

THE ROYAL VETERINARY COLLEGE

HEALTH & SAFETY POLICY

October 2012

Record of Changes

| Version | Date | Comment / changes |
|---------|--------------|---|
| 11.1 | August 2011 | Sections 3.6, 3.8, 3.11, 3.18 and 4.2. Underwent EIA, review by Safety Committee and a period of review by College May 2011. |
| 12.1 | October 2012 | Appendix 4. Added ToR for all sub-groups. Removed reference to 'Area' in ARPS throughout. Underwent review by Safety Committee July 2012. |

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1. Introduction

The Royal Veterinary College (RVC) is a unique institution. Founded in 1791, it was the first veterinary school in the United Kingdom and has a proud history of innovation, quality of education and science. Its vision is to provide visionary leadership and excellence in veterinary science through innovative scholarship and pioneering clinical activity.

The RVC acknowledges the responsibility placed on it by the Health & Safety at Work etc Act 1974 and in respect of health & safety the general intentions, approach, criteria and principles upon which it bases its actions are reflected in the Corporate Health & Safety Policy.

The RVC aims to demonstrate compliance and continual improvement in health & safety performance to provide a safe, healthy and supportive environment and reduce accidents and work related ill health to those who may be affected by our activities and/or premises.

This policy statement together with the sub-policies, procedures and guidance describes the health and safety arrangement at the Royal Veterinary College.

This policy will be monitored and reviewed annually by the Safety Committee through the Corporate Health, Safety and Risk Manager.

Signed: Date:

Professor Stuart Reid

Principal

The Royal Veterinary College

2. Policy Statement of Intent

The RVC accepts the responsibility placed on the College by the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999, and aims to:

- develop clear structures which identify health and safety responsibility at all management levels across the RVC;
- ensure that all staff are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate;
- ensure that there are effective channels of communication and consultation for health, safety and welfare for its employees and their representatives at all levels;
- bring to the attention of its employees the Health & Safety Policy, the arrangements for carrying out the Policy and to ensure that they know what is expected of them through the Induction process of the RVC;
- ensure an effective risk assessment process, which establishes appropriate workplace precautions and risk control systems;
- maintain a safe and healthy working environment through maintenance of premises, plant and equipment;
- ensure all accidents, injuries, ill health and near misses are reported promptly, recorded and investigated to an appropriate level;
- implement a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk control are being achieved across the College;
- ensure all students will receive appropriate safety instruction as an integrated part of their studies and that all students taking part in College controlled activities must take care of their own and others health and safety.

In addition, visitors (including contractors and visiting public) are required to comply with College policy, codes and procedures, and report any problems to College staff whilst on College premises.

3. Organisation and Responsibilities

3.1 College Council

College Council has and accepts the ultimate responsibility for the health, safety and welfare of staff, students and visitors.

College Council receives and acts upon, where necessary, periodic reports from the Safety Committee. It will also receive an annual report from the Safety Committee on the College's health and safety performance. College Council will also arrange for the review of organisation and arrangements for health and safety, as may be necessary, in light of new legal requirements or guidance .

3.2 Delegation

Implementation of the RVC's Health & Safety Policy is a line management responsibility. A responsible officer, for example a Head of Department, may issue instructions or guidance and delegate the responsibility for the implementation of these to staff under his/her control. The duty to ensure compliance remains with the responsible officer at all times.

The person to whom the functions are delegated may also be in breach of duty if they do not carry out their functions within the authority delegated to them. Appendix 1 provides a generic outline of the management responsibilities for health & safety.

3.3 The Principal

The College Principal is responsible for:

- the management of health and safety and the implementation of the College's Health & Safety Policy, codes of practice and rules;
- reporting to the College Council issues relating to the management of the health, safety and welfare of the College;
- the College Principal delegates responsibility for the discharge of his duties to the members of the Senior Management Group.

3.4 Senior Management Group

As an integral part of their management responsibilities they will be responsible for assisting the College Principal in:

- the implementation of the College's Health & Safety Policy;
- the management of health and safety within areas under their control and the health and safety of staff, students and visitors;
- bringing to the attention of the College Principal any part of the Health & Safety Policy where it is considered that revision is necessary.

3.5 Heads of Department / Directors and Heads of Management Units reporting to the College Principal

Responsible for assisting the College Principal in:

- adopting and implementing the College's Health & Safety Policy within their area of responsibility and the development of a Departmental Safety Manual, which will describe the arrangements, procedures and local rules relating to health, safety and welfare within their Directorate/ Department;
- appointing a Departmental Safety Supervisor (DSS) and in consultation with their DSS appoint suitable members of staff as Area Safety Supervisors (ASS) and Radiation Protection Supervisors (RPS) as appropriate;
- ensuring risk assessments are carried out and that safe systems of work are in operation and followed by staff and students within areas under their control;
- developing effective channels of cooperation and communication to ensure that staff, students and their safety representatives are aware and informed of developments in health, safety and welfare in their Department and/or Directorate;
- ensuring sufficient information, supervision, instruction and training is provided to staff to ensure that they operate in a safe and healthy manner;
- ensuring in conjunction with their DSS that areas over which they have control are inspected at least annually.
- reporting accidents, near misses and hazardous incidents promptly via the College's accident/incident reporting procedure;

- ensuring sufficient resources are available to implement this Health & Safety Policy, and bringing to the attention of the College Principal any part of the Health & Safety Policy where it is considered that revision is necessary.

3.6 Generic Responsibilities for Managers and Supervisory staff reporting to a member of Senior Management Group

Responsible for assisting the Head of Department, Director or Head of Management Unit reporting to the College principal in:

- adopting and ensuring implementation of the College's Health & Safety Policy and Departmental Safety Manual, local procedures and rules in their area of responsibility;
- ensuring risk assessments are carried out and that safe systems of work are in operation and followed by staff and students;
- ensuring that "Permit to Work" systems are in operation where dangerous processes and/or environments exist and in a clinical and/or laboratory environment an Area Clearance Certificate and /or Decontamination Certificate is used when necessary;
- ensuring sufficient information, supervision, instruction and training is provided to staff and communicating and consulting with staff regarding any changes in safe systems of work under their control;
- co-operating with other managers, where responsibilities interface or overlap, to ensure all health and safety issues are addressed in line with best practice;
- ensuring all equipment and substances etc, used by their staff, students and all visitors are in safe working order and are safely handled;
- ensuring a health and safety inspection is carried out within areas under their control at least annually to maintain a safe working environment;
- reporting accidents, near misses and hazardous incidents promptly via the College's accident/incident reporting procedure.
- inform the DSS and the Corporate Health and Safety Team before any significant hazards are introduced or newly identified;

- bringing to the attention of the Head of Department, Director or Head of Management Unit reporting to the College Principal any part of the Health & Safety Policy where it is considered that revision is necessary.

3.7 Research Project Leaders, Supervisors, Academic Staff, Clinicians and Class Demonstrators

Research Project Leaders, Supervisors, Academic Staff, Clinicians and Class Demonstrators are responsible for assisting the Head of Department in the discharge of his/her duties in Section 3.5. In addition, to co-operate with DSSs and other managers, where responsibilities interface or overlap, to ensure all health and safety issues are addressed in line with best practice.

3.8 Employees, Students, Volunteers and Visiting Workers

All employees, students, visiting workers and others with a contractual arrangement with the College must;

- take reasonable care for their own health and safety and that of others who may be affected by their activities;
- comply with safe systems of work and any other safety instruction that will safeguard them and other fellow employees, students and other users of the College;
- report to their immediate supervisor/line manager any defects in plant, machinery, equipment, building fabric, slip/trip hazards or systems of work;
- make use and take proper and reasonable care of protective/safety equipment, tools, plant and equipment;
- notify the relevant DSS and their line manager or supervisor before any significant hazards are introduced or newly identified;
- attend training where their line manager or supervisor identifies it as necessary for health and safety;
- attend for health surveillance when required;
- report accidents, near misses and hazardous incidents promptly via the College's accident/incident reporting procedure;
- not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

3.9 Visitors

All visitors are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instruction or information provided by the RVC.

3.10 Contractors

All contractors working on College premises are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instruction relating to their health and safety.

3.11 Additional Key Responsibilities – Deputy Director of Estates

To ensure that the physical premises and services within the College are fit for purpose and to manage health and safety arrangements in the ‘communal areas’ not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements).

3.12 Corporate Health & Safety Team

The Corporate Health & Safety Team has a central coordinating role in relation to health and safety matters and is responsible for;

- development of a Health & Safety Strategy, Health & Safety Management System, Policy and procedures that reflect the operating nature of the College;
- provision of advice, guidance and support to the College to ensure compliance with the health and safety legislative requirements of the College’s undertaking;
- working closely with the Health & Safety personnel of the College [specialist advisers, health and safety officer(s) and advisor(s)];
- reporting to Safety Committee on the health and safety performance of the College;
- acting as the College’s main representative with all statutory and other external agencies dealing with health and safety matters, reporting to such agencies as legally required.

3.13 Occupational Health

The Royal Veterinary College has appointed an external provider to provide an effective and efficient occupational health service to meet the needs of the College.

The arrangements are outlined in the Occupational Health Policy.

3.14 Radiation Protection Advisor

The Royal Veterinary College has appointed University College London Hospital (UCLH) to provide advice and guidance in health and safety relating to ionising radiations. The Corporate Health & Safety Manager shall co-ordinate the work of the Radiation Protection Supervisors (RPS), liaise with the Radiation Protection Advisor and the employer, manage corporate facilities and audit certain practices.

3.15 Laser Protection Advisor

The Royal Veterinary College will appoint an external service provider from University College London as required to provide guidance in the use of laser equipment, including for the provision of training and pro-active monitoring of laser safety management systems.

3.16 Departmental Safety Supervisors (including Research Laboratory Safety Supervisors) (Appendix 2)

Departmental Safety Supervisors are appointed by Heads of Departments in consultation with the Corporate Health & Safety Team. Departmental Safety Supervisors assist the Head of Department/ Director in the discharge of their responsibilities under section 3.5 and perform a range of duties outlined in Appendix 2

3.17 Area Safety Supervisors (Appendix 3)

ASSs will be appointed by their HoD, in consultation with the DSS, to supervise all activity within a defined area; for example, a workshop, a suite of offices, a laboratory, or a small group of laboratories, and ensure compliance with procedures. It is essential that the person appointed works in, and is entirely familiar with, all activities taking place within the area of supervision.

3.18 Radiation Protection Supervisors (Appendix 4)

RPSs are appointed by HoD in consultation with the Corporate Health & Safety Team for defined areas.

3.19 Biological Safety Officer

The Royal Veterinary College has appointed a Biological Safety Officer to provide guidance and advice on all aspects of biological safety and to ensure compliance with all relevant legislation. All contact and liaison with the licensing and enforcing authorities on matters relating to biological safety should be through the Biological Safety Officer. The Biological Safety Officer will undertake statutory notifications for work with pathogens or for genetic modification work.

4. Reporting Structures

The College Council is responsible for monitoring the College's system of internal controls including risk management, and receives information on health & safety performance through a network of Committees and groups outlined below.

4.1 The Safety Committee (Appendix 5)

The Safety Committee has been established by the Council and this Committee is responsible for monitoring the effectiveness of the College's Health and Safety Strategy, Health & Safety Management System and policies for improving health and safety performance.

4.2 Working Groups

The Safety Committee has a number of working groups reporting to it covering the key risk areas within the College:

- Infection Control Group who advise on all aspects of biological health and safety in relation to RVC premises, employees, students and animals;
- Radiation and Chemicals Group who advise on the safety of ionising and non-ionising radiations and hazardous chemicals;
- Clinical Activities and Animal Handling Working Group who advise and promote safer interactions between livestock, staff, students and visitors;
- Training Group who identify training needs and develop a training programme to enable Managers to manage and control the risks to health and safety arising from research, teaching, clinics, maintenance and other operations for which they are responsible;
- Estates Safety Group who monitor and review the application of Safety Policies and Codes of Practice in relation to the operation of the Estate and the use of premises by all Departments,

and in particular to seek to identify and resolve problems of implementation, reporting as necessary to the Safety Committee;

- Fire Safety Group who report to the Estates Safety Group and who advise on fire safety within the College.

Each working group is chaired by a member of the Senior Management Group who is also a member of the Safety Committee.

4.3 Genetic Modification Safety Committee (Appendix 6)

The Genetic Modification Safety Committee (GMSC) is chaired by an Academic Microbiologist or Pathologist elected by the GMSC, and reports to the Safety Committee. The committee operates under its own Terms of Reference and will meet at least once a year. Class 2 projects will only be approved by a full meeting of the committee.

5. Arrangements

5.1 Corporate Health & Safety Policies

All corporate (College-wide) health and safety related policies are developed centrally by the Corporate Health & Safety Team and ratified by the Safety Committee, and shall aim to cover its key risk areas.

5.2 Codes of Practice

The purpose of the codes of practice is to provide a basic standard of health and safety, based on best practice relevant to specific topics. Staff with management or supervisory responsibilities must ensure that the codes are enforced. They are intended to provide advice and guidance on best practice, and assist in developing the local health and safety systems within which the College will carry out its work.

5.3 Guidance Notes

Guidance notes are produced to underpin and expand on the basic information contained within codes of practice. Guidance Notes are designed to continually keep the College updated on health and safety issues relevant to its undertaking. They also assist managers in developing local safe systems of work based on current and best practice.

5.4 Local Safe Systems of Work – Risk Assessment, SOPs, Local Rules or Procedures

A process of risk assessment incorporating the best practice in the Codes of Practice and Guidance Notes develops local safe systems of work. Local Safe Systems of Work may take the form of Local Rules or SOPs and are procedural documents developed within departments in consultation with staff to reduce risk.

Staff with management or supervisory responsibilities must ensure that the local safe systems of work are developed and enforced.

5.5 Induction

All staff will be made aware of the Health & Safety Policy and day to day health and safety arrangements through the Induction process.

5.6 Emergency Procedures

Managers are responsible for ensuring that all staff within their area are familiar with emergency arrangements and have received suitable training. Managers are also responsible for ensuring that other people who are in their area are informed of the emergency procedures. The College has a Fire Policy which describes organisation and arrangements for fire safety within the College.

5.7 Training

Human Resources have overall responsibility for the organisation of safety training in consultation with the Corporate Health & Safety Team. Training courses are facilitated by a number of providers. Training records are maintained by Human Resources. These records may be accessed by Heads of Department as required.

5.8 Contractors

Where contractors have control of areas on or within College property, their own Policies, Codes of Practice etc will apply. Where there is any interface, they are required to co-operate with all other employers on site as well as with any statutory duties [e.g. Construction (Design & Management) Regulations 2007], safety standards and local rules that are applicable. This stipulation will be part of the tender document. Those who appoint contracts are expected to monitor their performance while on site to ensure the College's staff, students and visitors are not put at risk.

5.9 Contracted Service Providers

Contracted Service Providers must have their own Policies, Codes of Practice, Local Rules, etc, which are complimentary to those of the College. In addition, Contracted Service Providers must adhere to all the Policies, Codes of Practice and Local Rules of the College.

5.10 Safety Representatives

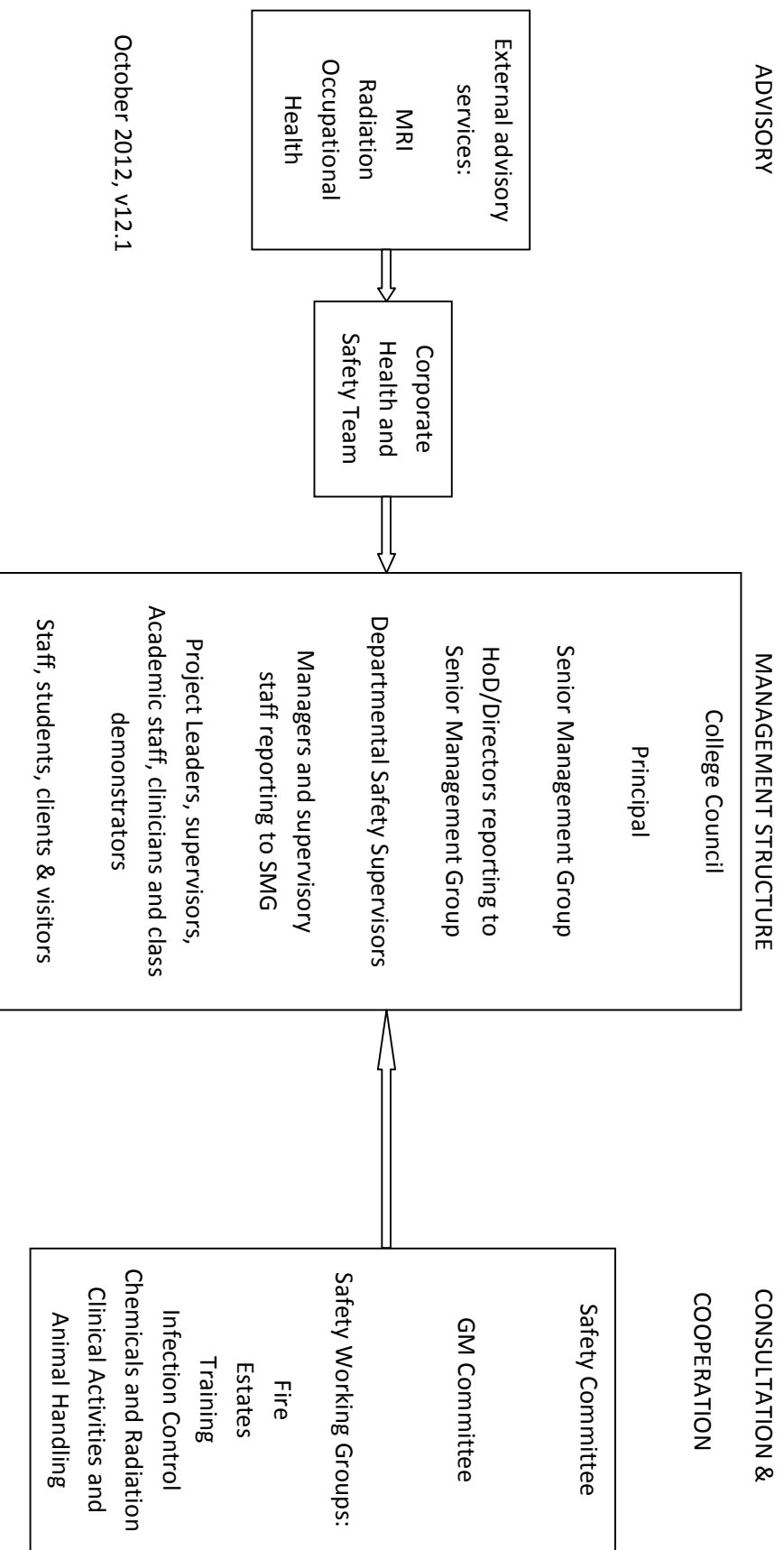
The Royal Veterinary College recognises the vital contribution that recognised Trade Union safety representatives make towards improving health and safety standards at work and it will work in partnership with them to ensure that standards are met. Safety representatives are encouraged to carry out their defined functions for the colleagues they represent and to issue reports to the appropriate manager for action in the first instance. A list of currently recognised Trade Unions is maintained and updated as necessary by Human Resources.

6. Review

The College will measure health and safety performance regularly by means of an auditing programme to ensure that policy and practices are effective. The Corporate Health & Safety Team shall ensure that the health and safety management system including the elements of policy, organisation, implementation and monitoring are audited to ensure the system remains effective

Appendix 1 RVC Health & Safety Management Organisation and Responsibilities

The following framework outlines the levels of management responsibility within the RVC. Implementation of the RVC Health & Safety Policy is a line management responsibility. In respect of delegation a responsible officer, e.g. Head of Department may issue instructions/guidance and delegate this to staff under his/her control. The duty to ensure compliance remains with him/her at all times. The persons to whom the functions are delegated may also be in breach of duty if they do not carry out their functions within the authority delegated to them.



Appendix 2 Departmental Safety Supervisors (including Research Laboratory Safety Supervisors)

Departmental Safety Supervisors are appointed by Heads of Departments/Directors in consultation with the Corporate Health & Safety Team. Departmental Safety Supervisors assist the Head of Department/Director to discharge their health and safety responsibilities.

The duties and responsibilities are;

- a. in conjunction with the Head of Department, to advise on the appointment of Radiation Protection Supervisors;
- b. to assist in the preparation of a Departmental Safety Manual detailing operational procedures and local rules.
- c. to understand and apply the College's Health and Safety Policy, its guidelines and procedures, as well as the Departmental Health and Safety Manual;
- d. to liaise with the Head of Department, Corporate Health and Safety Team and other health & safety representatives;
- e. to review annually the Departmental Safety Manual, local procedures and local rules and advise the Head of Department when changes are necessary;
- f. to ensure all new staff and employees receive a health and safety induction and that records are kept;
- g. to monitor working practices, procedures and standards of housekeeping;
- h. to assist the Head of Department in the preparation and review of risk assessments;
- i. to distribute health and safety information and draw to the attention of staff particular areas of relevance to work procedures;
- j. to carry out annual safety inspections and audits as necessary in conjunction with the Corporate Health and Safety Team;
- k. to monitor the selection, use, maintenance and replacement of personal protective equipment (PPE);
- l. to refer promptly to the Head of Department and the Corporate Health & Safety Team, any health and safety problems which cannot be resolved locally on a timescale appropriate to the risk;
- m. to ensure that staff within their areas are familiar with accident procedures, fire precautions and first aid arrangements;
- n. to assist in the investigation, reporting and recording of all incidents and hazards in accordance with agreed procedures, and the taking of preventative or remedial action as necessary;

- o. to ensure that persons in charge of projects/activities are made fully aware of their responsibility for the health, safety and welfare of all staff working for them and report to the Head of Department any apparent shortfalls;
- p. to attend meetings of the Safety Committee and its working groups as appropriate and to ensure, when he or she is unable to attend, that a suitable person deputises for him or her in their absence;
- q. to assist the Head of Department in identifying health and safety and welfare needs for staff and students.

Appendix 3 Area Safety Supervisors

Area Safety Supervisors will be appointed by their Head of Department, in consultation with the Departmental Safety Supervisor, to supervise all activity within a defined area; for example, a workshop, a suite of offices, a laboratory, or a small group of laboratories. It is essential that the person appointed works in, and is entirely familiar with, all activity taking place within the area of supervision.

Their duties and responsibilities are;

- a. to be responsible to the Head of Department, via the Departmental Safety Supervisor, for safety within a defined area of a Department;
- b. to ensure that he or she can carry out the duties by becoming familiar with all potentially hazardous procedures taking place within the area supervised;
- c. to ensure that all local rules and procedures are complied with and that copies of all the necessary safety instructions, rules, procedures, and notices are brought to the attention of all persons working in the area supervised;
- d. to ensure that the Departmental Safety Supervisor is aware of all developments affecting safety within the supervised area, particularly with regard to potential hazards and risks during work.

Appendix 4 Radiation Protection Supervisors

Radiation Protection Supervisors are appointed by Heads of Department and are responsible where applicable for;

- a. primarily supervising work with ionising radiation to ensure that it is carried out in accordance with local rules;
- b. ensuring that all new radiation workers have received suitable induction information in working with radioactive substances;
- c. overseeing the ordering of radioactive material to ensure that the limit conditions contained in the Permits will be met;
- d. ensuring the maintenance of records of radiation use for their area;
- e. overseeing the procedures for waste accumulation and disposal in accordance with local rules and limits determined within Permits;
- f. supervising the systems in place for routine dose rate and contamination monitoring, ensuring that suitable records are maintained as required;
- g. reporting any concerns on radiation safety directly to the Head of Department; Corporate Health and Safety Manager or the Radiation Protection Adviser where appropriate. Where necessary, if the issue cannot be resolved, it should be raised formally at the Radiation and Chemicals Group.

The appointment of an RPS is made in writing by the Head of Department. The letter of appointment describes the responsibilities of the role.

Should the RPS have any concerns over the standards of radiation safety, they have the Head of Department's authority to restrict or stop any further work until these issues have been resolved. The advice of the CHSM and / or RPA should be sought.

Appendix 5 Safety Committee Terms of Reference

The Safety Committee is chaired by the Vice Principal Research and reports to the College Council. It formulates policies to promote the health, safety and welfare of employees, students and visitors.

The membership includes Heads of Departments, Departmental Safety Supervisors, Corporate Health & Safety Team, and Safety Representatives.

The Terms of Reference for the Safety Committee are as follows:

- a. To promote co-operation between management and staff in initiating, developing and carrying out measures to ensure the health, safety and welfare of persons at work and all other persons on the premises;
- b. To keep under review measures taken to ensure health, safety and welfare of staff;
- c. To consider reports provided by the Safety Consultants, the Inspectorate of the Health and Safety Executive and any other regulatory body;
- d. To consider any matters submitted by the Corporate Health and Safety Team, Safety Consultants, Radiation Protection Advisers and Safety Representatives;
- e. To keep under review safety training and communications within the College;
- f. To monitor the effectiveness of the Health & Safety Policy;
- g. To monitor statistics of accidents and other untoward occurrences provided by the Corporate Health and Safety Team;
- h. To recommend priorities for expenditure on measures to improve health, safety and welfare;
- i. To invite such persons as are necessary to attend Safety Committee meetings in order to give specialist/expert advice on particular topics;
- j. To establish specialist sub-groups as are necessary in order to advise on specialist hazards and to determine the Terms of Reference and Membership of such groups and to receive action plans and reports from them;

k. To recommend to the Principal the approval of the Safety Policy, or amendments thereof. Other subordinate Policies, Codes of Practice, Guidance and Local Rules as are necessary to secure safe working conditions will be made available to the Principal if required;

l. To liaise with the Safety Committees of other occupants on College sites.

The Committee will meet at least three times per year.

Appendix 6 Genetic Modification Safety Committee Terms of Reference

The Genetic Modification Safety Committee (GMSC) is chaired by an Academic Microbiologist or Pathologist elected by the GMSC, and reports to the Health and Safety Committee.

Terms of Reference:

- a. To advise the Safety Committee and Heads of Departments on the measures necessary to comply with the statutory requirements and codes of practice in connection with genetic modification procedures;
- b. As a statutory role - to review in detail and in a systematic manner, every proposal involving genetic modification and advise on the risk assessment , as described in the SACGM Compendium of Guidance;
- c. To consider whether the containment category proposed agrees with that indicated in the relevant Guidance, and that the appropriate containment is available;
- d. To advise on safety training requirements for work involving genetic modification;
- e. To monitor the effectiveness of the Safety Policy in respect of genetic modification by receiving and analysing accident reports where appropriate, and by periodic safety audits and inspections of the workplace;
- f. To advise on the drawing up of local rules to cover work involving genetic modification;
- g. To prepare and maintain an inventory of proposals;
- h. To provide such reports as the Health and Safety Committee may require;
- i. To invite such persons as are necessary to attend the Genetic Modification Safety Committee meetings in order to give specialist/expert advice on particular topics.

Membership

The GMSC comprises the Chairman; the Biological Safety Officer (BSO); safety consultants; union representatives; representatives from: Management; GM scientists; GM technician; co-opted members as required.

The committee will meet at least once a year. Class 2 projects will only be approved by a full meeting of the committee.

Appendix 7 Estates Group Terms of Reference

- a. To comment on proposed safety policies in relation to the operation of the Estate and the use of premises by all Departments.
- b. To monitor and review the application of safety policies in relation to the operation of the Estate and the use of premises by all Departments, and in particular to seek to identify and resolve problems of implementation, reporting as necessary to the Safety Committee.
- c. To act as a means of communication and a vehicle for the identification and resolution of health and safety issues in relation to the operation of the Estate and the use of premises by all Departments, considering in particular, those issues noted at Departmental and Section/Unit level, and by individual employees and students.
- d. To regularly review information from accidents and incidents in relation to the operation of the Estate and the use of premises by all Departments and to determine appropriate action where necessary to prevent a recurrence.

Appendix 7 Chemical and Radiation Group Terms of Reference

- a. To advise and regularly report to the Safety Committee on all aspects of chemical, ionising and non-ionising radiation safety in relation to RVC premises, employees, students and animals.
- b. To develop policies and procedures related to the use of chemicals, ionising and non-ionising radiation, as deemed necessary and as requested by the Safety Committee. To ensure that such policies are reviewed on a regular basis, not exceeding every five years.
- c. To receive and consider reports from the audit and inspection of the College's radiation facilities and that the findings are reported to the Safety Committee.
- d. To liaise with Radiation Protection Supervisors and Principal Investigators in approving new risk assessments and applications for work with ionising radiation.
- e. To liaise with Departmental Safety Supervisors to consider and advise on risk assessments and safe systems of work with chemicals where a significant risk is perceived and as deemed necessary by the Group.
- f. To regularly receive reports from incidents with chemicals, ionising and non-ionising radiation and to ensure that suitable action has been taken to determine causes and prevent re-occurrence.
- g. To receive and consider other reports from Group members in relation to chemical, ionizing and non-ionising radiation safety as necessary
- h. To liaise with the Training Group to ensure that suitable corporate training is available for workers handling chemicals and radiation.

Appendix 8 Infection Control Group Terms of Reference

- a. To advise and regularly report to the Safety Committee on all aspects of biological safety in relation to employees, students and clients.
- b. To develop policies and procedures in biological safety, where deemed necessary, and as requested by the Safety Committee. To ensure that such policies are reviewed at least every five years.
- c. To receive and consider reports from the audit and inspection of the College's biological facilities and ensure that the findings are reported to the Safety Committee.
- d. To consider and advise on safe systems of work for existing and new clinical, diagnostic or experimental procedures involving infectious organisms.
- e. To ensure that infection control systems are maintained and regularly monitored, evaluated and reviewed.
- f. To liaise with Departmental Safety Supervisors and Research Office in approving new applications and registration for work with human pathogens classified in ACDP Hazard Group 2, or higher.
- g. To receive reports from human Infection Control incidents and ensure that suitable action has been taken to determine causes and prevent a re-occurrence.
- h. To establish and maintain links with relevant agencies and other organisations in order to achieve best practice.
- i. To liaise with the Training Group to ensure that suitable corporate training is available on safe working with or in close proximity to human and zoonotic pathogens.

Appendix 9 Safety Training Group

The Terms of Reference for the Training Group are as follows:

- a. To ensure that there is a suitable College health and safety training programme for all employees.
- b. To ensure that there is a suitable training programme for all managers and employees with a supervisory responsibility to allow them to understand their responsibilities with regards to health and safety and to be able to manage the risks for activities for which they are responsible.
- c. To ensure the content, quality and frequency of training offered complies with legal requirements and the requirements of employees.
- d. To ensure that all employees are aware of the training programme as necessary.
- e. To regularly monitor the uptake of the training programme by staff.
- f. To ensure the training programme is monitored, assessed and reviewed at least on annual basis.

Appendix 10 Clinical Activities and Animal Handling Group

To advise on and promote safer interactions between animals and staff, students and visitors arising from the College's activities, specifically through;

- a. advising on the development of relevant College health and safety policy for clinical and animal handling activities,
- b. reviewing health and safety training requirements for those engaged in clinical and animal handling activities,
- c. regularly reviewing accident data to determine areas for improvement ,
- d. reviewing new and existing projects as required, including the risk assessment for such, to advise on best practice.