

## UofE BUILDINGS ON EDINBURGH BIOQUARTER CAMPUS HEALTH & SAFETY PLAN

SUBJECT/ ITEM	PERSON RESPONSIBLE	TARGET DATE	REVIEW FREQUENCY	STATUS
EbQ Buildings Health & Safety Committee	SH	Last meeting 26 Nov '24 DoNM: TBA '24	Typically, twice per annum.	Convened by SH. All minutes distributed
Health & Safety Committee - Chancellor's Building	HA	Last meeting 21 Feb '24 DoNM: TBA '24	Typically, three times per annum.	Convened by HA. All minutes distributed.
Health & Safety Committee – B&VS	JC	Incorporated into standing agendas for joint-service meetings.	Typically three times per annum.	Convened by various. All minutes distributed.
Health & Safety Committee – Basement Level (QMRI)	Various	Non-EIF areas currently covered by Committees for other floors of QMRI.	Not applicable at present.	Areas currently covered by H&S Committees for other floors of QMRI.
Health & Safety Committee – Edinburgh Imaging Facilities- QMRI and EIF-RIE (BRIC2)	AG	Last meeting: 17 Nov '23 DoNM: TBA May '24	Typically, three times per annum and radiation protection group every two months.	Convened by AG All minutes distributed.
Health & Safety Committee – Level One (QMRI) Centre for Reproductive Health	GC	Last meeting: 17 May '23	Typically, three times per annum.	Now incorporated into IRR H&S Committee.
Health & Safety Committee – Level Two (QMRI) Centre for Inflammation Research	PF	Last meeting: 31 Jul '23	Typically, three times per annum.	Now incorporated into IRR H&S Committee.
Health & Safety Committee – Level Three (QMRI) Centre for Cardiovascular Research	CD	Last meeting: 26 Oct '23 DoNM: TBA '24	Typically, three times per annum.	Convened by CD. All minutes distributed.
Health & Safety Committee – Level Four (QMRI)	LGM	Non-plant room areas currently covered by Committees for other floors of QMRI.	Not applicable at present.	Areas currently covered by H&S Committees for other floors of QMRI.
Child Life & Health (RHCYP)	SF-McH	Currently meeting under agenda of CIR H&S Committee.	Typically, three times per annum.	Now incorporated into IRR H&S Committee.
Health & Safety Committee – Institute for Regenerative Medicine (IRR)	BH	Last meeting: 19 Apr '23 (CRM)	Typically, three times per annum.	Now incorporated into IRR H&S Committee.
IRR/USHER Interface Meeting	UofE Estates	Meeting fortnightly throughout the year (approximately).	Meeting fortnightly throughout the year (approximately)	Convened by UofE Estates.
Advanced Care Research Centre (ACRC)	LMcC	Last meeting: 23 Feb '23 DoNM: TBA '24 (As	Typically, once per annum.	Convened by ACDP H&S Committee.

		part of the new USHER Building's H&S Committee)		
Health & Safety Committee – Usher Institute, ECTU, ACDP <i>etc.</i> , formerly based within Building NINE and Biocube 1, bioQuarter and subsequently in new USHER building	KB	First meeting: TBA	Typically, four times per annum.	Takes the form of a MOBUG, with H&S matters as a standing item on the agenda. All minutes to be distributed.
Section Health & Safety Committees	Conveners of Floor-Level H&S Committees (where formed) and H&S Committees for each Section	On-going.	As required, according to local specifications (typically three to four times <i>per annum</i> ).	On-going.
GM and Biological Safety Committees	GM Biological Safety Officers UBSA	CB/QMRI: Last full meeting 16 May '23 IRR: First full meeting 22 Feb '24 DoNMs: CB/QMRI: TBA '24 IRR: TBA '24	Full meetings as required, according to demand for consideration of project proposals and review of current projects. Business also conducted more regularly and routinely by virtual meetings through the medium of electronic mail.	On-going.
Radiation Safety Committees	Radiation Protection Supervisors, LGM (and URPA as required)	On-going.	As required according to demand.	On-going.
CM&VM H&S Forum	Dr. Sharon Hannah (Convenor)	Monthly (initially weekly) meetings have been taking place throughout the COVID-19 pandemic and subsequently	As required according to demand.	On-going.
College of M&VM web site (including H&S-related references for Edinburgh bioQuarter campus)	LGM (supported by SM)	Continuous.	On-going.	On-going amendments and additional material as required.
Site-wide H&S for Edinburgh bioQuarter campus (including liaison with RIE, Consort, EQUANS, <i>etc</i> )	EbQ Buildings Management	Continuous.	On-going.	Meetings convened by Consort.
Office safety review, including DSE and workstation risk assessments and manual handling assessments	All groups	Each area on a frequency of at least once every two to three years.	On-going.	On-going.
Review risk assessments (including COSHH)	All groups	Continuous.	On-going at frequency dictated by each risk assessment.	On-going.
New risk assessments (General, COSHH, GM, <i>etc</i> )	All groups	As required.	As new risks identified or as new GM projects are proposed.	On-going.
Review accident reports and outcome of any accident	All groups	Corresponds to	Corresponds to frequency of all	Status, including outcome of any

investigations		frequency of all relevant H&S committee meetings, or as required.	relevant H&S committee meetings, or as required.	investigations, to be summarised at each EBQ Buildings H&S Committee meeting.
Fire risk assessment and safety inspections	UofE FSU	Last formal Fire Risk Assessments (by UofE's FSU): 06 Feb '20 (CB) 07 Dec '21 (QMRI) 10 Nov '21 (CRM) 07 Sep ' 20 (ACRC) 22 Nov '22 (NINE) TBA '24 (IRR) TBA '24 (USHER) DSEAR (EbQ) 11 <sup>th</sup> July '22 Next reviews: TBA	As specified by UofE FSU.	Outcome reported by UofE's Fire Safety Unit to CM&VM @ EbQ.
Fire evacuation drill	UofE FSU	Last drills: CB: 29 Nov '23 QMRI: 03 Oct '23 CRM: 12+13 Oct '22 ACRC: 20 Apr '23 NINE 10 May and 25 Oct '22 Next drills: CB: TBA '24 QMRI: TBA '24 IRR(N): TBA '24 IRR(S): TBA '24 ACRC: TBA '24 NINE TBA '24 USHER: TBA '24	Annually.	Outcome reported by LGM to UofE's Fire Safety Unit.
Licenses and Consents <ul style="list-style-type: none"> <li>▪ Radiation</li> <li>▪ GM</li> <li>▪ Duty free</li> <li>▪ Toxins</li> </ul>	URPA UBSA EbQ Buildings Management EbQ Buildings Management	In place In place In place In place	Renew as required Renew as required Renew as required Renew as required	In place In place In place In place
Servicing and validation of autoclaves	EbQ Buildings Management	On-going.	Every two years.	On-going.
Inspection of pressure cookers	Users	On-going (six monthly).	Prior to each use	On-going.
Autoclaves – Insurance pressure vessel certificate	EbQ Buildings Management	On-going (annually).	Annually.	On-going.
Laboratory fume cupboard and biological safety cabinet performance checks	EbQ Buildings Management	On-going.	Annually, or as required (six monthly for CL3 labs).	On-going.
Review out-of-hours and lone working arrangements	LGM, Senior Lab Managers	Continuous.	Repeat review as circumstances	Completed.

			change or to coincide with H&S Policy and Manual review.	
Review biological containment laboratory protocols	LGM, Senior Lab Managers, UBSA	TBA		Report to future meeting.
PAT testing	Lab Managers	On-going.	Annually, or as dictated by schedules presented by UofE Estates.	Report to next meeting.
HSE Audits	All	Last visit: w/c 27 Feb '23 (CL3 and LGMOs) Next visit: TBA	As advised.	Completed. Outcome reported. Date, scope and depth of next audit to be agreed.
SEPA Audits	All	Last visit: 20 Jun '23 Next visit: TBA	As advised.	Completed. Outcome reported. Date, scope and depth of next audit to be agreed.
Insurance/Management Audit	All	Last formal visit: 14 Dec '23 (Turner and Townsend) Next Audit: TBA	As advised.	Date, scope and depth of next audit to be agreed.
Police Scotland Audit	All	Last formal visits: 16 Aug '23 Next audit: TBA	As advised.	Date, scope and depth of next audit to be agreed.
Scottish Fire & Rescue Service Audit	All	Last formal visit: 26 Jul '23 (CB) Next audit: TBA		
H&S audit – Internal (Ground Floor, CB)	HA <i>et al</i>	Last audit: 10 Nov '23 Next audit: TBA '24	Annually.	Report to Ground Floor H&S Committee meeting and EbQ H&S Committee.
H&S audit – Internal (First Floor, CB)	HA <i>et al</i>	Last audit: 02 Nov '23 Next audit: TBA '24	Annually.	Completed. Report to First Floor H&S Committee meeting and EbQ H&S Committee.
H&S Audit – Internal (Derogated CL3 laboratory, First Floor, CB)	PW and LGM	Last audits: w/c 27 Feb '23 (HSE) and 07 Sep '23 (UBSA and LGM) Emergency drill for (d)CL3 lab: 30 Jan '24 Next audit/drill: TBA '24	Annually	Completed. Report to HSE, EbQ H&S Committee, and UofE Biological Safety Committee meeting.
H&S audit – Internal (Second Floor, CB other than B&VS)	HA <i>et al</i>	Not audited as a separate area, but included in other CB audits.	Annually.	Report to EbQ Buildings H&S Committee meeting and EbQ H&S Committee.
H&S audit – B&VS	JC <i>et al</i>	Aquatics and CB audited w/c 27 Feb '23	Annually.	Completed. Report to B&VS management.

		(HSE). Otherwise, B&VS operates a programme of service-internal audits and self-inspections.		
H&S audit – Internal (Non-EIF-occupied areas of QMRI basement level (may include B&VS areas) and non-laboratory areas of the QMRI (not including Level 4)	SH, LGM <i>et al</i>	Last audit: 14 + 16 Oct '19 Next audit: TBA '24	Annually.	Completed. Report to meeting of all relevant H&S committees (and B&VS areas to B&VS management).
H&S audit – Internal (EIF-QMRI and EIF-RIE/BRIC2)	AG <i>et al</i>	RIE: 31 Oct '23 QMRI: 28 Feb '20	Annually.	Completed. Report to EIF H&S Committee meeting and EbQ H&S Committee.
H&S audit – Internal (CRH, Level One)	GC <i>et al</i>	Last audit: 09 Dec '21	Annually.	Now incorporated into IRR audit programme.
H&S audit – Internal (CIR, Level Two, QMRI)	PF <i>et al</i>	Last audit: 23 Jan '23	Annually.	Now incorporated into IRR audit programme.
H&S audit – Internal (CCVS, Level Three, QMRI)	CD <i>et al</i>	Last audits: 12 Jan '24, Next audit: TBA '24/25	Annually.	Completed. Report to CCVS H&S Committee meeting and EbQ H&S Committee.
H&S Audit – Internal (CL3 suite Level Four, QMRI)	PW and LGM	Last audits: w/c 27 Feb '23 (HSE) and 07 Sep '23 (UBSA and LGM) Next audit: TBA '24 First emergency drill: TBA '24	Annually	Completed. Report to HSE, EbQ H&S Committee, and UofE Biological Safety Committee meeting.
H&S audit – Internal (Non-lab areas Level Four, QMRI)	SH, LGM <i>et al</i>	Last audit: 22 Oct '18 Next audit: TBA '24	Annually.	Completed. Report to meeting of all relevant H&S committees.
H&S audit – Internal (CL&H, RHCYP)	SF-McH <i>et al</i>	Informal audit: 23 Aug '21 First formal audit: TBA '24 (No active laboratory work currently being undertaken)	Annually.	Report to CL&H H&S Committee meeting and/or committee to which CL&H elects to report to, and EbQ H&S Committee.
H&S audit – Internal (IRR)	BH <i>et al</i>	Last audit: 21 Dec '22 (CRM) Next audit: Feb '24, to include IRR(S) baseline audit)	Annually.	Report to IRR H&S Committee meeting and EbQ H&S Committee.
H&S audit – Internal (CRM B&VS)	JC <i>et al</i>	B&VS operates a programme of service-internal audits and self-inspections.	Annually.	Completed. Report to meeting of all relevant H&S committees.

Updated March 2024

H&S audit – Internal (Usher, ECTU <i>etc</i> ) formerly based within Building NINE, Bioquarter and since in new USHER building	KB <i>et al</i>	First audit (UofE-led): TBA '24	Annually.	Completed. Report to meeting of all relevant H&S committees.
H&S Audit – Internal (ACRC)	SH, LGM <i>et al</i>	Last audit: 18 May '23 Next audit: TBA' 24	Annually.	Completed. Report to meeting of all relevant H&S committees.
H&S Audit – UofE embedded spaces within RIE	SH, LGM <i>et al</i>	Last audit: 12 Nov '19 Next audit: TBA'24	Annually.	Completed. Report to meeting of all relevant H&S committees.
H&S double audit	LGM <i>et al</i>	Last double audit CIR and EIF (QMRI) (2019) Next audit: IRR '24	Annually.	Completed Report to meeting of all relevant H&S committees.
Servicing of specialist lab equipment	All	On-going.	Continuous.	On-going.
H&S Policy and Manual review	LGM <i>et al</i>	On-going for items of detail; major review once every three years or as required ( <i>i.e.</i> next major review 2025).	Three yearly and/or as changing circumstances dictate. Typically there are several significant changes to detail in any one year.	Report progress on subsequent reviews to future meeting.
Safety plan review	All	On-going.	Updates coincide with meetings of EbQ Buildings H&S Committee.	On-going
Induction training for new staff	LGM, Senior Lab Managers, <i>etc.</i>	Continuous.	Typically 2+ sessions being delivered per month	Continuous.
Induction training for undergraduate medical students	LGM	On-going.	Annually during Freshers' Week (Next event 26 Sep '23)	On-going.
Centrally-delivered staff training <ul style="list-style-type: none"> <li>Biological safety</li> <li>Radiation safety</li> <li>Manual handling</li> </ul>	UBSA, LGM  URPA, LGM  LD, LGM	Last/next events: Dates on H&S web site and UofE EbQ Safety Bulletins Dates on H&S web site and UofE EbQ Safety Bulletins	Biannually  Biannually  Organised to meet demand	On-going  On-going  On-going
Fire safety training <ul style="list-style-type: none"> <li>General Fire Awareness</li> <li>Fire Stewards and Extinguishers</li> </ul>	LGM UofE FSU	Next events: Dates on H&S web site	Organised to meet demand Organised to meet demand	On-going On-going



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Validation and training exercises of business continuity plans	LGM/EbQ buildings and floor-level <i>etc</i> planning teams	CM&VM (EbQ) plan last exercised and revalidated: 2018 Next exercise: TBA'24	As required.	On-going.
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**This Plan is appended to each UofE EbQ Buildings Health and Safety Committee meeting and updated accordingly.**

Signed: .....Sharon Hannah, Convener