# Centre for Cardiovascular Research

|  |
| --- |
| Project Safe System of Work (SSW) Form This project SSW is designed to inform group members of all the risk assessments associated with a grant or project.  You are expect to have read and understood all risk assessments mentioned in this document. Please fill in your RA signatory sheet and ask your PI to countersign, this is the equivalent of you and your PI signing the risk assessments. |

|  |  |
| --- | --- |
| Title of Project |  |
| Brief outline of project |  |
| Grant code to use for Facility charges |  |
| Local reference number  (to be completed by Lab Manager) |  |
| Group PI / supervisor |  |
| **Date completed “H&S AWARENESS FOR PIs AND SUPERVISORS” training.**  *ALL supervisors must have completed this online course.* |  |
| School/Management Unit |  |
| Location(s) of Work |  |
| Personnel involved |  |
| Genetic modification RA ref # |  |
| Biological Agent RA ref #  (Include exposure to LAAs) |  |
| Procedure RA ref # |  |
| Equipment RA ref # |  |
| Late and lone RA ref # |  |

**Accreditation and verification of SSW**

|  |  |  |  |
| --- | --- | --- | --- |
| Written by |  | **Checked by (group leader)** |  |
| Signature |  | **Signature** |  |
| Date |  | **Date** |  |

**Review of SSW**

This SSW can be amended at any time, and must be reviewed annually or if there is a significant change in the work, to which it relates. If the activity has materially changed in any way then a new SSW must be written.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Details** | **PI Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Archiving SSW** (for use by Lab Manager for archiving/version control only)

|  |  |  |  |
| --- | --- | --- | --- |
| **Archive of** |  | **Person actioned** |  |
| **Reason** |  | **Signature** |  |
| **End date** |  | **Replaced by / work ended** |  |

**Detailed Protocol**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | GM/BA RA | Procedural | Equipment | Location |
|  |  |  |  |  |

**Training**

What training do you need to do before you can start?

|  |
| --- |
| **The University of Edinburgh have mandatory training courses which all staff must attend** |
| H&S site induction (EbQ H&S manager) |
| Late and Lone working (EbQ H&S manager) |
| Risk Assessment Training and Clinic (EbQ H&S manager) |
| Fire safety awareness (**CARDINUS**) |
| Healthy working (**CARDINUS**) |
| Home working (**CARDINUS**) |
| Manual handling (**CARDINUS**) |
| Laboratory ergonomics (**CARDINUS**), is not mandatory but useful if you have any health concerns working at a bench. |
| **The CVS has five mandatory training courses which must be completed before entering any labs.** |
| Introduction to Biological safety (elearn) |
| Transport of Biological Materials (elearn) |
| COSHH (elearn) |
| How to avoid sharps injuries (EbQ power point training presentation) |
| Spills training (EbQ power point training presentation) |
| **Specific for project:** |
| Add any other training and inductions required to work safely (equipment, animal work, radiation, gas cylinder, LN2 etc). |

Please check the RA you plan to work under for any further training requirements.

**A CVS H&S Induction is required before you commence work in the CVS.**

**Risk assessments**

Everyone working on this project will be required to read, comprehend and sign off on any Biological Agent, Genetic Modification, all procedural and equipment Risk Assessments before reading and signing this SSW and beginning any work. Please add all to your personal RA signatory list.

All staff working in QMRI are expected to have their own late and lone working risk assessment detailing what you can and can’t do when lone working. Lone working can occur even during a normal working day and late working is anytime out with normal building hours 8am-6pm Mon-Fri. You would include how you expect to travel to and from the QMRI, think about accessing the site in winter, and if you had any health concerns which might impact you.

All personnel must be competent to perform the procedure. Training will be provided by very experienced and senior group members, who have completed *Health and Safety Awareness for Principal Investigators or Supervisors.* Training is comprised of, observation of the procedure, completing the procedure under supervision before being deemed competent to perform unsupervised.

**If your project involves animal work you must have read your groups Lab Animal Allergen RA to determine the level of RPE you are required to wear, then fill out a Personal COSHH LAA RA to determine if you required added protection. You must have a COSHH health passport to access any animal facility.**

**Risks Involved** (including chemical hazard symbols and physical risks)

If you are working out of hours, there might not be a first aider, fire steward or a member of lab management on site. If your work involves dangerous activities, sectioning or using hazardous chemicals, only do this when you know there is sufficient cover. You DO NOT do this when working out of hours or alone in a lab. Ensure there is someone onsite who knows what you are doing and will check on you.

Read and sign the Risk Assessments mentioned at the beginning of this documentbefore commencing any work.

**Health** – If you are unwell or coughing, please do not come into work, if possible. If you do need to come in, please consider wearing a face mask to prevent the spread of infection. Use hand sanitiser.

**Chemicals** – Refer to the procedural RA Annex A for any chemical risk from your planned experiments. A copy is available in the lab.

**Engineering Controls**

Check procedural RA for any engineering controls.

**Personal Protective Equipment (PPE) / Respirator Protective Equipment (RPE)**

PPE MUST be put on before any work begins and kept on throughout the entire procedure. PPE should be changed immediately if any contamination occurs. All PPE should be in good working order and you should have detailed records of cleaning and maintenance.

Wear a buttoned up, Howie Lab coat when in the laboratory. Place contaminated lab coats onto the trolley in the main lab for washing.

Nitrile gloves must be worn when the procedural RA tells you to. Dispose into a clinical waste or autoclave bag immediately after you have used them.

If a procedure could result in splashes or you are handling a chemical which has eye damage or eye irritation hazards, safety/ glasses goggles should be worn. Please ask your supervisor for a pair.

If you require ear protection, ask your supervisor for this.

If you are working with lasers or UV light you must wear the appropriate goggles or face mask. Ask your supervisor.

RPE, if required might require to be face fitted. You would be expected to have regular Occupational Health screens. Check procedural RAs for RPE. You should keep records of cleaning and maintenance.

**Decontamination / Waste Disposal**

**Decontamination of work spaces after working with Biological agents**

Surfaces should be fully cleaned using a 1% Virkon RelyOn solution or 70% ethanol with a minimum contact time of 10 minutes or 30 seconds respectively.

**Waste Disposal**

General waste procedures

Please check the procedural risk assessment for how to get rid of your waste. There are guides up in the labs.

**Waste bags:** When bags are 70% full, remove bag, close with blue tie, write the date and lab number on the bag, and place on the waste trolley, located in each lab. Put a new bag into the bin.

**Cin bins:** When full, close lid, write; what is in it, if required (red lidded- mouse or human, purple lidded- phenol waste etc), the date and lab number on the top. Place on the trolley located in the lab and collect a new cin bin.

**Biobins:** When full close and place in appropriately coloured bag, ie if orange/ orange bag.

**Liquids:** Do not put liquids into waste bags, empty all tubes of liquids before disposing into clinical waste or autoclave bags. Check Annexe A for how to dispose of liquids safely.

**Glassware:** Rinse and place in the trolley located in the lab.

**Emergency Procedures**

**General**

Labs are equipped with emergency eyewash stations; first aid boxes and emergency spill kits and the Centre has an emergency shower C3.Z2 next to Skype room, C3.30. The H&S notice board has a list of First Aiders and Fire Stewards. This is all covered in the CVS H&S induction.

**Late/Lone Working Emergency Information**

If an emergency situation arises during late/lone work, or while the building is operating during normal hours under a late/lone policy of working, conventional routes of following general emergency procedures might not available. In the event of a fire during these situations, follow the regular procedures of evacuating the building, maintaining social distancing, following the quickest available route and raising the alarm. To raise the alarm for a fire, pull/break the glass of a fire alarm in the building and call 2222 to specify there is a fire emergency in QMRI. If you have raised the alarm for a fire, wait outside the building for firefighters/security to arrive at the building and when approached, let firefighters/security know any pertinent information. Then proceed to designated Assembly Point. Do not re-enter the building until told to do so by security/firefighters. Security can be reached at 29289/29290. If a medical concern over any incident arises, seek medical advice, go the A&E if able or if an ambulance is required, contact 9999. At all times the emergency eyewash stations, first aid kits, emergency spill kits and the CVS emergency shower C3.Z2, next to Skype room, C3.30 are available should any need arise. Always inform senior staff and lab manager if an incident occurs.

**Spills**

Non-hazardous: Use the absorbent pads or tubes to limit the spread of the spill. Mop up immediately and dispose into the nearest orange bag.

If broken glass, use forceps to pick up pieces and place into a yellow lidded cin bin. Wipe down area with water.

Hazardous chemicals

Should be used inside a fumehood.

* Mop up the spill and place contaminated paper in the cin bin located in there. Lower the sash of the fumehood.

Outside the fumehood.

* Minor spills: If can be done safely, ie you will not be overcome with fumes etc, open the windows and quickly clean up and place all contaminated items in the fumehood, if appropriate, then immediately inform lab management.
* Major spills: EVACUATE LAB IMMEDIATELY, whilst maintaining social distancing. Put a note on all doors that the lab is out of action and inform lab management immediately.

Radiation

The procedure for dealing with a spill of radioactivity should be followed from the relevant RA.

**Failure of equipment**

Stop using, switch off if possible and leave a timed, dated & signed note on it. Inform lab management immediately.

Fumehoods: Close any open containers, close sash, dispose of gloves and leave a timed, dated & signed note on it. Inform Lab management immediately.

Microbiological safety cabinet: Remove contents to a working MSC II cabinet, if safe to do so. Remove all PPE and leave the room. Place a timed, dated & signed note on the door. Inform Lab management immediately.