

3.1. This policy meets the requirements of the [Health and Safety at Work etc. Act 1974](#)⁴ (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA), which is the primary piece of legislation covering occupational health and safety in the UK. The Act requires that every employer must have a Health and Safety Policy, which must contain three separate parts: a Health and Safety Policy Statement of Intent (aims and objectives); organisation of health and safety (who has responsibility for what); and arrangements for health and safety (how risks are managed).

3.2. This policy, plus all affiliated policies, guidance and procedures, align with the [UK Research Integrity Office's \(UKRIO's\) Code of Practice for Research](#)⁵.

4.1. This policy overarches all other Institute health and safety policies.

4.2. This policy applies to:

- Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions
- Institute employees on BBSRC or other terms and conditions
- Research Fellows on Institute terms and conditions
- Research Fellows (honorary)
- Honorary Members of Faculty
- Babraham Institute registered PhD students
- Visiting students
- Visiting researchers and workers, including consultants and secondees
- Workers provided by a third party / contractors
- Visitors
- Trustees

4.3. This policy must be read in conjunction with the Health and Safety Manual (A-Z), which can be found on the Health and Safety (H&S) Hub pages.

5.1. The identification of the principal hazards to workers and others affected by our work, and control of the associated risks, is a management responsibility that is essential to our achievement of excellence in research. Full co000008871 0 595.32 841.92 reW*ñBT/F12 11.04 Tf1 0 0 1 135

5.2. The Institute and BIE are also committed to meeting the additional requirements of the

The following diagram outlines the organisational structure for management of health and safety at the Institute and BIE.

- 6.2.1.1. For full details on adverse event reporting requirements, see the H&S Accidents and Incidents Hub page.
- 6.2.1.2. The [Health and Safety \(First-Aid\) Regulations 1981](#)⁸ require the Institute and BIE, as employers, to provide adequate and appropriate first-aid equipment, facilities and people so that employees can be given immediate help if they are injured or taken ill at work. All Institute first aiders are required to hold a First Aid at Work Certificate and complete statutory three yearly refresher courses. For full details of first aiders and first aid arrangements, see the H&S First Aid Hub page.
- 6.2.1.3. The

safety strategy, performance, policies and procedures. The HSMC operates in a positive way, reinforcing safety culture and worker participation in the management of health and safety within the Institute.

6.2.5.2. The remit of the HSMC is to:

- Agree health and safety policy, strategy and standards (including KPIs).
- Ensure effective health and safety information is shared with all, and / or relevant staff.
- Receive, scrutinize and consider appropriate actions arising from regular updates and reports on:
 - Health and safety strategy and KPIs from the Health and Safety (H&S) Manager.
 - Adverse events and ill health data from the H&S Manager.
 - Support operations within the Institute, regarding safety arrangements and improvement in those areas (from the line managers of those areas).
 - Specialist groups, or on specific health and safety topics at the request of members of staff or the HSMC.
 - Radiation protection (from the Radiation Protection Officer).
 - Biosafety (from the Biosafety Officer).
 - Fire safety (from the H&S Manager).
 - Health and safety training (from the H&S Manager and HR, to ensure that the training is relevant and focused).
 - The Institute health and safety inspection programme (from the H&S Manager).
- Review the regular health and safety reports to Babraham Executive Committee (BEC) and the Board of Trustees.
- Carry out an annual review of Institute HSMC Terms of Reference.
- Oversee and ensure that suitable and sufficient progress is made regarding worker wellbeing.
- Discuss and agree methods for ensuring compliance or attaining best practice in various areas of health, safety and welfare.
- Promote a cooperative relationship with Babraham Research Campus Ltd and other Campus organisations.

6.2.6.1. The Institute Director must appoint a team of competent employees led by a H&S Manager to advise Institute line managers on health and safety, including qualified specialists where required, e.g., for biological safety and radiation protection. Health and Safety Advisers will have substantial knowledge and experience in health and safety matters (and hold appropriate qualifications) as well as knowledge appropriate to the areas of health and safety for which they are responsible. These are advisory positions with duties agreed, in writing, between the individuals and the Institute Director.

6.2.6.2. The responsibilities of the Institute H&S Manager include:

- Management and oversight of Institute health and safety (including all specialist areas, as well as fire and first aid, etc.).
- Advising Institute workers and others on health and safety matters.

BI-HAS-

6.2.7.2. The responsibilities of Institute

and Safety Manual, Induction Process on the H&S Hub pages), which contains links to various health and safety induction documents, including: the First Day Health and Safety Induction Sheet, the Health and Safety Booklet / Manual and Training Record Sheets (general and specific).

- Sign their Health and Safety Training Declaration (signed both by themselves and their line manager) on completion of their health and safety training and send a copy of the signed declaration to the Institute H&S Manager.
- Risk assessments.
Health and Safety Coordinators, together with relevant line manager(s) should:
 - Check that all risk assessments are in place and up to date.
 - Assist in the creation of relevant risk assessments where they are required or are not current (assistance may be sought from the Institute H&S Manager or the central H&S team).
 - Risk Assessments should give consideration to safeguarding, equality, diversity and inclusivity when mitigation measures are put in place. For example, those under 18, new and expectant mothers, those with a disability and those who hold religious beliefs might be impacted by the use of equipment (e.g., personal protective equipment [PPE]) or working arrangements that are considered under the Risk Assessment.
- Reporting of health and safety issues.
Health and Safety Coordinators, together with relevant line manager(s), must:
 - Check that any adverse event within their group is reported using a Health and Safety Adverse Event form (available on The Hub) without delay. Line managers / hosts of workers involved in the adverse event must also be briefed.
 - Act as a point of contact within their lab or group with the Institute central H&S team.
- Interaction with area Health and Safety Advisers and the Institute central H&S team.
Health and Safety Coordinators should:
 - Attend once yearly meetings with either the Institute central H&S team and other Health and Safety Coordinators.
 - Meet either weekly or monthly (dependant on the risk levels within the work area) with their local Health and Safety Adviser and report any issues or ideas.
Health and Safety Coordinators, together with relevant line manager(s), must:
 - Keep up to date with health and safety matters (via The Hub, health and safety news and briefings).

- Basic maintenance.
Health and Safety Coordinators should carry out occasional “walk by” checks to ensure:
 - First aid boxes are fully kitted out and all dressings are in date.
 - Automated external defibrillator (AED) device batteries and pads are in date.
 - Any eyewash bottles are in date (making a note of the expiry date to remind you of replacement date).
 - Local Exhaust Ventilation (LEV; e.g., fume hoods, microbiological safety cabinets, etc.) checklists have been kept up to date on used LEV units.
 - Spill kits are present.

6.2.9.1. The installation, regular maintenance and repair of engineering safety control measures (e.g., fume hoods, weigh safe cabinets, ventilated storage, etc.) are the responsibility of BCE and Technical Services with the advice of the central H&S team.

6.2.10.1. The responsibilities of Institute group leaders / line managers include:

- Leading by example on good health and safety practice.
- Producing safe systems of work and SOPs.
- Applying standards contained in statutory legislation, Approved COPs (ACoPs) and this General Health & Safety Policy.
- Ensuring that their workers are adequately trained to carry out their work in a

6.2.11.1. All workers are responsible for:

- Their own health and safety and that of others who may be affected by their actions.
- Working safely and considering others.
- Cooperating with supervisors and group leaders / line managers, and supporting Institute policies and procedures on health and safety.
- Using equipment provided in a safe and responsible way.
- Reporting incidents that have led, or may lead, to injury or damage.
- Undertaking relevant health and safety training.
- Maintaining good housekeeping.
- Helping to investigate accidents with the aim of introducing measures to avoid a recurrence.
- Consulting with management to continuously improve health and safety standards and performance.

7.1. All Institute health and safety arrangements are detailed on the H&S pages on The Hub, which are available to all workers. These pages contain an A to Z Health and Safety Manual, which contains details of health and safety organisation, health and safety training (including specialised work area training requirements and user training databases), responsibilities, accident / incident reporting, RaGs, SOPs, information and guidance, links to forms, risk assessment templates, and databases of both general and specific current risk assessments, including, e.g.:

- Generic general laboratory
- Human pathogen
- Human tissue
- Genetically modified microorganisms
- Genetically modified animals
- Chemicals (COSHH)
- Children and Young Persons (restricted access)
- Fire (restricted access) and DSEAR (section 10)
- Ionising radiation (restricted access)

8.1. As a minimum the H&S Hub pages, which includes the Health and Safety Manual (A-Z), should be read in conjunction with this policy. The reading of policies, and their associated guidance, RaGs and SoPs, for any potentially high hazard specialist area of health and safety that is impinges on your work must also be considered, e.g., BRC-HAS-001 Biosafety Policy, BI-HAS-008 Chemical Safety Policy, BI-HAS-007 Ionising Radiation Safety Policy, etc.

8.2. For further information, see: <https://www.hse.gov.uk/>

- 8.3. This policy will be reviewed regularly to incorporate any changes, legislative or otherwise. The next review date is specified on the cover sheet.
- 8.4. Associated policies are listed on the cover sheet. All associated guidance,