

Department of Biology

Policy for Laboratory Working Students and Visitors



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Undergraduate Students

- Undergraduate students may only work in the laboratory with sufficient, suitably qualified staff giving adequate supervision.
- Supervisors must closely supervise the work carried out in the course of the project
- Undergraduate students are not permitted to work out of hours or unsupervised.
- There must be suitable and sufficient risk assessments made of all relevant aspects of the work during the initial discussion. All instructions with respect to safety **MUST BE OBEYED**.
- Information, instruction, training and supervision must be provided to ensure the health and safety of the student is not compromised.
- Sufficient suitable protective clothing and equipment is provided and used.
- Emphasis should be given to HSE guidelines such as COSHH, (the control of substances hazardous to Health, the Health & Safety at Work Act), the use of electrical equipment, lone working, biological hazards etc.

Refer to Guidance for University Departments and Functions Jan 2010 and Safety Handout for Undergraduate Students (Biological Sciences).

Masters Students

Masters' students may be permitted to work out of hours subject to:

- There is no work using hazardous materials. See below for further details.
- All work has suitable and relevant risk assessments.
- There is no lone working.
- A record of risk assessments and COSHH is made.

Working during normal hours:

- All students have completed and signed that they understand the Code of Practice.
- All students can read safety regulations, operating instructions and protocols written in English.
- All students have the necessary background experience and training in relation to experimental techniques and bench work. Supervisors must provide information, instruction, training and supervision to ensure the health and safety of students studying in laboratories under their control.
- All students must demonstrate understanding of the procedures involved in planning experiments, especially when they involve the use of substances hazardous to health. All students must be aware of the new skills and techniques required when planning experiments.
- All students have laboratory notebooks and that all experimental and benchwork is recorded. These notebooks must be maintained for inspection by Heads of Departments, Safety Services staff, and officers of the Health and Safety Executive.
- All students must agree with their academic supervisor, the protocols and experimental procedures, especially where the use of hazardous materials are planned.
- Arrangements must be made for absences of supervisors to ensure that supervision is effectively maintained. The absent member of staff should notify the Head of Department of the arrangements.
- All changes in methods must be documented and discussed and not be introduced without the supervisor's knowledge.

Postgraduate Students

Postgraduate students may work of our hours and work alone subject to:

- All work has suitable and relevant risk assessments. That all risks have been assessed for lone working, including violence, manual handling, using/operating work equipment, hazardous substances and that emergency procedures are known.
- A record of risk assessments and COSHH is made.
- A record is taken of steps to eliminate or minimise the risk of exposure to hazardous materials.
- All students have completed and signed that they understand the Code of Practice and Safety Booklets.
- All students can read safety regulations, operating instructions and protocols written in English.
- All students have the necessary background experience and training in relation to experimental techniques and bench work. Supervisors must provide information, instruction, training and supervision to ensure the health and safety of students studying in laboratories under their control.
- All students can demonstrate understanding of the procedures involved in planning experiments, especially when they involve the use of substances hazardous to health. All students must be aware of the new skills and techniques required when planning experiments.
- All students have laboratory notebooks and that all experimental and bench work is recorded. These notebooks must be maintained for inspection by Heads of Departments, Safety Services staff, and officers of the Health and Safety Executive.
- All students must agree with their academic supervisor, the protocols and experimental procedures, especially where the use of hazardous materials are planned.
- Arrangements must be made for absences of supervisors to ensure that supervision is effectively maintained. The absent member of staff should notify the Head of Department of the arrangements.
- All changes in methods must be documented and discussed and not be introduced without the supervisor's knowledge.

- Supervisors must stress the importance of the need for close working relationships with themselves, relevant Laboratory Safety Supervisors and other relevant academic advisers.
- All students must discuss their research at least once per week.#
- Check lone working details below.

Visitors

- All visitors must be covered by insurance.
- All visitors have completed and signed that they understand the Code of Practice and Safety Booklets.
- Visitors cannot work out of hours, unless they have Honorary Visitor status.
- Working hours are 7.00 am – 6.30 pm except in the Adrian Building which has opening hours of 8.00 am – 6.00 pm.
- If the visitor is a student, then refer to policies detailed on pages 3-6.
- If the visitor is a researcher, the following apply:
 - All work has suitable and relevant risk assessments. That all risks have been assessed for lone working, including violence, manual handling, using/operating work equipment, hazardous substances and that emergency procedures are known.
 - A record of risk assessments and COSHH is made.
 - A record is taken of steps to eliminate or minimise the risk of exposure to hazardous materials.
- All visitors should be able to read safety regulations, operating instructions and protocols written in English.
- All visitors should have the necessary background experience and training in relation to experimental techniques and bench work. Supervisors must provide information, instruction, training and supervision to ensure the health and safety of students studying in laboratories under their control.
- All visitors should be able to demonstrate understanding of the procedures involved in planning experiments, especially when they involve the use of substances hazardous to health. All students must be aware of the new skills and techniques required when planning experiments.
- All visitors should have laboratory notebooks and that all experimental and bench work is recorded. These notebooks must be maintained for inspection by Heads of Departments, Safety Services staff, and officers of the Health and Safety Executive.
- All visitors should agree with their academic host, the protocols and experimental procedures, especially where the use of hazardous materials are planned.

Lone Working

- Before lone working is permitted, the supervisor should assess if the activities can be controlled by an individual working alone.
- Supervisors must agree to lone working and set limits of what can and cannot be carried out.
- Decisions as to lone working cannot be taken by student but must be agreed with the supervisor.
- Training should be given to lone workers on how to deal with situations that could arise and who to contact in the event of an emergency or problem.
- Lone Workers must sign in the Log Book in reception on entry and exit of the building.

Working with Hazardous Materials

- No work with hazardous materials can be carried out unless in sight and/or sound of another person.
- All work has suitable and relevant risk assessments.
- A record of risk assessments and COSHH is made.
- A record is taken of steps to eliminate or minimise the risk of exposure to hazardous materials.