

Updates and Information for BSOs

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University Health and Safety Policy

Health and Safety Policy : Purpose

States how the University of Cambridge complies with its legal and moral obligations relating to the health and safety of its staff, students and any other person who may be affected by its undertakings.

Published January 2022: **University Health & Safety Policy** (HSD016M)

<https://www.safety.admin.cam.ac.uk/files/hsd016m.pdf>

Heads of Department

- Have overall responsibility for ensuring their Department complies with the University's H & S requirements & has effective systems in place for management of H & S.
- Ultimately responsible for the safe management of all work under their authority.
- Must ensure the allocation of the necessary resources including the **appointment (in writing)** of:
 - Departmental Safety Officer (DSO) and
 - Other specialist officers eg **BSOs** to provide advice &/or support on health and safety related matters

The University health and safety management system is based on a Plan-Do-Check-Act process where ownership and responsibilities are integral to the activity owners

HSE: Managing for Health and Safety



Health and Safety
Executive

Managing for health and safety



This is a free-to-download, web-friendly version of HSG65 (Third edition, published 2013). You can order a printed version at www.hse.gov.uk/pubns/books/hsg65.htm or visit the website at www.hse.gov.uk/managing.

This revised edition of one of HSE's most popular guides is mainly for leaders, owners, trustees and line managers. It will particularly help those who need to put in place or oversee their organisation's health and safety arrangements. The advice may also help workers and their representatives, as well as health and safety practitioners and training providers.

The guidance explains the Plan, Do, Check, Act approach and shows how it can help you achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

The revised edition has advice on:

- the core elements of managing for health and safety;
- deciding if you are doing what you need to do;
- delivering effective arrangements;
- useful resources.

❑ HSG 65: Third Edition - 2013

<https://www.hse.gov.uk/pubns/priced/hsg65.pdf>

- ❑ The guidance explains the **Plan, Do, Check, Act** approach and shows how it can help you achieve a balance between the systems and behavioural aspects of management for health & safety.
- ❑ It also treats health & safety management as an integral part of good management generally, rather than as a stand-alone system.

Audits and Inspections – ‘Check’



Figure 1: Plan-Do-Check-Act cycle

Plan – refers to the process of setting direction for effective health and safety management that is an integral part of the University’s culture, values and performance standards.

Do – refers to the delivery of an effective health and safety management system that aims to protect people by ensuring that risks are dealt with sensibly, responsibly and proportionately.

Check – refers to regularly monitoring health and safety performance and reporting relevant information to senior management.

Act – refers to: 1) reviewing health and safety performance to establish if arrangements are embedded and effective in managing risks and protecting people, and 2) improving performance, as necessary.

HSE Inspections – Biological

If approached directly by HSE to make arrangements- contact me for advice

I will liaise with the HSE to:

- Define the scope of the intended visit: GMM, LGMO, CL3, SAPO?
- Identify a date and the intended location (s)
- Co-ordinate other departments if also need to be involved
- Assist in the preparation of/devise the timetable for the visit
- Support, advise, assist with pre-inspection documentation & the visit on the day
- Submit the pre-inspection documents on your behalf
- Report to sub-committee for biological safety & consultative committee for safety

This year so far:

5 x LGMO inspections (GM plants & animals); 4 x APHA; 1 x CL3, 1 CTSA & 1 DR trial inspection

HSE Inspections – Biological cont'd

An inspector from the HSE Microbiological and Biotechnology Unit will assess the adequacy of:

- **Work practices: Risk Assessments, SOPs, Policies, Codes of Practice**
- **H & S Management arrangements**
 - Biosafety Committee meetings, minutes, actions
 - Training: policies, provision of, records
 - H & S competency: checks for/assessment of, records of these
- **Internal audits and inspections:** schedules, records, action plans, resolving issues
- **Lab facilities**
 - Autoclave PSSR inspection reports
 - MSC maintenance service reports

Work Practices

- Scope & hazards
- Security of lab & equipment
- Access
- Emergency responses
- Lone/OoH working
- Waste disinfection & disposal
- Health surveillance
- Equipment service & maintenance
- Transportation of bio materials
- PPE

Biosafety - related news

➤ Imports/Exports of biological materials post Brexit

- Advice on Finance Division website: <https://www.finance.admin.cam.ac.uk/policy-and-procedures/brexit-guidelines/controlled-goods>

➤ Notice of a lab acquired infection in France

- A 2019 death from variant Creutzfeldt-Jakob disease was linked to a lab accident. IP stabbed thumb with forceps while cleaning cryostat used to slice brain sections from transgenic mice infected with sheep-adapted form of BSE
- <https://www.sciencemag.org/news/2021/07/france-issues-moratorium-prion-research-after-fatal-brain-disease-strikes-two-lab> article date 28 Jul 2021

➤ New Biological Risk Assessment Template

- Latest version (v2) highlights the importance of risk assessing and avoiding as far as possible, the use of sharps in bio research
- <https://www.safety.admin.cam.ac.uk/subjects/biologicals/biological-risk-assessment-guidance-templates>
- There will be a talk on the use of sharps today

➤ Update on definition of gene edited (GE) plants for deliberate release (DR) field trials

- The legislation on GE plants for DR research purposes – amended and came into force on 11 April 2022
- GE plants – will still notify to Defra, but not full portfolio; trials still inspected by APHA; applies to R & D trials in England only

Other biosafety – related information

Annual Biological Safety Questionnaire (ABSQ)

- Thank you for sending in your returns- the results are analysed and they provide the University with annual oversight of biological activities within the University
- General feedback: Departments/Institutes view the ABSQ as a positive & useful annual exercise
- The ABSQ can be used as training tool for a new incoming BSO
- There will be an ABSQ sent this summer as usual, with guidance provided for some questions where we received unclear responses

HTA Annual Self-Audit Questionnaire

- Departments on the University licence (12196) are being audited and inspected this year
- The annual self-audit questionnaire will be sent out over the summer as usual – the collated data is provided to the Human Tissue Authority

Biological Safety- resources

Thank you for listening

Email for enquiries:

- androulla.gilliland@cam.ac.uk

Safety Office intranet for information:

- <https://www.safety.admin.cam.ac.uk/subjects/biologicals>

Subject areas A to Z (animals to zoonoses)