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**BMS Health and Safety Training Checklist**

**Principal Investigators**

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| --- | --- |
| ***Name*** |  |
| ***Start Date*** |  |
| ***Institute*** |  |

**Introduction**

As a Principal Investigator (PI) in the University of Edinburgh (UoE) you are accountable for:

* All your work activities
* The Health, Safety and Welfare of your employees (Staff, Students and Visitors).

Training is an essential step to developing competency as a PI. It is also essential for your employees.

This training checklist is split into two parts:

**Section 1.** Lists mandatory training for PIs

**Section 2.** Details task specific additional training for PIs (and their staff)

**Your employees (Staff, Students and Visitors)**

Your employees must be provided with information, instruction and training to perform their role safely. The mandatory and task specific training your employees require depends on what work you, and they, will be performing. The Laboratory Workers H&S Checklist details what training arrangements are for such workers in the BMS.

Supervision is also essential for workers and PIs must ensure that their staff are given the required level of supervision until deemed competent.

PIs are required to complete mandatory training for work activities their staff are performing, even if they are not performing the activities personally. Further details are in section 2.

All training must be recorded. Enforcing organisations (e.g. the Health and Safety Executive) request information regularly from the University of Edinburgh. The BMS Health and Safety team will also perform regular audits of training.

**It is recommended that all training is repeated on a three-year cycle to prevent skill fade, or following a significant accident/incident.**

**Section 1.**

**Mandatory training**

| **Training material**  **(Click to follow direct links)** | **Date Completed** |
| --- | --- |
| [**Introduction to H&S at the UoE**](https://www.ed.ac.uk/health-safety/training/portfolio/expected-learning/introduction-to-health-and-safety) |  |
| [**CDBS H&S Induction**](https://www.ed.ac.uk/discovery-brain-sciences/member-information/new) |  |
| [**BMS H&S Policy**](https://uoe.sharepoint.com/sites/BMSstaffinformation/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FBMSstaffinformation%2FShared%20Documents%2FBMS%20HS%20Policy%5FFinal%20v1%2D%20ES30%2E09%2E24%2Epdf&parent=%2Fsites%2FBMSstaffinformation%2FShared%20Documents) |  |
| [**H&S Awareness for Supervisors**](https://www.ed.ac.uk/health-safety/training/portfolio/role-specific/pi-supervisors) |  |
| [**Fire Safety [Cardinus]**](https://www.ed.ac.uk/health-safety/training/portfolio/expected-learning/fire-safety) |  |
| [**Healthy Working**](https://www.ed.ac.uk/health-safety/training/portfolio/expected-learning/hw) **[Cardinus]** |  |
| [**Home Working [Cardinus]**](https://www.ed.ac.uk/health-safety/training/portfolio/expected-learning/home-working) |  |
| **Risk Assessments and Standard Operating Procedures (SOP)** for all tasks to be undertaken.  Note: PIs must ensure that All users read and sign risk assessments and SOPs.  If a risk assessment does not exist for a proposed work activity, then an assessment must be completed before work starts and submitted to the Health and Safety team.  **Further information:**  [**Risk Assessments | The University of Edinburgh**](https://www.ed.ac.uk/health-safety/online-resources/risk-assessments) |  |
| [**Introduction to Biological Safety**](https://www.ed.ac.uk/health-safety/biosafety/training/intro) |  |
| [**CoSHH (Practical CoSHH assessment)**](https://www.ed.ac.uk/health-safety/training/portfolio/hazard-specific/substance-control) |  |

**Section 2.**

**Task specific training**

Additional training requirements are role and/or work specific and depend on the nature of the work. As work evolves, new training requirements may be identified. It is therefore essential to keep records up to date.

Information on when training may be required is provided below in red. If you are unsure of the need to undertake specific training courses, please contact the Health and Safety team.

| **Training Courses (click to follow direct links)** | **Date Completed (where relevant)** |
| --- | --- |
| CHPS registration, [**Health Passport | The University of Edinburgh**](https://www.ed.ac.uk/health-safety/online-resources/online-tools/health-passport) |  |
| [**Animal Allergens and Health Surveillance**](https://www.ed.ac.uk/health-safety/guidance/hazardous-substances/animal-allergens)  Mandatory if the PI and/or Staff are working with animals in the BVS |  |
| [**Respiratory Protective Equipment**](https://www.ed.ac.uk/health-safety/guidance/hazardous-substances/animal-allergens)  Mandatory if the PI and/or Staff are working with animals in the BVS |  |
| [**Late & Lone Working**](mailto:Lindsay.Murray@ed.ac.uk)  Mandatory if lone working |  |
| [**H&S Training Presentations**](https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/edinburgh-bioquarter/training-presentations)  As required by work activity |  |
| [**Risk Assessment**](https://www.ed.ac.uk/health-safety/training/portfolio/hazard-specific/risk-assessment)  Strongly recommended if new risk assessments are required for work activities |  |
| [**Safe working with Liquid Nitrogen**](https://www.ed.ac.uk/health-safety/training/portfolio/hazard-specific/liquid-nitrogen)  Mandatory if PI and/or Staff are working with LN2 |  |
| [**Biological & Genetic Modification Safety**](https://www.ed.ac.uk/health-safety/biosafety/training/intro)  Mandatory if PI and/or Staff are working with CL2 or GM work |  |
| [**Transport of Biological Materials & Infectious Substances**](https://www.ed.ac.uk/health-safety/biosafety/training/transport)  Mandatory if PI and/or Staff are shipping samples |  |
| [**Basic Course in Radiation Protection in Research & Teaching**](https://www.ed.ac.uk/health-safety/radiation-protection/training/course-list/radiation-protection)  Mandatory if PI and/or Staff propose to work in radiation-controlled areas of the BMS |  |
| [**Laser Safety**](https://www.ed.ac.uk/health-safety/radiation-protection/training/course-list/laser-safety)  Mandatory if the PI is working with Category 3 or 4 lasers |  |
| [**IOSH Managing Safely**](https://www.ed.ac.uk/health-safety/training/portfolio/role-specific/iosh-managing-safely)  Recommended for all PIs |  |