



# Health and Safety

Last updated Sep-13

Experimental Medicine

Factsheet 4

## Safety is everybody's business

It is the University's responsibility to provide a safe working environment; and the employee's responsibility to work in a safe manner. It is your responsibility to obtain full details concerning safety issues from your Group Leader or appropriate Departmental Safety Officer (DSO) before starting work.

If you are going to be working in the laboratories, ensure you also read the 'Laboratory Worker Safety Handbook'. If you are changing the location/focus of your work you must speak to the DSO to ensure you have the necessary information. The University Safety Policy can be found at

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

### 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. Dial 4444. On hearing the Fire Alarm, close all windows and internal doors and leave the building without delay via the fire escapes. DO NOT USE THE LIFT. Assemble in the Academic Block on Level outside Tingewick Hall

where your local fire warden will take a roll call. DO NOT re-enter the building until told to do so. There are two types of alarms. If a **continuous alarm** sounds in your area, leave the zone immediately and move to a zone with no alarm sounding. If working in a lab, make the area safe (i.e. turn off any naked flame). Do not stop to collect personal belongings and do not use lifts. If an **intermittent alarm** is sounding in your zone, it means that an adjacent zone has a continuous alarm. You may continue to work but be ready to leave if needed.

### Escape Routes

All staircases, corridors, offices and laboratories must be kept free of obstructions such as trailing electrical cables, boxes and surplus materials.

### General / Prevention

You must attend the OUH 'Fire Safety Training' at least once a year.

Fire lists giving details of the designated fire warden and personnel are posted throughout the department. **SMOKING IS NOT ALLOWED** within the grounds of the hospital. Report without delay over-heating of equipment, power sockets or leads; also any smell of burning or gas.

## Phone numbers

Cardiac Arrest – ext. 2222

Any other emergency  
– ext. 4444

JR Laboratory Manager –  
tel. (2) 22907

PMB Laboratory Manager  
– tel. (2) 81249

WIMM Laboratory Manager  
– tel. (2) 22308

**Accident:** Contact a First Aid Officer, their details are on the notices around the Department. Should you require emergency hospital treatment then the First Aid Officer will accompany you to the nearest A & E Department which is on Level 1 of the John Radcliffe Hospital.

**First Aid:** First Aid Boxes and Eye Wash Bottles can be found at strategic points around the Department. Familiarise yourself with their location. **In the event of an accident to the face with chemicals, wash eyes and face immediately with cold water.**



In the first instance, report these to the Lab Management Team and if they are unavailable or it is out of hours, ring the Estates Helpdesk. on (2) 20600. If in doubt, ring switchboard (dial 0).

### Accidents

All incidents must be reported to the University Safety Office on completed Accident / Incident Report Forms which are available from the Departmental Safety Officer. 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 as soon as possible.

### 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).

### Display Screen Equipment

DSE Regulations cover cathode ray screens, liquid crystal displays, laptops and also includes laboratory equipment with similar ergonomic considerations. If you feel an assessment of your needs is required contact the DSO or

DSE assessor for your group. If any problems arise you should contact the DSO as soon as possible. You are entitled to eye tests which are paid for by the Department.

Eye tests can be carried out at nominated opticians as listed on the University Safety Policy S8/09, appendix 4.

### Lone Working

All out of hours working (6pm - 8am) should be limited to that which is necessary. Research students must obtain permission to work out of hours from their supervisor. No undergraduate may carry out lone benchwork. Due to the clinical nature of the Department 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 restricted areas and that doors close properly behind you.

### Manual Handling

University employees are often involved in manual handling or lifting operations. Loads do not always cause musco-skeletal injuries, accidents may happen which cause injury to the head, hands and feet.

### Pregnancy

Any female staff who is a new or

expectant mother should inform the DSO who will arrange a risk assessment.

### Receipt of Packages

Do not open the package, give to the appropriate person. If the designated recipient is not available contact the Laboratory Managers who will advise on the best action.

### Transport of Biological Material

You should consult the Laboratory Manager 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.

### Visitors

Prior to the arrival of any visitor, the HR team and the Laboratory Manager must be notified so that the appropriate paperwork can be completed (including a risk assessment for activities). Any visitor should be introduced to the departmental safety officer 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.

**For more information contact**

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