

College of Natural Sciences



Visitors
Health and Safety Handbook

The College of Natural Sciences (CNS) was formed in 2007. It is probably the most diverse College within the University and includes:

- **School of Biological Sciences (SBS)**
- **School of the Environment, Natural Resources & Geography (SENRGY)**
- **School of Ocean Sciences (SOS)**
- **Welsh Institute of Natural Resources (WINR)**

Such a mix means our Staff and Students could be studying in a polar, aquatic region one minute and a laboratory environment the next, exposed to a wide range of hazards in the process.

However, the College's approach is that it doesn't want to stop you doing things, it just wants you to do things safely and this Booklet will give you basic health and safety advice, directing you to the more specific information you may need.



The following are key staff that will assist you during your stay:

Name of Visitor:	
Dates of Visit:	
Name of Host:	
Hosting Department:	
Host Contacts:	
Safety Co-ordinator:	
CNS H&S Officer	

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General Health and Safety: The College has a duty of care to ensure the health and safety of its employees, students, visitors and the environment. It achieves this by preparing all sorts of guidance on how to undertake activities safely. In addition, your Host will give you a specific Induction, the content of which will differ dependent on your work.

However, as a rule, on your first day, your Host will provide / brief you on the following general health and safety matters:

1. Emergency Procedures
2. First Aid Arrangements
3. Welfare Facilities
4. Accident & Incident Reporting Procedures
5. A copy of the *CNS H&S Policy*
6. A copy of the *Out of Hours Policy*

The activities you will be undertaking will then direct the additional, specific health and safety information and training you will be given.

Fieldwork / Travel Overseas: If you are to work in the field or travel overseas, your Host must provide you with information on the following:

- The *Code of Practice for Fieldwork and Overseas Travel Policy*
- The Risk Assessment process
- University Insurance requirements



Work with Chemicals and Hazardous Biological Agents:

Before undertaking any work with chemicals or biological agents you must ensure you have an appropriate Risk Assessment. The College has specific guidance on undertaking COSHH and Biological Hazard Risk Assessments with a separate pro-forma for each.

In addition, your Host must provide you with the following information:

- Significant hazards within the laboratory you will work

- Requirements for PPE eg wearing, cleaning, storing, obtaining replacements
- Local Laboratory Rules and emergency procedures
- Methods for safe operation of equipment
- Procedures for the storage and disposal of chemical and biological waste
- Process for ordering chemical and biological supplies
- Details of the University's Biological Safety Officer

Radiation Work: The University has in place strict working practices and procedures that must be followed, and which if contravened could result in the University losing its Radiation Licence. As such before undertaking any radiation work your Host must arrange for you to:

- Attend specific training given by the University's Radiation Protection Officer
- Be authorised to work with radiation

In addition, your Host must provide you with contact information for your local Radiation Protection Supervisor (RPS), who oversees the day to day

management of radiation work in specific labs / areas. You must get in touch with your RPS before starting radiation work as they will be able to provide you with details of:

- *The Ionising Radiation (Open Sources) Policy and Management System*
- *The Use of X-Ray Sets Policy*
- Access codes to radiation labs
- Local Rules including PPE , emergency procedures and procedures for the ordering, storing and disposal of radio nuclides
- Ethical Approval Procedures
- Training requirements for specific items of equipment

Out of Hours Work: Out of Hours working is defined as:

1. Outside 8.30am – 6.00pm Monday to Friday
2. Weekends and
3. University Holidays (including Bank Holidays)

To ensure your health and safety, your Host must provide you with details of the *Out of Hours Policy*.

Your Health and Safety Responsibilities

As a Visitor: To help the University and College fulfil its legal and moral obligations to ensure your health and safety it is very reliant on your cooperation. It is therefore essential that you:

- Bring to the attention of your Host anything not provided in accordance with this Booklet eg Induction
- Take reasonable care of your own health and safety and those who could also be affected by what you do / don't do
- Follow all verbal and written health and safety instructions, Policies, procedures etc
- Co-operate with anyone with specific health and safety duties
- Use equipment that has been provided to protect you eg gloves and goggles
- Only use equipment you have been trained to use
- Report immediately to your Host anything you feel is unsafe

In addition, you must always contact the College H&S Officer if you will be working with carcinogens or if you are a new or expectant mother working with radiation, or chemicals and

biological agents that are known to have teratogenic or mutagenic affects.

General Information: The following are key documents you should familiarise yourself with:

- CNS Health and Safety Policy
- Out of Hours Policy
- Fieldwork Code of Practice
- Overseas Travel Policy
- The Ionising Radiation (Open Sources) Policy and Management System
- The Use of X-Ray Sets Policy
- Risk Assessment Form
- COSHH Assessment Form
- Biological Hazards Assessment Form

Useful Websites: The following provide links to useful sources of information:

- CNS Health and Safety Services - nshss.bangor.ac.uk
- Central Health and Safety Services - hss.bangor.ac.uk/
- University Travel Insurance - finweb.bangor.ac.uk/e/is/

In addition to the contact details provided on Page 1 the following are useful contacts to remember:

Emergency Services <i>(inform Security if Emergency Services are called)</i>	333 (or 9-999)
Dr John Latchford - CNS Health and Safety Officer (also the University's Biological Safety Officer and University's Radiation Protection Officer)	2524 07850 924028 nss004@bangor.ac.uk
Security Lodge (24 hours)	2795
Health and Safety Services	3847
SOS Safety Co-ordinator (John East)	2803
SENR Safety Co-ordinator (Helen Simpson)	2503
SBS Safety Co-ordinator (Alan Jones)	2512
WINR Safety Co-ordinator (Dr Adam Charlton)	8072

