

# Health and Safety

Nuffield Division of Clinical  
Laboratory Sciences

Last updated May 17

Factsheet 6

## Safety is Everybody's Business

The Head of Department has overall responsibility for safety and Heads of Divisions are responsible for safety within their areas. Day to day administration of safety policy is delegated to the local divisional safety officer (DSO) and the local biological safety officer. It is the University's responsibility to provide a safe working environment and the employee's responsibility to work in a safe manner. If you are working on any site in the department, you must arrange an appointment with your DSO to discuss safety before you start work and attend a local safety induction briefing. You are required by law to receive and read the University's Health & Safety Policy before you start work in the department:

[www.admin.ox.ac.uk/safety/hs-mgement-policy/](http://www.admin.ox.ac.uk/safety/hs-mgement-policy/)

## Accidents

All accidents and incidents must be reported to the University Safety Office on completed Accident / Incident Report Forms which are available from your DSO. This applies to employees, students and visitors. If an accident / incident occurs: make the situation safe,

arrange for first aid or emergency services to attend as appropriate, notify the DSO immediately and complete an Accident/Incident Report Form as soon as possible.

## First aid

You will be informed during your health and safety induction who the first aiders in your work area are.

## Fire

You will be advised during your local safety induction of the local procedure to be followed in the event of a fire.

If you discover a fire **BREAK THE FIRE ALARM GLASS** to raise the alarm. The fire alarm bells will ring continuously, as a signal to evacuate the building.

On hearing the Fire Alarm, close all windows and internal doors, make any work safe and leave the building without delay via the fire exits.

DO NOT USE THE LIFTS. Assemble in the area designated for your building (see factsheet 14 and local induction), where your local fire warden will take a roll call. **DO NOT** re-enter the building until told it is safe to do so.

## What to do in an emergency

In a medical emergency of any kind, if you are on an Oxford Hospital site, you should dial **4444** from any departmental telephone.

If the emergency is a cardiac arrest, dial **2222**.

These numbers are printed on the reverse of your NHS hospital ID card.

## Local contacts

### DSO

Dr Andrew Graham (2)20555  
[andrew.graham@ndcls.ox.ac.uk](mailto:andrew.graham@ndcls.ox.ac.uk)

### Deputy DSO

Dr Amanda Anderson  
[amanda.anderson@ndcls.ox.ac.uk](mailto:amanda.anderson@ndcls.ox.ac.uk)

## Further information

The University Safety Policy Statements and Memos can be found at:

[www.admin.ox.ac.uk/safety](http://www.admin.ox.ac.uk/safety)



### **Lone working**

All out of hours working (6pm - 8am and weekends) should be limited to that which is necessary. Research students must obtain permission to work out of hours from their supervisor. Undergraduates are not allowed to carry out lone bench work.

If you are lone working, take care with your personal security. Ensure that you are not tailgated into restricted areas and that doors close properly behind you.

### **Display Screen Equipment (DSE)**

DSE Regulations cover cathode ray screens, liquid crystal displays, laptops and also include laboratory equipment with similar ergonomic considerations. If you feel an assessment of your needs is required, please contact your DSO or DSE assessor for your group. Alternatively, you can complete the DSE Self Assessment Form online found in the related links section of <http://www.admin.ox.ac.uk/safety/policy-statements/s8-09/>

If any problems arise you should contact the DSO as soon as possible. You are entitled to eye tests, paid for by the Department. For more info, please contact [admin@ndcls.ox.ac.uk](mailto:admin@ndcls.ox.ac.uk).

### **Manual Handling**

University employees are often required to carry out manual handling or lifting operations. Your

DSO can offer advice on whether a specific risk assessment is required and organise appropriate training.

### **COSHH**

The Control of Substances Hazardous to Health (COSHH) Regulations provide the legal framework for controls on exposure to hazardous substances arising from work activities. Please ask your DSO for advice on the COSHH assessment process. Further information, see: [www.admin.ox.ac.uk/safety/policy-statements/upss614/](http://www.admin.ox.ac.uk/safety/policy-statements/upss614/)

### **Blood**

Only suitably qualified staff are permitted to take blood samples and this must be in a designated area. You are prohibited from working with samples of your own blood (e.g. if these have been taken as 'control' blood). More information about the University's policy on working with blood: [www.admin.ox.ac.uk/uohs/policies-guidance/blood/](http://www.admin.ox.ac.uk/uohs/policies-guidance/blood/)

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

You should consult your Laboratory Manager or DSO if you need to transport biological materials. Suitable containers for transport of dangerous goods can be purchased if necessary. These rules also apply for transport of biological material between sites and between laboratories.

### **Training**

The Safety Office runs several training courses – see [www.admin.ox.ac.uk/safety/safetytraining/](http://www.admin.ox.ac.uk/safety/safetytraining/). Your DSO can advise which ones you must attend before starting your laboratory work.

### **Visitors**

Prior to the arrival of any visitor, the HR team and the Laboratory Manager or DSO must be notified so that the appropriate paperwork can be completed (including a risk assessment for activities). Any visitor should be introduced to the DSO prior to starting work. Children under the age of 16 years are not permitted access to laboratory areas. Young persons between the ages of 16 to 18 years MUST be accompanied / supervised in the laboratory at all times.

### **Pregnancy**

Any female staff who is a new or expectant mother should inform the DSO, who will arrange a risk assessment.

### **General / Prevention**

If you work in a hospital building, you must attend the ORH 'Fire Safety Training' at least once a year. This will be covered at induction.

**SMOKING IS NOT ALLOWED** anywhere within the grounds of the hospital.

**For more information contact:**

Tel: 01865 220 555 fax: 01865 228 980

Website: [www.ndcls.ox.ac.uk/health-and-safety](http://www.ndcls.ox.ac.uk/health-and-safety)