Health & Safety during research project

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PLEASE inform your supervisor of any special needs, disabilities, or health problems that you have that may affect your safety during the project. It is important that both you and your supervisor are aware of any possible problem to avoid adding to the range of hazards that exist in research work and to avoid creating risks for others.

**General**

Health and safety is an important aspect of study.

- It is your duty to make sure that you follow the Health and Safety Policy of the School and any Health and Safety instructions given to you by your Academic Supervisor.
- You must work safely at all times.
- You must not commence any work activity until the risks, if any, associated with the work activity have been explained to you.
- You should be familiar with the contents of the School Health and Safety Policy, especially in so far as they affect your work activity. A copy of the Policy is available in URL.
- Always ask if you are in any doubt about the Health and Safety policy of the School.

**Lone working**

Out-of-hours work is not normally allowed unless performed under the on-site supervision of a member of academic staff. Under some circumstances the supervisor may nominate a postdoctoral worker, postgraduate student or technician to provide supervision. In such cases, the nominee should be given a thorough briefing on all aspects of safety relating to the work.

**Wet / animal lab**

If you already have allergies, you are more likely to develop LAA (laboratory animal allergy). Please be aware and discuss issues of LAA early in discussions with potential supervisors. This is more common with rodents (rats) but can occur with any laboratory animal.

You are required to read and follow the laboratory code of practice that will be displayed in each lab. The code of practice will include aspects such as:

- An appropriate risk assessment must have been performed, using the electronic risk assessment management system, for each laboratory procedure in which chemicals or biological agents are involved. This will normally be prepared by your supervisor. You must be aware of the content of the risk assessment, know what type of personal protective equipment to use, and know what to do in the case of an accident.
- Laboratory coats, of an appropriate type, must be worn at all times.
- Eating, chewing, drinking, smoking, storage of food, the application of cosmetics and horse-play are forbidden in the laboratory.
- Mouth pipetting is forbidden.
- All procedures must be performed so as to keep the production of aerosols to a minimum. Any procedures likely to produce aerosols should be performed in the fume hood.
• Any work space must be kept as clean and tidy as is conducive to good working practice.
• Special arrangements are in place for the use of radio-isotopes and laboratory animals. Your
  supervisor will discuss these with you before the work activity commences.
• Waste must be disposed of as described in the School Health and Safety Policy or as instructed by
  the Laboratory Demonstrator.
• Accidents, and near accidents that could lead to injury or infection, should be reported
  immediately to your Academic Supervisor/Laboratory Manager/Laboratory Demonstrator.

**Human lab**

You are required to read and follow the laboratory code of practice that will be displayed in each
laboratory (every lab has one, including the Jeeve’s lab and all ‘specialist’ labs such as those used for
psychophysics). Ask your supervisor where the relevant code of practice can be found. The code of practice
will include do’s and don’ts relevant to the equipment and laboratory procedures.

Note that access to the Jeeve’s labs is via a swipe card which will not be issued until your supervisor has
discussed the relevant safety code of practice. You should ask your supervisor for a copy of the code so
that you are familiar with all aspects.

**Field work**

Field work is defined as working outside of University building (Schools, nurseries, street surveys, Living
Links, nursing homes...)

Any work conducted outside of the University requires a risk assessment to identify any potential
significant risks. This will normally be prepared by you and your supervisor.

If a risk is identified (e.g. working alone, meeting people in their homes...) a written risk assessment needs
to be prepared.

Schools and other institutions will have their own risk assessments and safety procedures. You must be
familiar with and comply with the requirements