

# Research Complex at Harwell Local Health and Safety Policy Statement

## Introduction

The Research Complex at Harwell is a joint initiative of the Research Councils (BBSRC, EPSRC, MRC, NERC and STFC<sup>1</sup>) and the Diamond Light Source, to provide a state-of-the-art multidisciplinary research laboratories on the Rutherford Appleton Laboratory (RAL) site adjacent to the new Diamond third generation synchrotron source and ISIS neutron spallation source. The MRC manages the Complex on behalf of the Research Councils. The Complex building is the property of the STFC whose land it occupies. MRC and STFC are committed to work together to ensure, so far as is reasonably practicable, the safety of their respective employees and all others that have cause to visit and/or work within the Complex.

The MRC, as part of its management remit, is committed, through its cooperation with STFC, to provide and maintain a workplace which is safe and without risks to the health of its employees and others who work within the Complex, and to promote standards of best practice in health and safety management.

The Director, Professor James Naismith, is accountable to the Executive Chair Designate of the MRC for ensuring the health and safety of all staff within the Complex and any visiting workers or other persons affected by the actions of those within the workplace.

Although this primary accountability lies with the Director, all those working within and visiting the Complex have a responsibility for their own health and safety and that of others that may be affected by their actions. Management and staff will cooperate fully to ensure effective implementation of the Complex's policy and arrangements.

The following sections reflect and incorporate, as appropriate, the arrangements made with STFC to ensure the safe and effective management of safety in the Complex.

This policy statement and the organisation and arrangements detailed in the remainder of this document will be reviewed at intervals not exceeding one year.

Signed on behalf of the Research Complex at Harwell

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Professor James Naismith. Director of the Research Complex at Harwell.

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<sup>1</sup> Biotechnology & Biological Sciences Research Council, Engineering & Physical Sciences Research Council, Medical Research Council, Natural Environment Research Council, Science & Technology Facilities Council

## **Safety organisation and arrangements**

### **Transfer of Research Councils to UK Research and Innovation**

On 1 April 2018 the UKRI was established as a body corporate through provisions in the Higher Education and Research Act 2017. UKRI is a Non-Departmental Public Body of the Department for Business, Energy and Industrial Strategy (BEIS), and supports research and world-class innovation across the UK. UKRI was formed through a merger of the seven Research Councils including STFC and MRC, together with Innovate UK - the Government's business innovation funding agency - and the research and knowledge exchange functions of the Higher Education Funding Council for England (HEFCE).

On 1 April 2018, all the people, funds and the vast majority of the assets of these predecessor bodies were transferred to UKRI, under powers conferred on the Secretary of State by HERA. The UKRI is the single legal entity and employer for STFC and MRC staff.

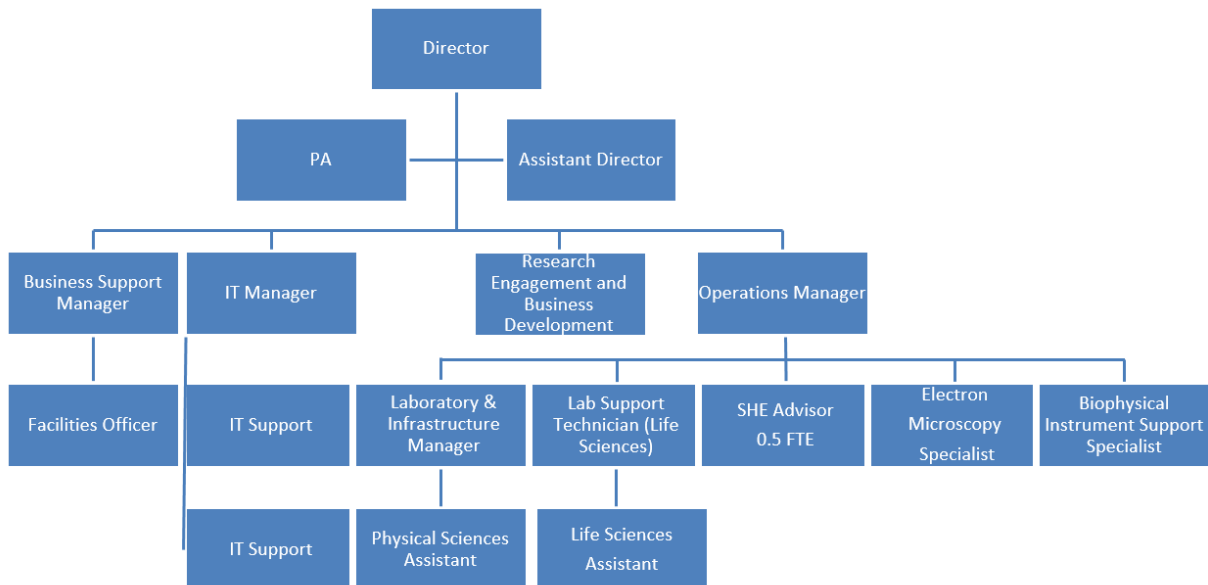
STFC and MRC continue to exist as separate organisations within UKRI and the agreements outlined in this policy have not been affected by the transfer to UKRI.

### **Line management**

The Director has delegated specific duties to identified senior personnel to ensure the health and safety of the staff under their supervision. The main group will comprise the scientific team leaders (principal investigators). The nature of the research programme means that these individuals are likely to be based at the Complex for a finite period and may be employees of the MRC, or STFC or other employers. To achieve consistency, all scientific team leaders will attend briefings on their health and safety responsibilities organised through STFC and relevant site and building induction programmes given by STFC and the MRC respectively. The list of identified team leaders will be kept up to date and monitored by the Operations Manager.

### **Building management and day to day functional responsibility**

MRC's day-to-day management of the Complex will be through the following structure.



### Operations manager and support

The Operations Manager has delegated responsibility for day-to-day coordination of health and safety management within the Complex. Amongst the duties of this post are:

- Liaising with relevant officers in MRC's Head Office and Regional Centre at Harwell and STFC SHE advisors at the Rutherford Appleton Laboratory on health and safety matters
- Ensuring high standards of health and safety are maintained.

The manager is assisted by the SHE advisor (0.5 FTE) and two laboratory support staff, for the Physical and Life Sciences areas respectively.

Those who have specific delegated duties and authority regarding the management of health and safety and their contact details can be found in the STFC SHE Directory at <https://staff.she.stfc.ac.uk/Pages/Staff/SHE-Directory-and-appointments.aspx> (visible to STFC staff).

### Safety Representatives

The MRC and STFC support the appointment of safety representatives to help resolve health and safety issues as close to their source as possible.

The names of your safety representatives are listed in the STFC SHE Directory.

### Health and Safety Committee

The Complex does not have a formally constituted health and safety committee but health and safety issues are dealt with as a standing item at regular staff meetings and at the RCaH SHE Forum meetings attended by the RCaH groups' health and safety representatives.

## **Genetic Modification Safety Committee**

The Research Complex is registered as a Centre under the Genetically Modified Organisms (Contained Use) Regulations 2014. As required by the regulations, the Centre has a Genetic Modification Safety Committee to review and approve risk assessments. The Committee includes members of the Research Complex (core staff and representatives of research groups); and representation from the Diamond Light Source (DLS) and DLS SHE Team; STFC Departments and STFC SHE team.

## **Health and safety representatives**

Each Research Complex resident or short or long-term visiting group will nominate an individual to act as a representative. This may or may not be a member of a union, dependent upon local membership. These representatives will be the points of contact for the Operations Manager for all health and safety issues. The representatives and the Operations Manager will form a bi-annual consultation Forum facilitating health and safety updates and their implementation.

Additional meetings to discuss specific issues can be convened at the request of the Director, Operations Manager, MRC or STFC and these would normally be chaired by the Operations Manager.

Any concerns brought to the meetings that relate to work practices and remain unresolved will be referred to STFC Health and Safety (see later paragraphs).

The Research Complex will also be represented on the RAL Safety and Environmental committees.

## **Training**

The Complex will ensure, so far as is reasonably practicable, that all those that work there, including those with delegated health and safety responsibilities, are competent to do so.

### **Induction**

The MRC and STFC will ensure that all those that work within the Complex receive induction. This will include:

1. Site-wide information and instruction (STFC)
2. Research Complex information and instruction (MRC)
3. Specific induction relating to their own work areas (Line management – RCaH groups)

### **Management training**

The MRC and STFC place responsibility for health and safety on line managers as part of their overall responsibilities. This principle is applicable to all line managers of visiting groups and applies in all circumstances and is non delegable, including where team members are working in other locations on site.

Attendance at the MRC Management briefings is mandatory for all identified MRC managers in the Complex. In addition, each respective employer may, as appropriate, provide additional briefings or training for their managers.

### **Staff training**

The training of staff is the responsibility of the line manager; training to deliver competence and its refresher frequency, relevant to specific hazards is detailed in STFC SHE codes. Appropriate training must be provided, or competence assured,

- (a) On being recruited.
- (b) On being exposed to new or increased risks because of changes in responsibilities, work practices, the introduction of new equipment or new policies and procedures.

This training will be repeated periodically to ensure continuing competence.

### **Incident Reporting and Investigation**

The first priority following an incident involving personal injury is to ensure the safety and comfort of the injured party.

All accidents and near misses, however minor, must be reported to the relevant line manager and recorded. By agreement, all staff within the Complex will use the STFC protocols detailed in STFC SHE Code 5 'Incident Reporting and Investigation'. In addition, all incidents directly involving MRC employees must be entered on the on-line MRC reporting system.






All accidents and near misses will be investigated by the relevant line manager to establish the root causes and introduce management action to prevent a recurrence.



All notifiable accidents, dangerous occurrences and cases of occupational related ill health, as defined by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, must be reported to the Health and Safety Executive via telephone or on line.

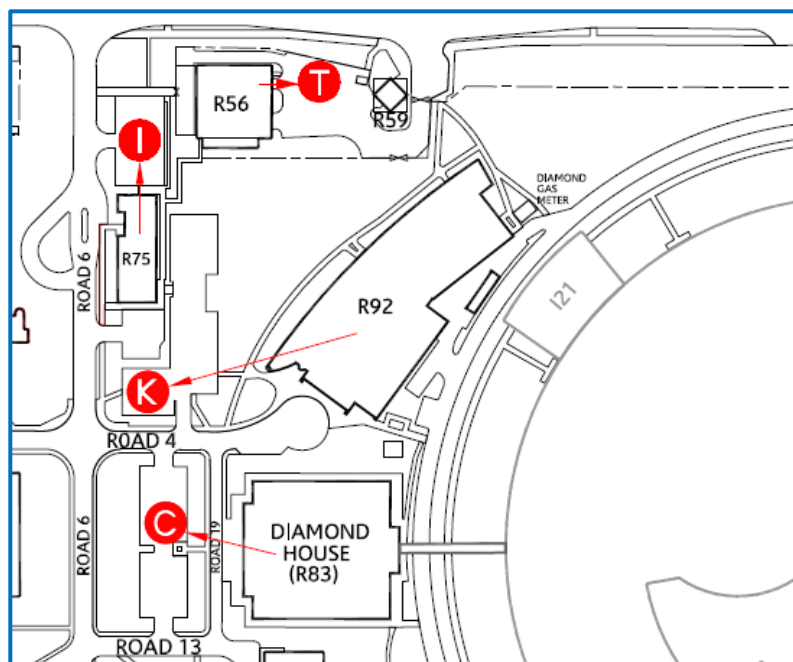
MRC and STFC are responsible for notifications involving injury to, occupational diseases of and dangerous occurrences concerning their own respective employees. In collaboration with STFC, MRC will ensure appropriate arrangements are in place for RIDDOR reporting for each employer represented in the Complex. The reporting of any notifiable injury or disease to non-UK visiting workers is the responsibility of MRC. Wherever MRC or another party makes such a notification, a copy will be sent to STFC at the earliest opportunity. All notifications of Dangerous Occurrences will be made by MRC, copied to the STFC SHE office.

## Emergency Procedures

### Fire Emergencies

If you discover a fire:	
	Operate the nearest manual call point and alert colleagues - shout "Fire! Fire!"
	Call Security on x2222 (01235 778888 from a mobile) giving location and type of fire
	Fight the fire with the correct type of extinguisher <b>IF</b> trained and it is safe to do so
	Leave the building by the nearest available exit
	Go to assembly point <b>K</b> for the building (see map below)

If you hear the fire alarm:	
	Leave the building by the nearest available exit
	Go to assembly point <b>K</b> for the building (see map below)



## **Medical Emergencies**

### **Serious injuries or medical emergencies:**

- Call Security on x2222 (01235 778888 from a mobile);
- Security will ask you a few questions to help them provide the most appropriate response to the incident;
- Security will call an ambulance, if they decide one is required;
- Tell Security if an ambulance has already been called from the scene, so they can be ready for its arrival; and
- Do what you can to make the casualty safe until help arrives, without putting yourself at risk.

### **Minor injuries**

To contact local RCaH First Aider call extension: 7777

<b>Name</b>	<b>Role</b>	<b>Location</b>
Joanne Nettleship	Scientist PPUK	1-05
Sonia Joiner	RCaH Core team	1-04
Emma Gozzard	CLF Staff	G-20
Josie Goodall	Catalysis Hub Manager	G-09

- If a local first aider cannot be located, call Security on x5545 (01235 445545 from a mobile) for assistance with finding another first aider.

## **Occupational Health**

The provision of Occupational Health (OH) service is the responsibility of each employer. All STFC and MRC staff are covered by their respective providers on specific matters on site according to the terms of their service level agreements. The MRC will ensure discussion of OH service provision is included when making the arrangements for each new group to work in the Complex. For each employer a record should be kept of;

- The name and address of the OH provider
- The services provided, e.g. pre-employment screening, fitness for work assessments.

Wherever practicable, the Research Complex will refer all matters relating to work activities in the Complex that require referral to, or input from, Occupational Health services, to STFC Occupational Health.

## **Information**

STFC and MRC will work together to provide staff with information on the risks to their health and safety identified by assessment and the measures taken to control those risks. General information on health and safety issues and STFC SHE codes will also be provided via the STFC SHE website, <https://www.she.stfc.ac.uk>, complemented where appropriate by other suitable routes, for example on notice boards, on posters or through email.

## **Shared Accommodation**

A formal arrangement detailing which employer is responsible for which areas of health and safety has been agreed between the MRC and STFC and should be referred to in parallel with this statement. In all aspects of its work, the Complex will endeavour to:

- (a) Co-operate with other employers to enable them to meet their health and safety obligations.
- (b) Take reasonable action to co-ordinate its procedures principally with those of STFC but also other employers where appropriate to comply with legislation and to maximise efficiency.
- (c) Take reasonable steps to inform other employers on the site of any risks to their employees' health and safety arising from the work of the Complex.

## **Inspections**

Inspections of the workplace will occur at regular intervals organised by the Operations Manager. Inspection teams will consist of both management and staff. Items for action will have a named actionee and a target date for completion.

## **Hazard and risk management**

The Director is accountable for ensuring that all activities are subject to hazard identification and risk assessment. The day to day responsibility for ensuring that suitable risk assessments are made is delegated to line or function managers, principally the identified team leaders. Managers will receive instruction and assistance on completion of assessments from the appropriate employer. By agreement and unless specifically stated otherwise, staff occupying the Complex will follow STFC Safety Health and Environmental (SHE) Codes and STFC Health and Safety will provide first line advice and support on applying the Codes. The Research Complex Operations Manager is responsible for day-to-day monitoring for compliance with SHE Codes and is available to provide an initial response to queries and advice to all those working in the Complex.

The significant recognised hazards associated with this unit's/team's work activities and areas include but are not limited to:

- Ionising radiations (radioactive material and x-rays)
- Non-ionising radiations (Lasers)
- Fire
- Chemicals



- Biohazards
- Cryogenics
- Electricity
- Gases

Details of the measures taken to eliminate, minimise or control exposure to risk can be found in the STFC SHE Codes. All risk assessments take into account the physical and mental capabilities of the individual and any individuals or groups considered to be vulnerable or at special risk, for example young persons and new or expectant mothers.

Specifically, all proposed work activities are assessed to establish if they present any additional risk to women of childbearing age and new or expectant mothers. Any such risk is identified within this document or the relevant codes of practice or procedures.

### **Visitors**

All visitors are required to report to STFC reception on arrival. Each visitor to the Complex will be met by and become the responsibility of a named individual member of staff for the entire period of their stay. This will include service and maintenance personnel and contractors working within Complex-controlled areas. As appropriate, service and maintenance personnel and contractors will operate according to a written permit to work and to the standards specified in STFC SHE codes. Casual visitors to the Complex are not permitted.