made.

The person responsible for the bulk storage of highly flammable and flammable liquids is Mr Malcolm Shepherd.

In the following parts of the Institute, the persons named below have executive authority for safety:

Human Immunology Unit & Associated Groups	Professor Alison Simmons
Molecular Haematology Unit & Associated Groups	Professor KJ Patel
Neurosciences Research Groups	Professor Kevin Talbot
Molecular Oncology Groups	Professor Peter McHugh
Core Facilities and Services	Mr Malcolm Shepherd
Other research groups (WIMM Fellows, Centre for Computational Biology)	Professor KJ Patel
Administration, Kitchen, Coffee Lounge and meeting rooms	Dr Stella Keeble



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I have appointed Dr Zoe Christodoulou as the Senior Radiation Protection Supervisor (SRPS) and she is directly responsible to me for the day to day coordination of radiation protection arrangements within the Institute and supervision of work with ionising radiation, in accordance with the requirements of the Ionising Radiations Regulations 2017.

The purpose of this supervision is to ensure compliance with the requirements of the Institute's local rules for work with ionising radiation and the University's general radiation protection arrangements. The SRPS is also responsible for supervising the keeping and use of radioactive materials and the accumulation and disposal of radioactive waste, in accordance with the conditions of the University's certificates under the Radioactive Substances Act 1993. This is a supervisory role and the SRPS has my authority to direct others.

I have appointed in addition radiation protection supervisors (RPSs) where appropriate, to provide direct supervision of work with ionising radiation carried out in the Institute. The RPSs will report to the radiation protection matters.

2. ADVISORY RESPONSIBILITY FOR SAFETY

I have appointed those listed below to advise me on matters of health and safety within the Institute. If any member of the Institute does not take their advice, they should inform me. If they discover danger that requires immediate action, they are authorised to take the necessary action and inform me subsequently.

Institute Safety Officer and Institute Deputy Safety Officer

Dr Kathryn Robson and her deputy Dr Zoe Christodoulou, are responsible for

- advising me on the measures needed to carry out the work of the Institute without risks to health and safety
- coordinating any safety advice given in the Institute by specialist advisors and the University Safety Office
- monitoring health and safety within the Institute and reporting any breaches of the Health and Safety Policy to me
- informing me and the Director of the University Safety Office if any significant new hazards are to be introduced to the Institute

The DSO's duties are described in University Policy Statement S1/01. To assist in this work, the Institute has the following specialist advisors:

Area Safety Officers (ASO)

Dr Graham Ross and Eleanor Booth-Davey have been appointed to support the Institute Safety Officer in her administrative, monitoring and advisory role.

Departmental Fire Officer

Mr Malcolm Shepherd is responsible for advising the Institute Safety Officer on all matters relating to fire precautions and fire prevention in compliance with University Health and Safety Policy in consultation with the University Fire Officer (currently Ms Caroline Tilling).

WIMM Biological Safety Officer (BSO)

Drs Zoe Christodoulou is responsible for advice on all matters relating to biological safety and biohazard transport, and in particular on the implementation of University Policy Statement S5/09 in consultation with the University Biological Safety Officer (currently Ms Tracey Mustoe). The BSO's duties are described in University Policy Statement S5/09.



The BSOs oversee submission and approval of biological and GM (Genetic modification) risk assessments. Class 2 GM submissions cost £1000 and have a delay of 2 months as these require authorisation from the HSE.

WIMM Safety Advisory Committee

In addition to the above arrangements I have set up an Institute Safety Advisory Committee, whose functions are set out in University Policy Statement S2/01 and whose membership comprises:

- | | |
|---------------------------------------|--|
| Prof KJ Patel | Chairman |
| Dr Kathryn Robson* | Vice Chairman and Institute Safety Officer |
| Dr Zoe Christodoulou* | Institute Deputy Safety Officer |
| Mr Malcolm Shepherd | WIMM Buildings Manager |
| Mr Alastair Waugh* | HIU Lab Manager |
| Mr Oliver Burns* | MHU Lab Manager |
| Dr Stella Keeble | WIMM Administrator |
| Mr Nigel Roberts* | Minutes Secretary and MHU Rep |
| Prof Alison Simmons | HIU CL3 academic lead |
| Mr Paul Sopp | Laser Safety and FACS Facility Manager |
| Dr Jana Koth | Laser Safety and Imaging Facility Rep |
| Mrs Jackie Sloane-Stanley | Transgenic Facility Rep and MHU Rep |
| Mrs Katie Morrison | Molecular Oncology Safety Officer |
| Dr Judy Cossins | Clinical Neurosciences Lab Manager |
| Ms Cristina Tormo Garcia | HSC Rep |
| Ms Norah Alrishedan | Drakesmith group/Student Rep |
| Dr Mara Artibani | WIMM fellows/Postdoc Rep |
| Dr Maria Greco | Single cell facility manager |
| TBA | GE Facility Manager |
| Dr Eyelet Morrow | TAL manager |
| Ms Marta Jagielowicz | HIU rep |
| Dr David Sims | Computational Biology |
| Dr Graham Ross/Dr Eleanor Booth-Davey | Medical Sciences Divisional SOs |
| Mrs Tracey Mustoe | University BSO/Deputy |

**hold general NEBOSH certificates*

The Committee's terms of reference:

The purpose of the Committee is to monitor and review safety arrangements for the Institute, provide advice on safety matters and implementation of legislation. They undertake safety inspections of the Institute, ensuring that each group is inspected at least once a year. The Committee will meet termly or more frequently if required.

Departmental Radiation Protection

Radiation protection is managed in the following manner. Dr Zoe Christodoulou is the WIMM SRPS. The SRPS ensure compliance with the WIMM Local Rules and the conditions of the RSA93 Certificate of Registration and Authorisation. They deal with RA matters on a day to day basis, organise training, supervise record keeping, perform audits, train RPSs and new RA workers, and together communicate with the WIMM staff on RA matters and University RA training courses. The SRPSs are responsible for organising and conducting all RA inspections.

The current RPSs are

Dr Zoe Christodoulou (SRPS)	
Ms Susan Maxwell	Dr Rebecca Roddan
Dr Sanja Broljih	Prof Jan Rehwinkel
Mrs Lisa Smith	Dr Jean Metson



RA matters are a specific agenda item at each WIMM Institute Safety Advisory Committee meeting which meets termly or more often if required. The RPSs will meet as and when required, any meeting being chaired by Dr Kathryn Robson.

Biological Safety Committee

I have also set up a Biological Safety Committee, whose functions include work with genetically modified organisms as set out in University Policy Statement S5/09, and whose membership comprises:

Dr Kathryn Robson	Chairman & Institute Safety Officer
Dr Zoe Christodoulou	Vice Chairman & Institute Deputy Safety Officer
Prof Alison Simmons <i>(in her absence Dr Yangchun Peng)</i>	HIU CL3 Academic lead
Prof Peter McHugh	Molecular Oncology Rep
Mr Paul Sopp	FACS Facility Manager
Dr Jana Koth	Imaging Facility Rep
Mr Nigel Roberts	MHU Rep
Prof Jan Rehwinkel	HIU Rep
TBA	GE Facility Manager
Mr Malcolm Shepherd	WIMM Facilities Manager
TBA	Lentivirus Production Manager
Dr Yin Dong	NDCN Rep
Dr Stella Keeble	WIMM Administrator
Ms Tracey Mustoe	University BSO/Deputy
Dr Graham Ross/Dr Eleanor Booth-Davey	Medical Sciences Divisional ASOs

The Committee's terms of reference are:

The purpose of the committee is to monitor and review COSHH Risk assessments for pathogenic organisms and GM risk assessments and related safety arrangements for the Institute, provide advice on these matters and implementation of legislation. The Committee will meet in December concentrating on GM matters. Biological safety is a standing order on the termly WIMM Institute Safety Advisory Committee meeting agendas.

3. OTHER SAFETY FUNCTIONS

First aid

The following persons are trained in first aid:

Oliver Beaven	Ashley Kaminae-Lanning
Natalina Elliott	Jana Koth
Martin Fellermeier	Jean Metson
Ewa Gogola	Oncology Facilities team
Susannah Holliman	

and any medically qualified and practising doctor.

First aid facilities are located as follows:

First aid kits are supplied in each laboratory at each hand wash station and in the Occupational Health Room located off Reception. A specialist burns first aid kit is located in the autoclave facility.



Accident and incident reporting

Please use this link

[Health & Safety Incident Reporting Form](#)

This link will take you to the online reporting system, incident reporting and investigation system (IRIS). This automatically notifies your Supervisor, Administrator, Safety Officer, Area Safety Officer and the Safety Office. It is important that you put WIMM down as your department. If you put your host department down instead this will delay any follow up and investigation of the accident/incident.

Display screen assessors

Online self-assessment and training through the University is recommended (<https://dse.ox.ac.uk/>). Individuals must have a valid University card and have an active Webauth – Single Sign-On Account. Dr Kathryn Robson is the WIMM DSE Co-ordinator and will follow up on online assessments. The following people have been appointed as Display Screen Assessors.

Mr Alastair Waugh
Mrs Jill Brown

Dr Kathryn Robson

Oncology Facilities

Fire Wardens

Area

WIMM

Ground floor brown building,
kitchen and coffee lounge

Ground floor white building

Middle floor brown building
and towers

Middle floor white building

HSCB

Top floor brown building

Top floor white building and
tower and labs

TAL

Warden

Mr Malcolm Shepherd

Mr Tim Quantick

Dr Jana Koth

MHU Facilities team

Dr Hal Drakesmith

Ms Cristina Tormo Garcia

Oncology Facilities team

HIU Facilities team

Dr Marlen Metzner

Deputy

Mr Manoj Sondhi

Dr Catherine Seed

Mr Nigel Roberts

Dr Natalina Elliott

Dr Judy Cossins

Dr Lonnie Swift

Dr Deshni Jayathilaka

For out-of-hours meetings and events, the member of WIMM staff organising and attending the meeting/event will act as fire warden for the areas in use.

Manual Handling Assessors

I have appointed the following person as a Manual Handling Assessor:

Mr Malcolm Shepherd

Institute Laser Supervisor (DLS)

The WIMM has a number of specialist items of equipment that contain lasers. These are the FACS analysers and sorters, and the microscopes in the new imaging suite together with the DNA sequencer and Q-PCR machines. These are class 1 by design and under service contracts with the manufacturers. This equipment is the responsibility of Mr Paul Sopp (FACS manager), Dr Jana Koth (Imaging facility) and relevant laboratory and facility managers.

There is one piece of equipment currently not in use by WIMM staff and there is no one currently trained to use it. There are risk assessments in place for this equipment. In the event that this equipment needs to be used by WIMM based staff we will ask the University Laser Safety Officer for appropriate training.



Prof Christian Eggeling is currently responsible for advising the DSO on the use of laser systems and in particular for the implementation of University Policy Statement S2/09, which also outlines the other duties of a Departmental Laser Supervisor.

Institute Electrical and Mechanical Safety

Mr Malcolm Shepherd is responsible for the supervision of electrical and mechanical safety in liaison with Oxford University Estates Services.

Deputizing arrangements

Each Group Leader/Principal Investigator is asked to make an annual return which includes nominating a member of their group who on a day-to-day basis will be in charge of health and safety in their group during their own short planned absences. In the event of an absence being unplanned this responsibility transfers to the respective Unit Head (Prof KJ Patel MHU, Prof Alston Simmons HIU, Prof Peter McHugh Molecular Oncology), head of host department (Clinical Neurosciences, Radcliffe Department of Medicine, Nuffield Department of Medicine, Women's & Reproductive Health, Clinical Laboratory Sciences, Paediatrics).

4. TRADES UNIONS AND APPOINTED SAFETY REPRESENTATIVES

University Policy Statement S2/13 sets out the arrangements for dealing with trade unions and their appointed safety representatives. Employees who wish to consult their safety representatives should contact the senior safety representative of the appropriate trade union.

UCU: <http://www.oxforducu.org.uk>

Unite (was Amicus): <http://users.ox.ac.uk/~unite>

UNISON: <http://users.ox.ac.uk/~unison>

5. INDIVIDUAL RESPONSIBILITY

All departmental employees, all students and all other persons entering onto the Institute's premises or who are involved in Institute activities have a duty to exercise care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that those persons adhere to the requirements of University Health and Safety Policy.

Individuals must:

- a) Make sure that their work is carried out in accordance with University Safety Policy.
- b) Protect themselves and others by properly using any safety equipment or devices (e.g. machinery guards) provided.
- c) Protect themselves by properly wearing any personal protective equipment that is required.
- d) Obey all instructions emanating from the Head of Department in respect of health and safety.
- e) Warn myself as Director and Dr Kathryn Robson (Institute Safety Officer) or Dr Graham Ross/Dr Eleanor Booth-Davey (Divisional ASOs) of any significant new hazards to be introduced to the department, or of newly identified significant risks found on the premises or in existing procedures.
- f) Ensure that their visitors, including contractors, have a named contact within the Institute with whom to liaise.
- g) Attend training where managers identify it as necessary for health and safety
- h) Register and attend for health surveillance with the Occupational Health Service when required by University Safety Policy.
- i) Report all fires and incidents immediately to Mr Malcolm Shepherd directly or via WIMM Reception.
- j) Report all accidents immediately via IRIS.

- k) Familiarise themselves with the location of firefighting equipment, alarm points and escape routes, and with the associated fire alarm and evacuation procedures.

Individuals should:

- a) Report any conditions, or defects in equipment or procedures, that they believe might present a risk to their health and safety (or that of others) so that suitable remedial action can be taken.
- b) Offer any advice and suggestions that they think may improve health and safety.
- c) Note that University Statements are available on the web at <http://www.admin.ox.ac.uk/safety/policy-statements/>

and in hard copy in the Institute Safety Officer's office.

6. SPECIFIC SIGNIFICANT RISKS

The following areas/activities have been identified as significant risks in this Institute:

- a) Biological containment level 3 laboratories. Entry is restricted by card access to named personnel only, along with relevant documentation outside the laboratories.
- b) Cell sorting facility (300 and 303). Entry is restricted by card access to named personnel only.
- c) Liquid nitrogen facility. Entry is restricted by card access to named and trained personnel only.
- d) Helios Facility. Entry is restricted by card access to named and trained personnel only.
- e) MHU/NDCN and Molecular Oncology/HIU radiation suites. Entry is restricted by card access to named and trained personnel only.
- f) WIMM Imaging suites. Entry is restricted by card access to named and trained personnel only.
- g) Phlebotomy and Occupational Health Rooms. Entry is restricted by card access to named and trained personnel only.
- h) HIU and MHU tissue culture suites. Entry is restricted by card access to named and trained personnel only.
- i) Centrifuge room 362. Entry is restricted by card access to named and trained personnel only.
- j) Open laser facility. Entry is restricted by card access to named and trained personnel only.
- k) CL2 pathogen facility, room 470. Entry is restricted by card access to named and trained personnel only.
- l) Single cell facility, rooms 359, 363, 364. Entry is restricted by card access to named and trained personnel only.

The list of responsible people authorised to train and permit access can be found in WIMM E036 (Training and access control).

7. BUILDING SECURITY/ALARM/ACCESS CONTROL

There are alarm panels that identify faults within the infrastructure of the WIMM such as the plant rooms, cold rooms, warm rooms, containment level laboratories or equipment that is essential to the safe running of the WIMM. The safety procedures in place can be found in WIMM E029 (Alarm panels).



Signed

A handwritten signature in black ink, appearing to be 'KJ Patel', with a long horizontal flourish extending to the right.

Professor KJ Patel FRS
MRC WIMM Director

Date : October 2022



ANNEXE

It is my responsibility as Head of MRC Weatherall Institute of Molecular Medicine directly or through written delegation:

1. To ensure adherence to the University's Health and Safety Policy and to ensure that sufficient resources are made available for this.
2. To plan, organise, control, monitor, and review the arrangements for health and safety, including the arrangements for students, contractors, and other visitors, and to strive for continuous improvements in performance.
3. To carry out general and specific risk assessments as required by health and safety legislation and University Safety Policy.
4. To ensure that all work procedures under my control are, as far as is reasonably practicable, safe and without risks to health.
5. To ensure that training and instruction have been given in all relevant policies and procedures, including emergency procedures.
6. To keep a record of all cases of ill health, accidents, hazardous incidents and fires, to report them to the University Safety Office, and to ensure any serious or potentially serious accidents, incidents, or fires are reported without delay.
7. To inform the University Safety Office before any significant hazards are introduced or when significant hazards are newly identified.



Sources of Information

- The University Safety Policy Statements are available from the Institute Safety Officer, Institute Deputy Safety Officer and from the WIMM Administrator. They contain working practices and are constantly updated to include new legislation and guidance. They can also be downloaded from the University Safety Office website www.admin.ox.ac.uk/safety
- New information and minutes of safety committee meetings will be posted under Safety on the WIMM website.

Contact details

WIMM Buildings Manager – Mr Malcolm Shepherd 07966360796
Assistant WIMM Buildings Manager – Mr Manoj Sondhi 07980012145
WIMM Administrator – Dr Stella Keeble 222363
Institute Safety Officer – Dr Kathryn Robson 222379
Deputy Institute Safety Officer-Dr Zoe Christodoulou 222379
WIMM Biological Safety Officer –Dr Zoe Christodoulou 222379
WIMM Fire Officer - Mr Malcolm Shepherd 07966360796
WIMM Senior RPS –Dr Zoe Christodoulou 222379
WIMM Waste Disposal Officer – Mr Malcolm Shepherd 07966360796
WIMM Designated Individual for the Human Tissue Authority Licence
Dr Kathryn Robson (2)22379
Medical Sciences Divisional Safety Officer - Dr Graham Ross (07730683765)
Oxford University safety Office - 01865 270811

Security

WIMM Reception (2)22443
Hospital Security (2)20107 or in extreme emergency 4444

First Aiders

Oliver Beaven	Ashley Kaminae-Lanning
Natalina Elliott	Jana Koth
Martin Fellermeier	Jean Metson
Ewa Gogola	Oncology Facilities team
Susannah Holliman	

University Occupational Health Service – telephone (2)82676 hours Monday to Thursday 8.30am-4pm and Fridays 8.30am to 3.30pm.

Duty Consultant John Warin Ward telephone 0300 304 7777

Email: infectiousdiseasesoxford@nhs.net

Further information

- University Safety Policy Statements and Memos are also available from University of Oxford Safety website:
www.admin.ox.ac.uk/safety/
- Further information can also be obtained from the Health and Safety Executive website:
www.hse.gov.uk



COVID rules

Due to the COVID pandemic there are a number of controls in place in the WIMM to prevent the spread of this virus. These are listed below.

- No one is to travel to the site if they are experiencing symptoms consistent with COVID-19. You can check if you have symptoms using the NHS 111 Coronavirus Service.
- You should stay off site for the first five days following a positive Covid-19 test (counted from the day after you took the test) and, after that, should not return to site until any fever/high temperature has subsided.
- Wearing of face masks is encouraged in the building especially when moving about and regular use of hand sanitizer is also encouraged.

You must adhere to guidance in the WIMM Safety Handbooks and the WIMM SOPs unless advised otherwise by a member of the WIMM Management Team.

Should there be a change to these controls all staff will be contacted by email if listed on the WIMM Staff email list.