

Local safety inductions for new staff and visitors

Risk Assessment

A Risk Assessment should be completed for all new employees and researchers by their immediate line or laboratory manager. It should be signed by your Principle Investigator (PI). You should keep a copy of this for your own records and the local Safety Officer should also have a copy.

UCL Safety Services, mandatory course for all new staff and post graduates

“Principles of Laboratory Safety” is an e-learning course available via [Moodle](#). **The course is a mandatory training requirement for all new post-graduate research students starting work in laboratories and we recommend the course is completed by all new laboratory staff.**

The course, which takes about 30 minutes to complete aims to inform participants about good laboratory practices and instil safe behaviours which apply to all laboratory environments. The material covers six key areas presented in short presentations, with a quiz at the end. The modules are:

1. Understanding your responsibilities
2. Understanding hazards
3. Risk assessments and procedures
4. Controlling risks
5. Managing waste safely
6. Knowing how to respond in an emergency

As with all e-based courses you will need your ‘ucbt’ number and password to sign in, so please make sure you enrol to be correctly registered. If you have any problems with access or any feedback, please let us know by e-mailing safety@ucl.ac.uk

N.B. If you are employed at another college / institution, are a part time visitor to UCL or an undergraduate you do not need to take this course.

Fire Safety

Most floors in the Darwin Building have at least three Fire Evacuation Marshals (FEMs). During an alert they will be distinguished by their yellow FEM jackets and you should follow any instructions they give you for your safe evacuation.

After a fire alert, do not re-enter the building until told by the FEMs that it is safe.

The Darwin Buildings’ Senior FEMs are James Michaels and Fraser Simpson, should you have any questions about Fire Safety.

Local Operations and Departmental Safety Officer – for all building related and Health and Safety matters

Mr. James Michaels Darwin G.24 x37374 j.michaels@ucl.ac.uk

Building Access

Your UCL ID card is also an access card. This card can be programmed for a number of Divisional facilities by UCL Access Systems on request by your Operations/Health & Safety Team members. If you need access to buildings outside the Division of Biosciences you will need to speak with a local Operations Officer/Building Manager.

Undergraduate students are not allowed out-of-hours access to the Division of Biosciences.

Keys can be obtained either directly from your Operations/Health & Safety Team or via a form issued by them and then taken to Access Systems.

Access Systems can be found in the ground floor of the Andrew Huxley Building, near the Print Room Café.

Emergency numbers

- **Normal working hours in the Division of Biosciences is defined as; 08:00hrs to 18:00hrs, Monday to Friday.**
- **Out-of-hours is defined by UCL as; 18:00hrs to 08:00hrs, Monday to Friday and 24/7 at weekends and public holidays.**

Please remember that most staff only work between 09:00hrs and 17:30hrs, so please feel free to try out-of-hours numbers either side of these times.

Out of hours; x**222** (UCL Comm's Office - for fire alerts and accidents)

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During normal working hours. x**30000** (Emergency Maintenance)

First Aiders

Prof. Peter Rich	Darwin 507A,	x37746
Mr. Fraser Simpson	Darwin 436,	x32356
Ms. Giovanna Vinti	Darwin 322,	x34378
Ms. Tamsin Piper	Anatomy G.02,	x71935
Mrs. Elizabeth Sutton-Klein	Anatomy G.08,	x33292 or x30081

N.B. All our First Aiders carry their own First Aid kit and all have taken the appropriate, St. John's Ambulance course and refresher courses when applicable.

Darwin Building Radiation Protection Supervisor

Dr. Vernon Skinner	Darwin G.04	x32728	v.skinner@ucl.ac.uk
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Division of Biosciences, Genetic Modification Safety Officer

Mr. Richard Marguerie	Anatomy G.02a	x65451	r.marguerie@ucl.ac.uk
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Accident forms

Accident / near miss forms are available from the Safety Services website in the section marked, '[Guidance \(A-Z\)](#)', or [here](#).

You may need to type in your 'ucbt' number and password to access this form.

Divisional Health and Safety Code of Practice

A copy of the Division of Biosciences, Health and Safety Code of Practice can be found here;

<http://www.ucl.ac.uk/biosciences/intranet/health-safety/safetymanual>

Type in your 'ucbt' number and password to access.

Divisional Support Staff

A list of people who run the Division of Biosciences on daily basis can be found here;

<http://www.ucl.ac.uk/silva/biosciences/staff>

UCL Occupational Health Services

UCL has a small clinic which deals with a variety of health issues, including vaccinations and dentistry. Details can be found here; http://www.ucl.ac.uk/hr/occ_health/