

BSO training and mentorship

The BSO role – a competent person to assist employer to stay compliant with regulations

Management of Health and Safety at Work Regulations

Regulation 7 Health and safety assistance

(1) Every employer shall [...] appoint one or more **competent persons** to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.

(5) A person shall be regarded as competent for the purposes of paragraphs (1) and (8) where he **has sufficient training and experience** or knowledge and other qualities to enable him properly to assist in undertaking the measures referred to in paragraph (1).

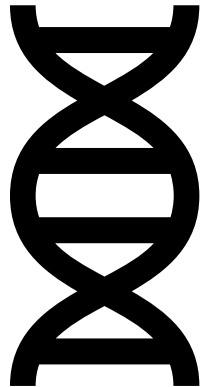


The BSO role – GM(CU) regulations

Providing expert advice on GM risk assessments

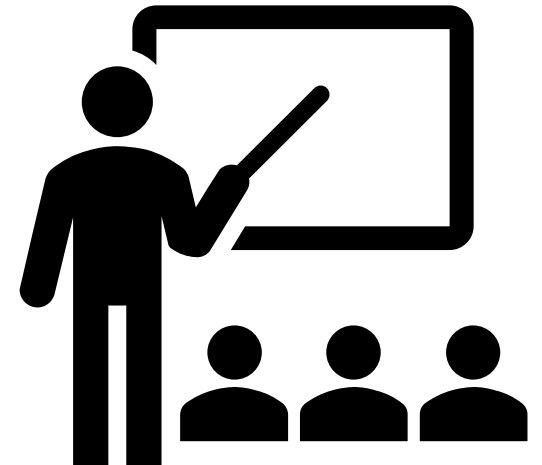
Regulation 8 requires the person responsible [the employer] to ensure that **expert advice on risk assessments** is obtained. It is proportionate in many circumstances that such advice on class 1 risk assessments can be provided **by a competent individual (eg Biological Safety Officer/Advisor)**, but for other activities including class 2 and above, the advice must be provided by a committee. The individual or committee providing the advice on risk assessment should:

- (a) have enough knowledge and experience to understand the risks [...]
- (b) understand the extent to which those risks are uncertain;
- (c) be able to judge the adequacy of the risk assessment [...]
- (d) where appropriate and necessary, test emerging conclusions by discussion with relevant experts, either within or outside their institution

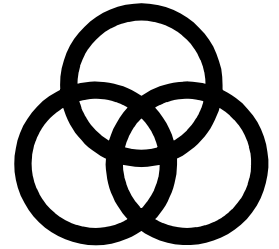


Existing training opportunities and support

- University internal courses
 - GM risk assessment
 - MSC
 - Use of sharps
- External course providers
 - Shipping biological material by air (one day course)
 - CL3 training course (one week)
 - BSP qualification (four days, ISTR)
- Annual BSO update
- Induction and advice from School Safety Officers and Safety Office
- Guidance documents



BSP vs our planned BSO training course



- Roles and responsibilities ✓
- Legal ✓
- Disinfection/sterilization ✓
- Waste disposal and Transport of hazardous materials (✓)
- Hazards and risks ✓
- Genetic Modification ✓
- Equipment - Plant, equipment and servicing; Facilities/design ✓
- Laboratory management ✓
Bio-security
- Policy/manual development
Auditing/inspection ✓
Incident and emergency procedures ✓
Occupational health; Influencing skills
- Learning and development

- Managing Biological Safety
- Legislation and Compliance
- Bio Risk Assessment
- GM Risk Assessment
- Control measures
- Lab management
- Incidents/accidents, contingency planning
- Disinfection and waste
- Animal work ★
- Plant work ★

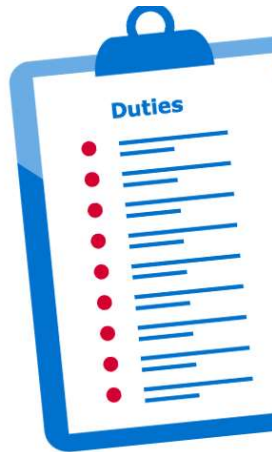
Preview of module 1 – Managing Biological Safety

Duties of the BSO

BSOs play a leading role in supporting the active management of biological safety. Examples of BSO duties include:

- Organising, leading and participating in termly bio/GM committee meetings
- Organising, participating in and keeping records of regular inspection rounds
- Reviewing and drafting local safety policy / local rules, codes of practice and other documentation for approval by committee
- Ensuring risk assessments are in place and reviewed on a regular basis
- Making sure training is sufficient, up to date and recorded
- Following up on accidents and near misses, ensuring lessons are learned and improvements are implemented

We will be unpacking each of these duties in this programme of courses.



The role of your committee

Health and safety committees play an essential role in the management of health and safety. Your GM / biological safety committee should:

- Discuss risk assessments, accident investigations and local inspections to share findings, experience and good practice for control measures and standard operating procedures
- Read and review guidance
- Share knowledge gained on training and give reviews of training courses
- Promote good practice
- Make sure safety inspections and audits are happening
- Ensure that the views of departmental staff are communicated effectively



Training needs of others

As BSO you also have a role in identifying training needs for staff, students, visitors and contractors. For example:



- Are First Aiders aware of any potential significant biological issues in the department and how these could impact their involvement in dealing with incidents?
- Are cleaners sufficiently aware of the risks of the areas they are working in?
- Are there any accident and incident statistics that point towards a biological safety training need?



Make sure you know whether the departmental induction training sufficiently covers biological safety matters. Again the Safety Office website can provide information about available courses. The Safety Office training matrix is a good starting point to define training needs for all levels of staff. Download it from the Safety Office website.

Participation in audits and inspections

When you are visited for an audit or inspection by a local inspection team or a regulating body, such as the Health and Safety Executive, you will be asked to provide information on your department's biological safety compliance.

Agencies normally give notice of their intention to inspect, so they can receive and review paperwork ahead of the visit and key people in the organisation can be made available. We will look at some of the paperwork you might need to have ready in the next module.

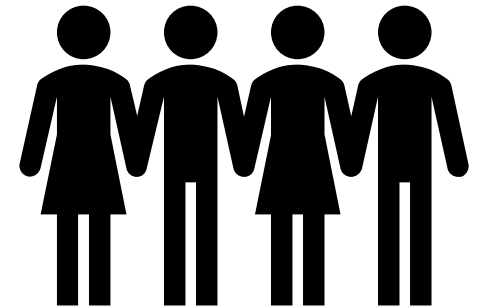
If you are contacted by any external agency about inspection, always inform your School Safety Officer and the Safety Office. They are experienced in inspections and will be able to offer valuable support.

In terms of measuring performance in the department, you should also be aware of any schedules of internal inspections. Are these being carried out and are they being documented?

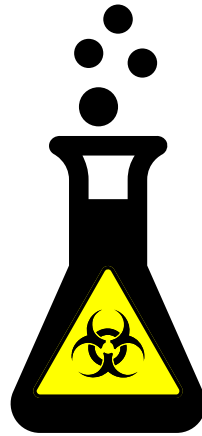


The BSO course development team

- Sara Green, content developer, Safety Office
- Keff Tibbles, Clinical School Safety Officer, ex-HSE inspector
- Mark Elsdon, Biological School Safety Officer, ISTR Fellow
- Jess Richards, Safety Coordinator, NEBOSH Dipl.
- Simon Hoer, Head of Biosafety, BSLG/BPRS (Biorisk Professional Registration Scheme) member



What about practical training?



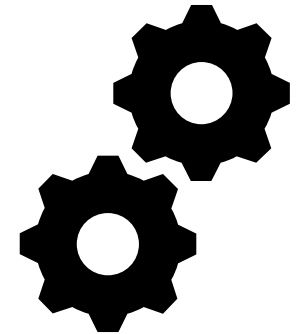
Peer to Peer Mentorship

- Mentee driven
- Not teaching
- Sharing experience, support, ideas
- Build network
- Spread best practice



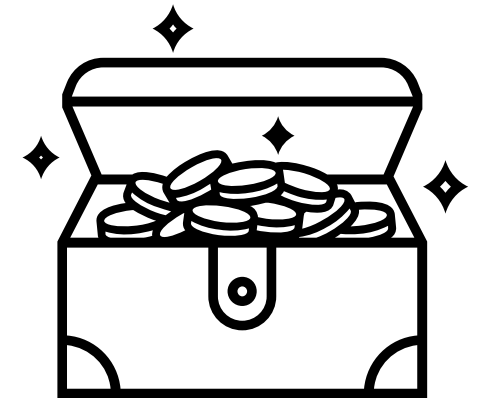
Mentorship ideas

- Secondment
- Joint/cross inspections (worked well for CL3 audits)
- Regular catch-ups
- Project based support
- Establish connections to peers in other Departments
- Alongside BSO training course
- Teams Channel as a forum for requests, advice, discussions



Benefits to mentors

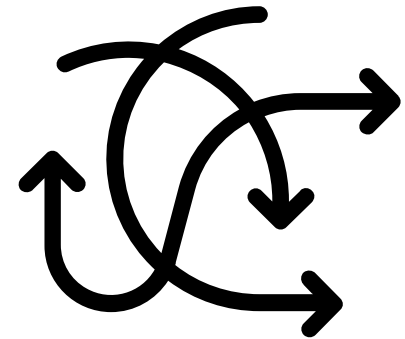
- Second pair of eyes
- Fresh perspective/ideas, from other parts of the University/sector
- Feedback on your existing ways of working
- Succession planning (mentee becoming mentor for your successor)
- Extend your professional network
- Use your knowledge to grow talent
- Develop your management skills



Mentee candidates

Could be...

- New to Cambridge
- New to role
- Extending their role (DSO)
- Interested in a safety career
- Moving into a new area of biorisk



Matchmaking – indicate your interest

Sign up where you signed in and have a chat with others who are interested during the coffee break

BSO Teams channel coming soon

BSO networking events?



Break

