

# **BID TENANT SAFETY HANDBOOK**

**What You Need to Know for STFC sites**



**Royal Observatory Edinburgh**

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**June 2021**

**Version 1.0**

# COVID-19 Restrictions

Due to the ever changing COVID-19 restrictions for health and safety reasons within the UK, there will be no specific content relating to the controls implemented for persons working on or visiting STFC sites in this handbook.

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## KEY CONTACTS (ROE)

### BID SAFETY OFFICER

<b>Dr Mark Roberts</b>	<a href="mailto:mark.roberts@stfc.ac.uk">mark.roberts@stfc.ac.uk</a>	<b>01925 86 4308</b> <b>07917 638148</b>
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### STFC SITE SAFETY

<b>ROE Safety, Health and Environment Group</b>	<b>Richard Corrigan</b> Tel: <b>0131 668 8273</b> Email: <a href="mailto:richard.corrigan@stfc.ac.uk">richard.corrigan@stfc.ac.uk</a>
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A full list of STFC SHE Contacts is available at:

<https://www.she.stfc.ac.uk/Pages/SHE-contacts.aspx>

### ROE SITE SUPPORT (for Medical Emergencies, First Aiders)

<b>ROE Site First Aider</b> (During Office hours)	Dial <b>555</b> from any site landline
<b>ROE Emergency</b> (During Office hours)	Dial <b>222</b> from any site landline; or Call <b>0131 6688222</b> from a mobile phone

### BUSINESS INCUBATION SUPPORT (BIS)

<b>Anne Green</b> BIS Manager	<a href="mailto:anne.green@stfc.ac.uk">anne.green@stfc.ac.uk</a>	<b>01925 60 3423</b> <b>07775 024353</b>
<b>Lynn Caddick</b> Senior Administrator	<a href="mailto:lynn.caddick@stfc.ac.uk">lynn.caddick@stfc.ac.uk</a>	<b>01925 60 3185</b>
<b>Stephanie Pye</b> Administrator	<a href="mailto:stephanie.pye@stfc.ac.uk">stephanie.pye@stfc.ac.uk</a>	<b>01925 60 3193</b>

## HIGGS CENTRE SUPPORT

<b>Julian Dines</b> Higgs Manager	<a href="mailto:julian.dines@stfc.ac.uk">julian.dines@stfc.ac.uk</a>	<b>0131 668 8318</b> <b>07762 895115</b>
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<b>Luke Vanstone</b> Facilities BDM	<a href="mailto:luke.vanstone@stfc.ac.uk">luke.vanstone@stfc.ac.uk</a>	<b>0131 668 8100</b> <b>07500 817034</b>

# INTRODUCTION

STFCs commitment to a safe and healthy working environment is at the heart of everything we deliver. In 2018 STFC was brought together with other Research Councils to form a new organization, [UK Research and Innovation](#) (UKRI).

Our aim is to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work. The UKRI Health and Safety Policy, signed by the Executive Chair, sets out how we will do this as well as people's general responsibilities. We, as part of UKRI, are fully committed to ensuring high standards of Safety, Health and Environmental management throughout our operations and believe that the organization's goals cannot be achieved without such standards.

This Handbook is a practical guide to the Health and Safety requirements that you as a tenant of [STFC](#) need to be both aware of and comply with the legal obligations and terms under the lease agreement for tenant companies on STFC sites. It outlines in basic summary, compliance with STFC Health and Safety policies and procedures without delving too deeply into the underlying UK Legislation, and the main issues to look out for, in order to manage successfully the hazards and risks introduced by you to the site. The information provided will be reviewed on a regular basis and updated accordingly, and we will review any suggestions regarding content and layout brought to us by our tenants, since success is clearly in our mutual interest.

This Handbook is for Tenants and the member of the Business and Innovations Directorate (BID) who manage the tenants directly. Its purpose is broadly to:

- Outline the minimum Health and Safety standards that STFC expects its tenants to observe, following STFC Safety Codes and legal regulations;
- Highlight those areas where tenant co-operation is required by STFC relative to Health, Safety and Environment issues;

The Handbook forms part of a strategy as to how we, STFC, manage Health, Safety and Environmental issues on our sites. While this handbook covers many basic questions, or points you towards more detail e.g. for specific Safety Codes, please contact your local BID contact or the BID Safety Officer if you have any specific queries.

I have strived to structure this Tenant Safety Handbook so that tenants can find what they need, and it is intended to give generic advice. Tenant companies may wish, or need, to take their own expert advice from specialists in order to meet their legal responsibilities.

I will keep the Handbook up to date; the most up to date version for each STFC site will always be on the SHE website <https://www.she.stfc.ac.uk/Pages/STFC-SHE-Booklets.aspx>. The version and date of issue are shown on the front cover. Whilst the information herein should be correct, its accuracy is not guaranteed. In the event of a conflict between the lease and this Handbook then the lease terms will prevail at all times.

Mark Roberts  
BID Safety Officer

## Contacting STFC Safety Management

If you as a tenant have any Health and Safety (H&S) concerns that relate to STFC policies, or questions that you are not able to answer within your own tenant company, please seek advice either from your BID Business Incubation Support team, the BID Safety Officer, or the specific STFC site SHE Group. We aim to provide support as a means of active engagement and cooperation between employers while you are a tenant on an STFC site.

**Remember:** There is no question too simple where H&S is concerned; if you are unsure, ask!

**If there is a serious issue or emergency relating to the site please contact the site Security or SHE Group directly using the contact details at the front of this Handbook.**

## Area/Building Security on Site

As a tenant company each of your employees will be issued with a site ID pass. **This should be worn at all times.** In addition, each employee will have means of access to the area(s) under their tenancy, which may be different on the STFC sites:

### DL

Buildings are under Access Control via your site ID pass and operates via a proximity sensor. Access to offices, laboratories etc is via a Kaba key card.

### RAL

Access to offices is via a conventional lock and key. Other specific areas are under Access Control via your site ID pass and operates via a proximity sensor.

### ROE

All buildings are proximity card access controlled, with labs being accessed similarly, but on a limited 'authorised user' basis. Access to offices is via a conventional lock and key.

ID site passes are specific to an individual. Each employee is responsible for his/her own access card, and **transfer of access cards among employees is strictly prohibited.**

Loss of site ID passes or access keys/cards should be reported immediately to either the Business Incubation Support team or your local BID contact. Management of ID passes and access keys are the responsibility of the tenant company. If a suite entry is to be changed please request this in writing.

The sites are generally closed over [holidays](#) and access controlled but you can still work on site providing you give advanced notice and inform BID Business Incubation Support staff of your activities. Note, however, that STFC support would be very limited. During the winter period, heating at the weekends may not be available unless prior arrangements are made.

## Navigating links within this Handbook

There are numerous **in-document hyperlinks** that navigate between sections of this Handbook by holding the **Ctrl** key and clicking the link e.g. from Table of Contents. If you wish to go back to where you were before in the document, use **Alt+LeftArrow** (hold down the Alt key and press the Left Arrow key).



# YOUR RESPONSIBILITIES AS A TENANT

Within the UK we **ALL** have a responsibility at work to undertake actions required under the Health and Safety at Work Act 1974 (HASAWA 1974), and all subsequent regulations.

The STFC identifies and manages its responsibilities through documented:

- **Policies** (<https://www.she.stfc.ac.uk/Pages/Policies.aspx>) and;
- **Safety Codes** (<https://www.she.stfc.ac.uk/Pages/Codes.aspx>).

These outline people's Safety, Health and Environment (SHE) responsibilities at all levels within STFC, and by analogy within Tenant companies. While these have specifically been written for STFC employees the principles of hierarchical responsibility will be directly applicable to tenants. Since the tenancy lease states (**clause 4.1.19**) that tenants will follow the STFC Policies and Safety Codes then the basis of these should be mirrored or equally applied within tenant companies where they are applicable.

The following '**Key Points Summary Checklist**' should give you a basic understanding of what STFC will expect from you as a tenant regarding Safety, Health and Environment matters while on site.

## Key Points Summary Checklist

As a tenant you are expected to follow the STFC Health and Safety Management System and all tenants, regardless of role, have the responsibilities outlined in the following checklist:

To cooperate with STFC on all SHE matters and support the implementation and on-going improvement of site health and safety;	Lease clause 4.1.19 & Annex C	<input type="checkbox"/>
To take reasonable care of their own health and safety and that of other people who may be affected by their acts and omissions;	<a href="#">HASAWA 1974</a>	<input type="checkbox"/>
To undertake specific online mandatory training: MANDATORY if you want a site pass for access. Tenants will be expected to complete this prior to a site pass being issued;	Lease Annex C(11); Mandatory Training ( <a href="#">p11</a> )	<input type="checkbox"/>
To undertake a local building induction for the location(s) in which they are based;	Mandatory Training ( <a href="#">pError! Bookmark not defined.</a> )	<input type="checkbox"/>
To make yourself aware of the contents and follow the STFC Safety Codes, procedures and precautions relevant to your work;	Lease clause 4.1.19 & Annex C	<input type="checkbox"/>
Document prior Risk Assessments etc. where significant hazards are identified and apply appropriate control measures;	Co-operation on Health and Safety Matters ( <a href="#">p11</a> )	<input type="checkbox"/>
Undertake basic Fire Risk Assessment(s) of your activities;	Fire and Emergency Management ( <a href="#">p13</a> )	<input type="checkbox"/>
Provide copies of any licenses required to perform your business activities;	COSHH ( <a href="#">p28</a> ); Biological Safety ( <a href="#">p29</a> )	<input type="checkbox"/>
To report all work-related SHE incidents, assist with any investigation and contribute towards the future incident prevention;	<a href="#">HASAWA 1974</a> ; Lease Annex C(4,7)	<input type="checkbox"/>
To be ' <b>Asbestos Aware</b> ' since the age of many buildings on site were built at a time when use of asbestos was permissible, and <b>NOT</b> to disturb any infrastructure on-site;	Lease Annex C(10); Asbestos Management ( <a href="#">p25</a> )	<input type="checkbox"/>
To inform the BID Business Incubation Support (BIS) team of tenant employees that leave the company;	Leaving employees ( <a href="#">p47</a> )	<input type="checkbox"/>
To inform your local BID staff of any tenant equipment that may need statutory inspection in the following categories: <ul style="list-style-type: none"> <li>○ <b>Lifting equipment</b> e.g. pallet trucks, slings and eye bolts etc.</li> <li>○ <b>Pressure systems</b> e.g. compressors, pressure chambers etc.</li> <li>○ <b>Local Exhaust Ventilation (LEV)</b> systems e.g. solder fume extraction</li> </ul>	Lease Annex C(1); Management Regs 1999; Safety of Pressure and Vacuum Systems ( <a href="#">p41</a> )	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Not</b> operate any high power Lasers, Class 3B and 4, without consultation with appropriate STFC SHE management;	Lease Annex C(20); Working with Lasers ( <a href="#">p40</a> )	<input type="checkbox"/>
<b>Not</b> bring any radioactive materials on site, or allow their contracts/engineers to do so, without prior consultation with the appropriate STFC Radiation Protection Adviser (RPA);	Lease Annex C(19); Ionising Radiation ( <a href="#">p45</a> )	<input type="checkbox"/>
Inform STFC of any planned visit/inspection by a regulatory body e.g. Health and Safety Executive (HSE), Environment Agency (EA) etc., in advance of the visit;		<input type="checkbox"/>
<b>Not</b> discharge any hazardous agents to the environment, drains, waste and watercourses, land and air, as applicable, without consultation with appropriate STFC SHE management;	Lease clause 4.1.6 & Annex C(16,17); Controlling Pollution ( <a href="#">p58</a> )	<input type="checkbox"/>
In relation to fire safety, to inform your local BID contact of any Uninterruptable Power Supplies (UPSs) and large Li-ion batteries (e.g. portable hand tools).		<input type="checkbox"/>

## Co-operation on Health and Safety Matters

Tenants will be expected to co-operate with STFC, as Landlord, on all matters relating to Health and Safety (H&S) on site.

Under the Management of Health and Safety at Work Regulations 1992, regulation 9 requires ALL employers and self-employed persons on the premises to:

- co-operate with each other, to enable all concerned to comply with their statutory obligations;
- coordinate measures introduced to comply with statutory obligations, where this is reasonably practicable;
- inform each other of hazards arising from their use of the workplace which could be a potential risk to the health, safety and welfare of others.

A 'shared workplace' will normally be regarded as any building or similar which is not occupied by or under the sole control of a single employer.

Tenants will be expected to undertake and document '**suitable and sufficient**' risk assessments etc. where hazards are introduced, or identified, in all areas associated with your tenant activities.

**Copies of safety documentation, which includes: risk assessments, COSHH assessments, SDS documents, chemical inventory list, licenses etc. to be sent to the [BID Safety Officer](#) for review and provide assurance to STFC.**

STFC will, at least once per annum, **conduct a Safety Tour of tenant premises** (Lease Agreement: Annex C(5)). Tenants will be given at least 48 hrs notice of the intent to tour (Lease clause 7.1) the area, which will be conducted during STFC normal working hours.

You must allow STFC or its designated contractors to enter the premises to make safe any serious safety hazard that requires immediate action due to an emergency situation. STFC will also stop and prohibit work by any contractor engaged by a tenant for activities on STFC sites if either: the activities have not been adequately risk assessed and documented; or the contractor is clearly in breach of STFC Policies and Safety Codes.

## Mandatory Training

Tenants who are working on-site are expected to undertake a small amount of **MANDATORY** training, delivered by STFC, via a single **online course**. The course **MUST** be completed prior to a site-pass being issued, and includes the following content:

- General Site SHE Induction;
- Fire Awareness;
- Electrical Safety;
- Asbestos Essentials

A copy of the training course slides is available as a pdf download for reference.

**Any tenant who does not complete the mandatory training will be treated as a 'visitor' and only issued with a temporary day pass, and must be escorted by a host.**

There will also be a [local building induction](#), conducted by a member of BID staff, where the tenant(s) will be located.

## Optional Training Available

There are some additional courses/training modules that may be of use to tenant company staff. While the Safety Code training modules ([BiteSize](#)) are free, there may be a charge for other classroom-based specialist training courses. Courses are normally held when there are sufficient numbers requiring the specific training. Please enquire for further details.

## Tenant Company Visitors and Contractors

The tenant company is responsible for its visitors and contractors, and any activities they undertake on site.

**The tenant must make sure their visitors and contractors are aware of the fire alarm warning signal and procedure for evacuating the premises.** Similarly, you must make your visitors and contractors aware that they have to comply with **ALL** site procedures and **NOT** undertake any actions that impact the health, safety and wellbeing of themselves or others.

# FIRE SAFETY AND SITE EMERGENCIES

## SC32 Fire and Emergency Management

<https://www.she.stfc.ac.uk/Pages/SC32.pdf>

BiteSize Training

### Regulatory requirements: The Regulatory Reform (Fire Safety) Order 2005

ALL employers (including landlords, tenants and contractors) are required to carry out Fire Risk Assessment(s) in respect of premises under their direct control or in which they are working. Tenants complete the [Tenant Fire Risk Assessment pro-forma](#), collated by STFC SHE Group, will achieve this aim. The returned information is used to compile assessments from all tenants within a building to complete the building fire risk assessment.

Tenants are responsible for taking all necessary precautions to prevent any risk of fire or explosion associated with their work. This includes the storage, use and disposal of flammable materials and ensuring ignition sources are eliminated or properly controlled.

Building Fire Managers (BFMs) have been formerly appointed to act as a focus for fire related safety issues within a building from the building users' perspective. As the focus for fire safety related issues the BFM acts as the communication coordinator on fire safety matters with the users of their building.

**If in any doubt please consult with the [BID Safety Officer](#), your local BID management or the appropriate site Fire Safety Adviser for advice.** Hot works e.g. use of gas cutting equipment, angle grinders etc. are examples of particular issues and need specific attention.

Summary details of the evacuation procedure for the premises should be found in the buildings (normally next to the fire call points). It is essential that tenants and their staff are fully familiar with these details. This information is provided through the mandatory Fire Awareness training and the local building induction.

Where any person has an impairment that affects their ability to evacuate a building/workplace promptly, an assessment for the need to establish a 'Personal Emergency Evacuation Plan (PEEP)' must be made. Please consult the BID Safety Officer for advice.

## Site Emergencies

During a fire situation all occupants must cooperate fully with Building Wardens and those STFC staff formally appointed to respond to fire related incidents and carry out any actions requested by them.

In the event of a fire or other significant incident requiring attendance of the local fire services the affected areas of the premises will not be re-opened to tenants, employees, contractors etc. until authorised by the emergency services.

## Fire Prevention Tips and Protecting Fire Safety Systems

The following fire safety tips should be followed:

- Only use electrical equipment for the purpose of which it is intended.
- Keep extensions leads to a minimum and use only properly rated leads.
- For high-power loads on extension reels, uncoil the lead to prevent overheating.

- Avoid poor housekeeping; especially in storage areas, with large accumulations of wastepaper, cardboard, files or other combustible debris.

Tenants must **NOT**:

- overload electrical outlets. Many fires are the result of the misuse of electrical appliances and cords;
- store significant quantities of flammable liquids in offices, only use designated flammables solvents cupboards;
- use electric open-element space heaters; oil filled heaters are preferred;
- smoke/vape only where permitted, not within 5m of any building, and dispose of cigarette butts in the proper container;
- block emergency exits or route of travel to emergency exits;
- adjust, disable, tamper, remove, block or interfere in any way with any physical fire safety systems, for example call points, fire doors, smoke detectors etc.;
- block or obstruct at any time, any fire doors, stairways, corridors or any other escape routes from the premises;
- wedge open fire doors (without consulting the site Fire Safety Officer);
- break/breach a building's fire compartmentation;
- interfere with the operation of the fire detection and alarm systems e.g. covering automatic fire detectors;
- obscure the top of visibility panels in doors, i.e. above 1.5m height, where present, since these panels allow those 'searching' a building in the event of fire to see in and confirm the status of the room without needing to enter.

If any defects in fire safety systems are detected or observed, e.g. sounders, flashing beacons, missing ceiling tiles etc., they should be reported to the Building Fire Manager (BFM) through your local BID contact immediately.

If, for any valid reason, a part of the fire detection system needs to be modified, isolated or disabled this can **ONLY** be carried out under a 'Permit to Work – Fire Detection System'.

Testing of the fire systems is normally performed weekly on Wednesday mornings at DL; Wednesdays and Thursdays at RAL; and Monday mornings (9:30 – 10am) at ROE.

At any other time this is not a fire systems test, and even during the testing period if the alarm continues for more than 3 cycles it should be considered a real fire alarm.

## Fire Risk Assessments

Fire Risk Assessments (FRAs) will contain specific information relating to the location of the assessment and will identify:

- The fire hazards in a specific location;
- Who might be affected by those hazards and how;
- The control measures in place; and
- What is required to ensure that the risks to people are minimised, and that buildings meet acceptable fire management standards.

Tenants should complete the simple [Tenant Fire Risk Assessment pro-forma](#) and return it to the [BID Safety Officer](#).

STFC Building FRAs are documented and maintained to reflect changes to the infrastructure and use of buildings, fire incidents and legislative or other changes to building fire management standards. These documents are reviewed at least annually.

## Fire Actions

Upon the fire alarm being raised, ALL tenants should evacuate the building by the shortest available emergency exit, which is not necessarily the entrance/exit you are most familiar with. You should then proceed to the nearest Muster/Assembly Point and await further information, typically from a Building Warden. Below is an example of typical signage you may expect to see around site, each site having details specific to that site.

### If you discover a fire:



Operate the nearest manual call point and alert colleagues.

Shout "Fire! Fire!"



Call Security on X2222 (01235 778888 from a mobile).

Give the location and type of fire.



If trained, and safe to do so, fight the fire with the correct type of extinguisher.



Leave the building by the nearest available exit.



Go to the Assembly Point for the building.

### If you hear the fire alarm:

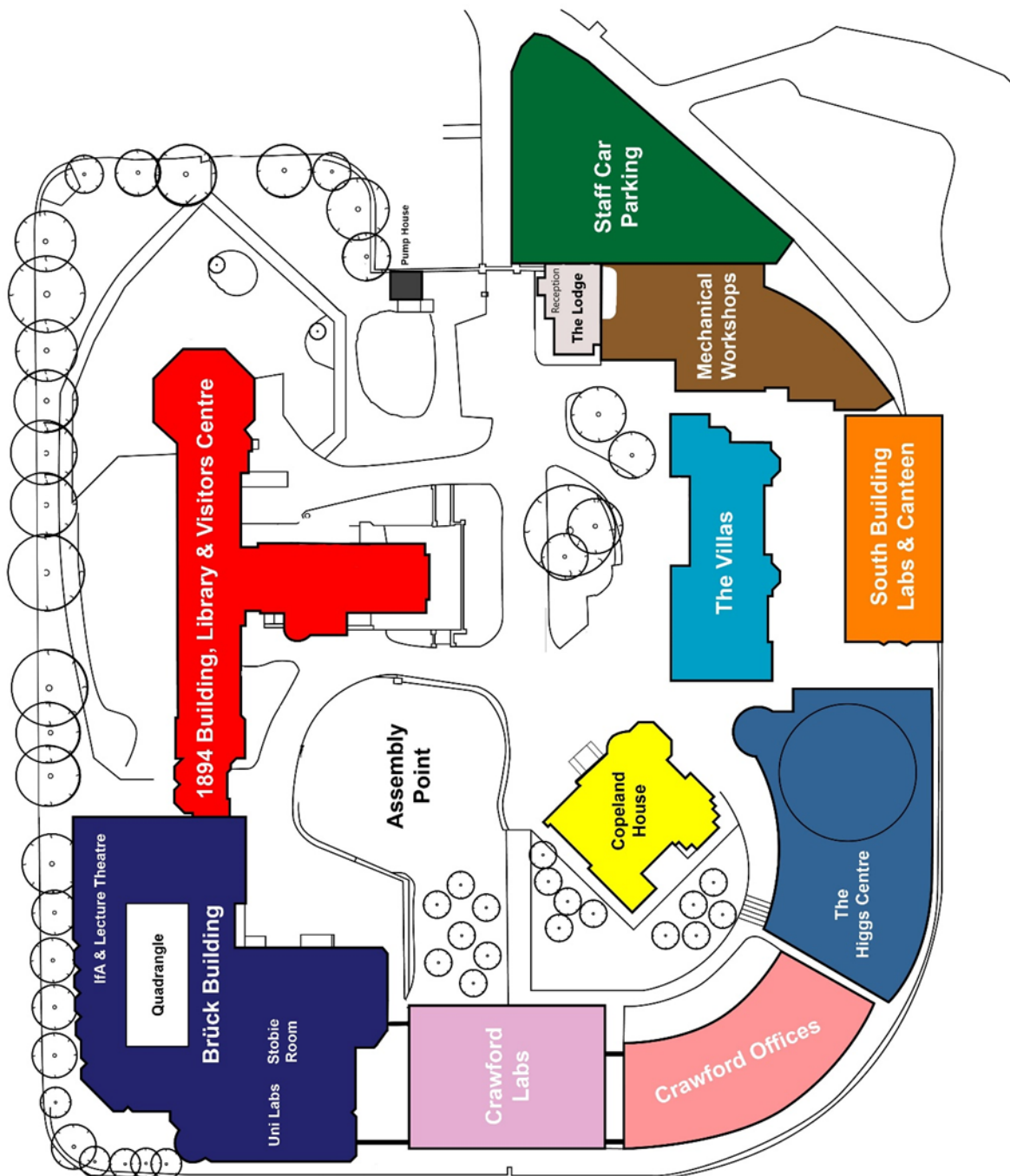


Leave the building by the nearest available exit



Go to the Assembly Point for the building

# Site Plan and Muster Points





# STFC SHE WEBSITE

Tenants will be able to access the STFC SHE website using the following link:

<https://www.she.stfc.ac.uk>

The STFC SHE website should contain much of the information which will help tenants comply with both UK Health and Safety legislation and STFC policies.

Tenants are expected to become familiar with the relevant Safety Codes and undertake suitable and sufficient risk assessment for the activities which pose a significant hazard to them or others who may be affected by their work.

The following image shows the main SHE website page for tenants etc. This is visible from outside the STFC firewall.



The following image illustrates the location of the most useful document links for the SHE website from the menu bar on the top right of the page visible to all tenants. From this menu bar you can access:

- STFC Safety Codes
- Useful forms e.g. templates
- Report an incident

The image shows two screenshots of the STFC website. The left screenshot displays the 'STFC Health and Safety Codes' page, which includes a table of codes and a list of related content. The right screenshot shows the 'Forms' page, listing various templates and assessment forms. Red arrows originate from the 'Codes', 'Forms', and 'Report Incident' links in the main navigation bar of a central screenshot and point to the corresponding content on the two side screenshots.

This screenshot shows the STFC Portal interface. At the top right is the UKRI Science and Technology Facilities Council logo. Below it, the text 'STFC Portal' is displayed. Under the heading 'Enter Data', there are two main options: 'Report an Incident - STFC' (with an information icon) and 'Complete a DSE Assessment' (with an exclamation mark icon). The 'Report an Incident - STFC' link is circled in red, and a red arrow points from this link back to the 'Report Incident' link in the navigation bar shown in the previous image.

# STFC COVID-19 SHE Support

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SHE Information Booklets »  
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### Popular Links

STFC Office SHE Essentials

- STFC Site SHE Booklets
- SC06 - Risk management

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Home Policies Codes Forms Report incident

### STFC Site SHE Booklets

STFC SHE Handbooks

**New Starters**

These booklets are part of STFC's SHE induction programme for new starters.

- RAL
- EL

Managers need to ensure their new staff complete the checklist on the back of the relevant booklet for their site within two weeks of joining.

Further details on induction and other training requirements are available in SHE Code 10 – Positions of SHE Training. Further guidance on how to induct and manage new starters is available on the Health and Safety Executive's website.

**Tenants**

The following Tenant Safety Handbooks each contain a comprehensive, site specific summary of all relevant health and safety requirements that tenants are expected to follow and adhere to.

- EL
- RAL
- RDE

The handbooks also contain contact information for tenant support staff.

**Contractors**

If you are responsible for hiring or managing contractors at STFC then before they begin work you must ensure they receive a copy of this booklet along with any project/job specific SHE information they require.

Further details are contained in SHE Code 15 – Management of Contractors.

- RAL
- EL

Further guidance on managing contractors is available on the Health and Safety Executive's website.

Contact: Smith, Andrew (STFC.DL.CO0)

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### SC06 - Risk management

STFC SHE Code 6

Print PDF version  
BiteSize SHE

**Contents**

1. Purpose
2. Scope
3. Definitions
  - 3.1 Hazard and risk
  - 3.2 Documented risk assessment
  - 3.3 'On the Job' (OJ) risk assessment
  - 3.4 Method statement
4. Responsibilities
  - 4.1 Department Director
  - 4.2 Line managers/Supervisors
  - 4.3 Staff, users, tenants and visitors
  - 4.4 SHE Group
5. Appendix
  - Appendix 1 - Risk assessment training guide
  - Appendix 2 - Pro Forms:
    - a. 'On the Job' risk assessment
    - b. STFC risk assessment template
  - Appendix 3 - Line Manager/Supervisor's Checklist
  - Appendix 4 - HAZOP/HAZID Assessments
  - Appendix 5 - Training requirements
  - Appendix 6 - Audit reasons for suitable and sufficient risk assessments
  - Appendix 7 - Risk assessments and method statements
  - Appendix 8 - Audit checklist
  - Appendix 9 - Document Retention Policy

**Revisions**

Revision	Description	Effective Date
1	Initial launch	January 2007
1.1	Added Quantitative risk assessments	August 2007
2.0	Following audit of RA code, code updated to include "On the job risk assessment", modify responsibilities and remove group leader role and checklist. Addition of new responsibility to consider the need for the use of structured risk assessment tools (HAZOP etc) Remove Group leader responsibilities	November 2012

## STFC Safety Code Format

The STFC SHE Safety Codes are structured in the same way:

1. Purpose
  - the particular hazard(s) for the code;
2. Scope
  - i.e. what is and is not covered;
3. Definitions
  - Definitions of terms used;
4. Responsibilities
  - listed Hierarchically for an organization structure e.g. Director, Line Manager etc.
5. References
6. Appendices
  - forms, training etc., depending on the subject of the Safety Code.

The online training system is called '[Totara](#)'. There are specific modules that may be useful, depending on the hazard profile of your business. Once you have registered for use of the system, which will be required for you complete the mandatory safety training and get a site pass, you will be able to choose other 'BiteSize' training modules which are relevant to your business.

See [Appendix 1](#) for the basics of how to login to 'Totara' and undertake any training modules to improve your understanding of the subject.

# HEALTH & SAFETY REQUIREMENTS UNDER UK LEGISLATION AND YOUR LEASE

As an employer all Tenant companies have health and safety responsibilities placed upon them under the following UK legislation, irrespective of where they are sited in the UK:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

The primary legislation, the Health and Safety at Work Act 1974, defines the general duties of employers and employees:

- **Employers** have a duty to ensure the health, safety and welfare of all employees and this includes providing a working environment that is, 'so far as is reasonably practicable', safe and without risks to health.
- **Employers** have general obligations on all employers relating to the health and safety of third parties, including neighbours and/or cotenants, arising from their business activities.
- **Employees** also have a duty to take reasonable care of their own health and safety, as well as that of others such as colleagues. Employees also have a duty to co-operate with their employers to enable them to fulfill their duties under the Act.

STFC will:

- Request copies of any required Safety documentation e.g. Risk Assessments, COSHH Assessments, SDSs, chemical inventories etc;
- Conduct periodic safety tours of all tenant areas;
- Arrange for the removal, by an STFC approved waste contractor, of all accumulated hazardous waste;
- Require electrical equipment to be PAT certified prior to use;
- Perform an inspection of any equipment that we are aware of that requires statutory inspection e.g. pressure systems, lifting equipment, local exhaust ventilation systems etc;
- Investigate any health and safety incidents.

# STFC SAFETY CODES

## Introduction

The STFC Safety Codes cover all the significant hazards identified that could affect STFC staff and others who may be working on STFC sites or on STFC business. The main aspects of the Safety Codes have been grouped together and summarized below to provide a brief over-view of the salient points. In addition to direct hyperlinks to the Safety Codes, there are also links to short introductory online training modules identified as [BiteSize Training](#) which should be useful.

While the Safety Codes are briefly summarized within this Handbook, a full understanding of what is required from you as an STFC tenant, the full code should be read. If there are any discrepancies between this Handbook and the Safety Codes, the documented Codes will always supersede this document.

## Office Workers and General Safety

For those staff working in a purely office environment the following is a basic summary of what you need to be aware of:

- [Reporting of incidents](#)
  - All incidents e.g. injuries; near misses (including hazardous conditions); vehicle incidents; environmental incidents etc. should be promptly reported.
- [Fire Safety](#)
  - Do not clutter offices with large volumes of combustible material, and do not obstruct emergency exits, fire detectors, fire call points or emergency lighting. Corridors and stairwells are escape routes and should be kept clear of obstacles and flammable materials at all times.
- [Portable electrical equipment](#)
  - All mains voltage portable electrical equipment used on STFC sites must be Portable Appliance Tested (PAT) prior to use. Check that any electrical equipment looks safe prior to plugging it in.
- Environmental management
  - Minimize environmental impact e.g. only print what is necessary, recycle where possible, switch off appliances when not needed/overnight, and try not to have the heating on and windows open at the same time.

## SC17 Testing and Inspection of Electrical Equipment

This Safety Code is applicable to all staff, users, visitors, contractors and tenants at STFC sites and for all portable electrical equipment used on these sites irrespective of its ownership.

Portable electrical equipment (including moveable, stationary and hand held electrical equipment) is defined as those items operated by an electrical supply of 400, 230 or 110 volts via a flexible lead fitted with a plug and socket connection, including flying leads and 3 phase plugged equipment.

<https://www.she.stfc.ac.uk/Pages/SC17.pdf>

[BiteSize Training](#)

**Regulatory requirements:** Electricity at Work Regulations 1989; Provision and Use of Work Equipment Regulations 1998 (PUWER)

The following key points should be adhered to:

- equipment is tested according to the appropriate Schedule; A (annually) or B (every 4 years);
- schedule B equipment is not subject to routine rough physical handling and/or use and movement in rugged work environments, e.g. 'standard' office equipment and their power leads.
- faulty electrical items will be taken out of service immediately, repaired or disposed of;
- when purchasing equipment it should be suitable for the intended use;
- an ad hoc PAT testing service for Portable Electrical Equipment is available where a department does not have a qualified PAT tester;
- items of Portable Electrical Equipment, including extension leads, are only used for the purpose for which they are intended and in the environment for which it was designed and constructed;
- connecting extension leads in series ("daisy chaining") is **NOT** allowed;
- tenants are responsible for ensuring that contractors they employ who bring electrical equipment onto STFC sites are able to demonstrate that it has been PAT tested prior to use;
- where RCD's are fitted to Portable Equipment (such as extension leads) it is the user's responsibility to test the device using the Test button (T) prior to each period of use. This test ensures mechanical operation of the device;
- any items that are stored or are not in regular use must be inspected or tested as appropriate before they are used.

See the Safety Code (SC17) Appendix 2 for guidance on the selection and use of Portable Electrical Equipment.

The following user checks, limited to external visual inspection, are recommended before use:

- No signs of overheating;
- No damage to the cable and/or plug;
- No damage to the body of the equipment;
- No signs of exposed conductors;
- Not operated in a location that could cause damage to the equipment; and
- Operation of RCD (where fitted) by using the in-built test facility.

## SC04 Safety and the Safe Use of Work Equipment

Work with powered, electronically controlled and hand operated work equipment has the potential for serious personal injury and significant damage to property if the work equipment is not managed safely. Tenants are responsible for ensuring that their own work equipment is safe to use and fit for purpose.

<https://www.she.stfc.ac.uk/Pages/SC04.pdf>

[BiteSize Training](#)

**Regulatory requirements:** The Provision and Use of Work Equipment Regulations 1998 (PUWER)

Work equipment covers almost any equipment used at work and the following points noted:

- low risk: Hand tools, office equipment, laboratory analytical equipment, ladders etc.;
- high risk: workshop type equipment; lathes, pillar drills, milling machines etc.;
- items of work equipment shall be designed and constructed in accordance with the relevant legislation, and if appropriate should carry the CE mark;
- all items of work equipment should carry the CE mark, including those imported from outside the EU; with the exception of the following items:
  - unpowered hand tools, access equipment, and vehicles.
- be used in accordance with the manufacturer's specification and instructions;
- work equipment that is designed and constructed completely "in-house" for use "in-house" should also be designed and constructed in accordance with relevant legislation. It does not need to be CE marked;
- ensure that work equipment is maintained in a safe state, in good working order and in good repair;
- ensure that the work equipment is examined, inspected and tested with a frequency that is consistent with the risk assessment for that equipment;
- ensure machinery is appropriately guarded in order to prevent contact with dangerous parts; and
- where identified by Risk Assessment, suitable PPE is supplied, and stored safely.

The following information is given in the sections identified for the Safety Code (SC04):

- Appendix 1 (1B) – legislation for the standards to which various items of work equipment should be designed and constructed;
- Appendix 1 (1C) – maintenance of equipment to prevent performance deterioration to such an extent that people are put at risk;
- Appendix 2 (2A) – suitability, maintenance and storage of PPE;
- Appendix 4 – shelving and racking.



## STFC Estate and Infrastructure

### SC19 Work on Buildings, Premises, Services and Infrastructure

<https://www.she.stfc.ac.uk/Pages/SC19.pdf>

BiteSize Training

**NO** 'Building Work' can be undertaken by tenants, which includes:

- Disturbing the fabric of a building or its services including drilling holes through walls to provide access routes for services to experimental facilities, and minor alterations such as fixing pictures, whiteboards, erection of wall mounted shelving etc;
- Modifying the fabric of the building, modifying building services or hard wiring/plumbing into existing building services infrastructure; and
- Routing data or communications cabling.

**NO** 'Change of Use' can be undertaken by tenants without prior agreement with STFC (Estates Group), which includes:

- Substantially changing the function of a room/area which changes the hazards inherent to the area for example its structural loading or its fire risks (e.g. from an office to chemistry laboratory or vice versa);
- Changing the layout in a room or area such that it significantly alters the distances staff have to travel in order to reach an emergency exit; and
- Significant changes in equipment that may affect the capacity of incoming (gas, water, heat, electricity) or outgoing (effluent) services.

All requests for 'Building Work' affecting premises, services and infrastructure should be made through your STFC BID contact who will communicate with the site Estates Group.

### SC35 Asbestos Management

<https://www.she.stfc.ac.uk/Pages/SC35.pdf>

BiteSize Training

Exposure to Asbestos can lead to a range of occupational diseases e.g. mesothelioma, lung cancer and asbestosis; for which there is no effective treatment or cure. The age of the buildings owned by the STFC is such that asbestos was employed routinely in their construction.

#### Regulatory requirements: Control of Asbestos Regulations 2012

The Safety Code applies to all asbestos; including asbestos containing materials (ACMs), equipment, materials and samples that could be brought on to site by tenants. All ACMs need to be inspected by an STFC Asbestos Control Officer (ACO). Except as approved by the Landlord, the tenant shall **NOT** mark, drive nails, screw or drill into the partitions, woodwork or plaster or in any way deface the Premises. Tenant shall **NOT** cut or bore holes for wires.

A tenant can undertake **NO** work that disturbs the fabric of a building; any works being arranged through consultation with an STFC Asbestos Control Officer.

In the event of ACMs (or suspected ACMs) being unintentionally disturbed or damaged:

- Stop work immediately and evacuate the area, preventing unauthorised access
- Contact your STFC contact or Estates team for assistance
- **DO NOT** sweep, vacuum or clean any debris or dust.

## SC15 Management of Contractors

<https://www.she.stfc.ac.uk/Pages/SC15.pdf>

BiteSize Training

Both STFC and tenants will employ contractors for specific tasks to be undertaken on their behalf. The code sets out STFC's health and safety management arrangements for work undertaken by contractors and other non-staff workers on STFC's sites.

Tenant responsibilities regarding their contractors involves:

- the joint responsibility between the tenant company and the contractor's employer regarding the health and safety of contractors they employ, irrespective of whether they are paid or not;
- specific responsibilities to co-operate with the external employer, to ensure that contractors are provided with sufficient information to enable them to conduct their roles safely on site and to provide adequate training and oversight supervision to confirm adherence to STFC safety codes;
- seeking suitable assurance to the competence of the contractor's staff to undertake the work;
- ensuring that the employed contractor has suitable insurance e.g. Employer's Liability Insurance, Public/Products Liability Insurance, and Contingent Liability since tenants will have vicarious liability for the acts of others, e.g. contractors, working on their behalf;
- confirming whether full Method Statements and Risk Assessments for contractors are required. The hazards and risks of planned work should dictate a proportionate response i.e. if there is significant hazard then written documentation should be recorded;
- awareness that STFC staff are empowered to stop any works being performed unsafely;
- consulting with their local BID staff contact prior to activities being started if the work activities could directly impact others.

If the tenant is unsure or feels that they are inadequately qualified to raise a question or stop the works, appropriate BID staff will be pleased to assist if requested.

There are several useful checklists in the Safety Code that may be used to help select an appropriate contractor.

## SC34 Electrical Safety

<https://www.she.stfc.ac.uk/Pages/SC34.pdf>

BiteSize Training

Electricity (and stored electrical energy) is taken for granted in almost every aspect of our daily lives, but nevertheless has the potential to cause death through electric shock, serious injury through electrical burns; electrical fires (the most common source of fire in the STFC); and damage to equipment and property.

**This Code applies to Electrical and Electronic Equipment that is permanently connected to an electricity distribution system or forms part of an electrical installation, not electrical equipment connected by a plug/socket.** As such this code will only be applicable in a limited number of cases.

**Regulatory requirements:** Electricity at Work Regulations, 1989; IET Wiring Regulation, latest edition; Electricity Safety, Quality and Continuity Regulations, 2002; Provision and User of Work Equipment Regulation (PUWER), 1998; Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations, 1996; Supply of Machinery (Safety) Regulations, 1992; Electrical Equipment (Safety) Regulations, 1994.

Compliance with this code is mandatory when performing the following functions: specification, design, fabrication, procurement, installation, testing, working on or near, commissioning, operation, modification, maintenance/repair, inspection, and decommissioning of Electrical and Electronic Equipment at all STFC sites.

The appendices and their subsections cover extensive topics:

- Appendix A - Experimental electrical equipment design and operation
- Appendix B - Electrical distribution system safety rules and procedures

## Chemicals, Biological Agents and COSHH

### SC37 COSHH – Safe Use of Chemicals/Hazardous Substances

This code applies throughout STFC sites where hazardous substances are used or generated as part of a process/activity.

<https://www.she.stfc.ac.uk/Pages/SC37.pdf>

[BiteSize Training](#)

**Regulatory requirements:** The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended); Control of Lead at Work Regulations 2002; HSE Approved Code of Practice (ACOP) 'Control of Lead at Work (3<sup>rd</sup> Edition)', L132; Chemicals (Hazard Information and Packaging for Supply) Regulations 2009

This code should be considered alongside a number of the other safety codes, as required, e.g. SC31 Disposal of Controlled and Hazardous Wastes; SC37 Receipt and Dispatch of Hazardous Materials; SC16 Biological Safety etc.

The following basic principles should be applied:

- prior to purchase of chemicals/hazardous substances, consideration is given to non-hazardous alternatives;
- minimise quantities purchased or used, avoiding bulk buying;
- suitable storage is available for all hazardous substances brought onto STFC sites;
- substances that are incompatible are suitably isolated (e.g. oxidizing and reducing agents) and stored separately;
- ALL chemicals/hazardous substances must also be correctly and legibly labelled;
- ensure that COSHH assessments are undertaken or approved by a COSHH Assessor before new work involving hazardous substances commences;
- maintain an inventory of hazardous substances;
- ensure that the COSHH assessments are reviewed at least every two years;
- SDS documents, supplied by the manufacturer, are stored as a minimum requirement, in proximity to the chemical/hazardous substance.
- ensure any specialist First Aid medical facilities are available to those using hazardous chemicals, and that staff are trained and competent to use them;
- ensure that substances which would require a license i.e.:
  - duty free alcohol;
  - drug precursors;
  - chemical weapons and precursors; or
  - potentially explosive materials, at the temperatures and pressures under which they are likely to be used,

are **NOT** procured or brought onto STFC sites, without first consulting a Site SHE Adviser.

A number of chemicals/materials have greater controls and specific requirements. Appendix 2 of the Safety Code (SC37) addresses the following materials.

- Beryllium;
- Mercury;
- Nano-materials;
- Cadmium and its compounds; and
- Hydrogen Fluoride (Hydrofluoric acid).

Appendix 5 addresses working with Lead (Control of Lead at Work Regulations 2002).

## SC16 Biological Safety

This code applies to all work activities involving the handling, use, transport, storage and disposal of biological agents at STFC sites.

This code has **restricted** access. Please consult your Local BID contact for a copy.

COSHH categorises biological agents into **Regulatory requirements:** The Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH); The Genetically Modified Organisms (Contained Use) Regulations 2014 (GMO(CU)); The Specified Animal Pathogens Order 2008 (SAPO).

4 hazard groups (HG): HG1 being the least-, and HG4 the most-hazardous. The Advisory Committee on Dangerous Pathogens (ACDP) has produced an Approved List of Biological Agents<sup>1</sup>, which categorises biological agents into these HGs.

The following key actions must be taken **prior** to any work commencing:

- ALL work with biological material or GMOs on STFC sites must be assessed by a competent Biological Safety Officer (BSO);
- using unmodified HG2, HG3 and HG4 biological agents, notification must be made to the Health and Safety Executive (HSE);
- ALL activity above HG1 must be accessed and approved by the STFC Genetic Modification Safety Management Committee (GMSMC) prior to work commencing;
- BioCOSHH (non-GM) or GM Risk Assessments are submitted to the GMSMC;
- All
- facilities where work involving biological or GM materials is undertaken must be approved by the BSO;
- genetic modification (GM) activities, notification of the premises to be used for these activities must be made to the Competent Authority (CA), jointly HSE and the Department for Agriculture, Farming and Rural Affairs (Defra);
- any work on GM activities can **ONLY** be conducted in STFC buildings that have a valid 'premises notification' number.
- GMO(CU) classifies GM activities into 4 classes: Class 1 activities, notification to the CA is required. For **each** separate class 2, 3, or 4 activity, separate notification is required.
- SAPO (Specified Animal Pathogen Order) work requires a licence from the HSE prior to work commencing. SAPO applies to **ALL** SAPs.

### SC03 Safe Use of Cryogenic Materials

This code applies to the use of ALL cryogenic materials, e.g. helium, nitrogen, hydrogen, methane, oxygen, neon and solid carbon dioxide.

While there is no specific cryogenic safety legislation it is addressed through related general safety requirements under The Health and Safety at Work etc. Act, 1974 and underlying regulations.

For STFC, and its tenants, the use of all low temperature liquefied gases, and solid carbon dioxide (dry ice), should follow this Safety Code.

<https://www.she.stfc.ac.uk/Pages/SC03.pdf>

BiteSize Training

The hazards associated with the use of cryogenic liquids include:

- causing contact burns (by the liquid), frostbite or cold exposure (by the vapour);
- the ability to wick in woven materials, due to their low viscosity, making contact with the skin and entrapping cryogenic liquids within clothing;
- the potential for the liquid to rapidly convert to a large quantity of gas, which, especially in a confined space, can present a suffocation/asphyxiation or over-pressurisation hazards; and
- they may be flammable and/or explosive.

With regards to the use and storage of cryogenic materials, the following key points should be understood:

- when the cryogen changes to its gaseous state, the volume change is expressed as an expansion ratio e.g. liquid N<sub>2</sub> has an expansion ratio of 1:696, meaning 1 litre of liquid N<sub>2</sub> will result in 696 litres of gaseous N<sub>2</sub> upon evaporation;
- rapid evaporation can have a significant impact on oxygen levels in a confined space, leading to an asphyxiating environment;
- ensure that risk assessments include calculations for oxygen depletion, and decisions with respect to the installation of oxygen depletion monitors are recorded;
- ensure that adequate ventilation is provided in areas where cryogenic liquids are used or stored;
- ensure that staff using cryogenic materials in areas where they are responsible have been given information, instruction and training as to the hazards associated with these cryogens, including use of PPE and emergency procedures;
- ensure that documented emergency procedures are in place in the event of a cryogenic liquid spillage;
- do **NOT** store cryogenic storage vessels in confined or restricted spaces e.g. corridors or stairwells, or accompany vessels in lifts;
- only use Dewars for the specific liquids for which they were designed.

## SC20 Controlling Explosive and Flammable Gases and Dusts

ALL employers are required to assess the risks of fires and explosions that may be caused by dangerous substances in the workplace and then eliminate or reduce these risks as far as is reasonably practicable.

<https://www.she.stfc.ac.uk/Pages/SC20.pdf>

BiteSize Training

**Regulatory requirements:** The Dangerous Substances and Explosive Atmospheres Regulations 2002 (as amended) (DSEAR)

The following key points should be considered when dealing with dangerous materials under DSEAR:

- 'ATEX' is the framework for controlling explosive atmospheres and the standards of equipment and protective systems used in them;
- new equipment and protective systems for use in hazardous areas must be selected on the basis of that given in Equipment and Protective Systems for Use in Potentially Explosive Atmospheres Regulations 1996 (as amended) (EPA);
- designation of Hazard Area Classification (HAC) will be required, e.g. for flammable gases Zones 0, 1, 2; for dusts/powders Zones 20, 21, 22;
- identify and classify their areas of the workplace where explosive atmospheres may occur and avoid ignition sources in those areas.
- gases under pressure and corrosive chemicals should be considered;
- a Risk Assessment under DSEAR should consider:
  - The hazardous properties of the substances;
  - The way in which they are used or stored;
  - The possibility of hazardous explosive atmospheres occurring;
  - All potential sources of ignition, including static discharge, in the zones;
  - The current controls, both preventive and mitigating, and their effectiveness;
  - Who might be harmed and the potential consequences e.g. contact burns.

Examples of where DSEAR needs to be considered on STFC sites are:

- use of flammable solvents in laboratories;
  - the highly flammable solvents typically pose the 'significant' risk'.
- transporting flammable substances in containers around a workplace;
- loss of containment resulting in undesirable reaction e.g. sodium hydroxide reacting with aluminium to liberate hydrogen;
- use of flammable gas cylinders.

## SC27 Receipt and Dispatch of Hazardous Substances

<https://www.she.stfc.ac.uk/Pages/SC27.pdf>

BiteSize Training

The STFC has a responsibility to ensure that any chemicals that leave its sites do so safely. This includes chemicals bought in by a third party, e.g. tenant, as the STFC assumes partial liability for their safe transport when leaving STFC sites.

Any hazardous substances leaving an STFC site should be packaged, labelled and transported in a manner appropriate to both the item in question and the method being used to transport it.

**Regulatory requirements: The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009**

Where Dangerous Goods are being transported offsite by road, air, sea or rail via site logistics teams, complete a Dangerous Goods Dispatch pro forma, see the Safety Code (SC27) Appendices 1 and 3; information to include:

- the consignee name and address;
- a description of each item and its value;
- and a declaration that the substances are “Dangerous Goods” as determined by the SDS classification data.

Seek advice from a Dangerous Goods Safety Adviser (DGSA) where no SDS classification data is available.

Please consult your local BID contact if you need assistance in dealing with the shipping out of Dangerous Goods.



## Health and Safety Management

### SC05 Incident Reporting and Investigation

<https://www.she.stfc.ac.uk/Pages/SC05.pdf>

BiteSize Training

Tenants are expected to report ALL incidents, near-misses, hazardous conditions, and any actual or suspected occupational ill-health to their STFC management contact as soon as possible. STFC applies a “blame free” environment because of the importance of understanding SHE incidents and minimizing their recurrence. As well as certain regulatory requirements, investigating and understanding causes of incidents is an important means of improving Health & Safety management.

**Regulatory requirements:** Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR); Ionising Radiations Regulations 2017 (IRR17)

Tenants retain responsibility for fulfilling their legal duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). STFC will not submit RIDDOR reports on their behalf unless the incident occurred during collaborative work which affected STFC staff. The following instances of injury/ill-health require formal reporting to the HSE:

- a work related injury results in 7 days sick leave (excluding the day of the injury, but including weekends and rest days)
- one of the following ‘Reportable Diseases’ results in ill-health (medical diagnosis):
  - Carpal tunnel syndrome
  - Occupational asthma
  - Severe cramp of the hand or forearm
  - Occupational dermatitis
  - Hand-arm vibration syndrome
  - Occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
  - Any occupational ill health that results in incapacitation that is permanent, requires on going medication, surgery or the use of orthotic support.

For details about RIDDOR see: <http://www.hse.gov.uk/riddor/>

Other types of incidents that should be reported to STFC include environmental incidents e.g. unauthorized discharge or disposal of solids, liquids or gases; that cause harm to the environment; radiation or fire incidents.

## SC06 Risk Management

<https://www.she.stfc.ac.uk/Pages/SC06.pdf>

BiteSize Training

Under the provisions of the Management of Health and Safety at Work Regulations (1999) a **‘suitable and sufficient’ risk assessment must be carried out for any work, activity or procedure, and the risk assessment of significant risks documented**.

Risk Assessment is the fundamental basis of effective safety management and plays a key role in safety legislation, especially where there is need for specialist assessments. The objective is to record how risks are reduced “as far as is reasonably practicable”. The term ‘suitable and sufficient’ is defined in Section 3.1 of this Safety Code, and an aide memoire provided in Appendix 6.

### **Regulatory requirements: Management of Health and Safety at Work Regulations 1999**

The results of undertaking a risk assessment for an activity can range from endorsement of the current health and safety controls, through avoidance of an activity, or identification of additional actions to further minimise risk, and in the extreme, ceasing an activity where the health and safety of those involved, or environmental impact cannot be managed.

Undertaking a general risk assessment may indicate the need to conduct a specialist risk assessments, e.g. working with chemicals, high power lasers etc. These specialist assessments must be referenced in the general assessment but the specialist assessment does not need to be rewritten in the general risk assessment. Every type of risk assessment must comply with the term “suitable and sufficient”; meaning that they are of sufficient detail (relative to the complexity of the job), to help others understand what the risks are and how they are being managed; and take account of all “reasonably foreseeable” significant risks.

The HSE defines 'significant risks' as those which are not trivial and are capable of presenting a real risk to health and safety which a reasonable person would appreciate and take steps to prevent.

Appendix 1 of this Safety Code is a useful training guide for the risk assessment process.

All documented risk assessments should be reviewed and updated **at least every two years, or sooner if there are significant changes to work activities**. These assessments should be sent to the [BID Safety Officer](#) for review.

Similarly, the use of Method Statements, also known as ‘safe systems of work’ are an effective way to manage work activities, especially where these activities are more complex.

An important aspect of risk assessments is that they are **readily communicated to all those who are undertaking an activity and who may be affected by it, and that its requirements are understood**.

## SC10 Provision of Safety, Health and Environment (SHE) Training

<https://www.she.stfc.ac.uk/Pages/SC10.pdf>

BiteSize Training

The Health and Safety at Work Act 1974 requires all employers provide “such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees”.

### Regulatory requirements: The Health and Safety at Work Act 1974

While STFC will provide specific MANDATORY training courses (see Appendix 1 on how to login to the training management system, ‘Totara’) to give tenants a basic understanding of the STFC site on which they are hosted, and other common hazards, it is the responsibility of the tenant company to provide for any requirements to train and make their staff competent to perform their undertaking. Depending on the hazard profile of the tenant company’s activities, STFC may require proof of training and competence, through documented training records, education and experience. Particular attention should be paid to young or inexperienced new starters. In some instances, it is possible that STFC can provide non-mandatory courses, but that there may be an associated cost for this service. Training on equipment owned and managed by STFC will be provided free of charge, as required.

## SC38 Control of Legionella

<https://www.she.stfc.ac.uk/Pages/SC38.pdf>

BiteSize Training

**Guidance:** HSC Approved Code of Practice (ACOP) ‘Legionnaires Disease - The control of Legionella bacteria in water systems’, L8

Legionella are a range of bacteria widespread in natural fresh water which can if they proliferate cause Legionnaires’ disease or Legionellosis - potentially fatal forms of pneumonia.

Stagnant nutrient rich water in the temperature range 20°C to 45°C (37°C body temperature) and pH 6.5-7.5 will provide optimum conditions for growth. Water contaminated by Legionella only presents a risk when it is dispersed in air in the form of an aerosol (very fine water droplets / spray) such as that from a shower. Legionnaires’ disease can therefore be contracted where there are opportunities to inhale infected water droplets.

The safety code applies to the design, operation and maintenance of all water systems where there is the potential for Legionella to grow and become dispersed as a respirable aerosol, whether owned or managed by the STFC or brought onto STFC sites by tenants etc.

With regard to tenant activities the sources include, but are not limited to, the following domestic or non-domestic systems:

- Cooling systems for scientific equipment;
- Fixed and mobile air conditioning, dehumidification or ventilation systems, and humidifiers;
- Water Storage Tanks;
- Domestic or emergency showers or eye wash stations;
- Ice machines;
- Machine Tool Coolant Systems e.g. lathes etc; and
- Hot and Cold Water systems, domestic and industrial.

Where such systems exist a tenant should discuss with the BID Safety Officer whether the

system needs to be registered, and as such follow whatever procedures are required by the safety code.

For tenant areas where water outlets e.g. sinks etc., are located and not used on a regular basis, STFC will arrange for these sources to be flushed on a weekly basis and will require access to these areas.

## Working Practices

### SC01 Lone Working

<https://www.she.stfc.ac.uk/Pages/SC01.pdf>

[BiteSize Training](#)

Lone workers should **NOT** be put at significantly more risk than those working with others. There are specific activities which are not permitted under lone working conditions, outlined in Appendix 1 of Safety Code 01.

Lone working can arise from; isolated locations, extended, and out of normal hours working, and should be considered as a potential hazard depending on the work being undertaken. Examples where specific care should be taken include:

- Confined space entry;
- Handling biological, flammable or toxic materials;
- working with asphyxiants e.g. liquid N<sub>2</sub>, or in areas with oxygen depletion systems;
- significant manual handling activities;
- work with high pressure systems; or
- working in high temperatures or outdoors in extreme weather conditions.

**Regulatory requirements:** Health and Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1999; Health and Safety (First Aid) Regulations 1981; Regulatory Reform (Fire Safety) Order 2005.

Any Risk Assessment should include this hazard if there is a reasonable probability of this situation arising, comply with any requirements, and follow any site controls. There is provision of Lone Worker Alarm systems operated at the DL and RAL sites. Please ask your local BID contact for further information.

### SC09 Work at Height

<https://www.she.stfc.ac.uk/Pages/SC09.pdf>

[BiteSize Training](#)

**Regulatory requirements:** The Work at Height Regulations 2005

There is no minimum height for which work at height considerations apply, and can be above or below ground level where a person could be injured if they fell from that place.

The key points regarding work at height are:

- to avoid work at height if possible;
- if unavoidable, a suitable and sufficient risk assessment must be undertaken and a safe system of work developed;
- low risk environments e.g. offices, can be considered in a general risk assessment;
- careful consideration to the selection and use of work equipment;
- consideration of Personal Protective Equipment (PPE), emergency procedures and a rescue plan;
- consideration of those in the immediate vicinity e.g. below working platforms; work on roofs requires a Permit to Work.

Speed of response is an essential consideration, especially where a safety harness is being used as a control measure. A person suspended in a harness may be unconscious within five minutes and dead within fifteen minutes if help is not immediately available.

## SC11 Work in Confined Spaces

<https://www.she.stfc.ac.uk/Pages/SC11.pdf>

BiteSize Training

### Regulatory requirements: The Confined Spaces Regulations 1997

Confined Space: means any place such as ducts, vessels, culverts, tunnels, boreholes, manholes, excavations, sumps, inspection pits, experimental hutches, tanks, building voids or other similar space in which, by virtue of its enclosed nature there is a reasonably foreseeable risk of:

- serious injury from fire or explosion;
- loss of consciousness arising from increased body temperature;
- loss of consciousness or asphyxiation arising from gas, fume, vapour or lack of oxygen;
- drowning arising from increased levels of liquid; or
- asphyxiation from a free flowing solid.

Confined spaces are not defined by the physical dimensions of a space but by the hazards that may arise in the space.

The key points regarding confined space work are:

- to avoid work in confined spaces if possible;
- if unavoidable, a suitable and sufficient risk assessment must be undertaken and a safe system of work developed;
- consideration of Personal Protective Equipment (PPE), emergency procedures and a rescue plan;
- complete a confined space Permit to Work (PTW) issued by an authorised confined space permit to work issuer.

## SC12 Safe Manual Handling Operations

<https://www.she.stfc.ac.uk/Pages/SC12.pdf>

BiteSize Training

### Regulatory requirements: Manual Handling Operations Regulations 1992 (as amended)

The regulations require employers to avoid manual handling tasks which may give rise to injury and, where such manual handling cannot be avoided, to make an assessment and to take appropriate measures to remove or reduce the risk of injury.

This code does not apply in emergencies, or where actions intended to save life are being undertaken for example first aiders moving an injured person.

Significant manual handling risks include:

- unusually shaped or unstable loads;
- excessive weights or awkward loads;
- cramped work areas resulting in bad posture e.g. stooping or twisting;
- or lifts requiring a load being held away from the body i.e. at arm's length;
- maximum weights, defined by STFC, of 25Kg for men and 16Kg for women, where the load is at waist height.

Reducing the risk of manual handling injuries can be achieved through:

- avoid undertaking significant manual handling activities;

- being trained in manual handling techniques;
- engaging professional personnel e.g. site riggers/'heavy gang'
- using lifting aids, trolleys, pallet trucks etc.

## SC25 Safe Use of Display Screen Equipment

<https://www.she.stfc.ac.uk/Pages/SC25.pdf>

BiteSize Training

**Regulatory requirements:** Health and Safety (Display Screen Equipment) Regulations, 1992, amended by the 'Health and Safety (Miscellaneous Amendments) Regulations', 2002; Provision and Use of Work Equipment Regulations, 1998 (PUWER); Workplace (Health, Safety and Welfare) Regulations, 1992.

Failure to manage the hazards associated with long term Display Screen Equipment (DSE) use can result in a wide range of injuries and ill health. This code applies to the use of personal computers, desktop, laptop or notebook, and any other equipment containing display screens, for example in laboratory or workshop equipment.

Common symptoms arising from poor consideration of DSE hazards include:

- musculoskeletal upper limb pain and discomfort;
- backache;
- visual fatigue and headaches; and
- mental stress

The key points regarding DSE are:

- ensure that the workstation etc are setup correctly;
- ensure adequate breaks are taken to rest the body and eyes;
- to make use of the DSE training module in Totara;
- to document a risk assessment if required.

## Other Hazards

### SC22 Working with Lasers

Lasers emit beams of non-ionising radiation at wavelengths spanning the ultraviolet to the far infrared. The skin and eyes are at risk of injury; thermal burns from visible or infrared laser beams or photo-chemical burns from ultraviolet and short wavelength visible laser beams. For lasers in the visible or near infrared part of the spectrum there is a particular risk of damage to the retina of the eye, resulting in permanent visual impairment.

<https://www.she.stfc.ac.uk/Pages/SC22.pdf>

[BiteSize Training](#)

#### Regulatory requirements: Control of Artificial Optical Radiation at Work Regulations 2010

There is a duty to ensure that exposures to people do **NOT** exceed the legally binding exposure limit values specified in annex II of Directive 2006/25/EC Artificial Optical Radiation.

Lasers can be grouped into 4 main categories:

- |                    |   |
|--------------------|---|
| • High Risk lasers | Class 3B and 4 laser products. These lasers must only be used in Designated Laser Areas (DLAs).   |
| • Low Risk lasers  | Embedded, Class 1M, 1C, 2, 2M and 3R laser products   |
| • No Risk lasers   | Intrinsic Class 1 laser products and Class 1 consumer products  |
| • Embedded lasers  | Laser products that contain a Class 3B or Class 4 laser but which, because of engineering features limiting accessible emissions, have been assigned as Class 1 |

There is no single solution that is universally applicable to the management of risks associated with high output lasers. A risk assessment is required for ALL High Risk laser work, and for use of Low Risk category lasers on those exceptional occasions where the requirements in Appendix 6 of this Code cannot be met. Lasers are classified on the basis of their accessible emission. There are 19 appendices covering the requirements to be satisfied for working safely with lasers.

Management should establish a hierarchical structure of responsible persons, as appropriate, to actively manage safety when working with lasers e.g. Overall Laser Responsible Officer (OLRO), Laser Responsible Officer (LRO), Laser Nominated Person (LNP).

Damage to the eye can arise from different mechanisms depending on the duration of exposure to the light. Retinal eye damage from laser radiation can occur at very low power levels due to the focusing effect of the cornea and lens of the eye and the coherence of laser radiation. Significant occurrences in the eyes possibly relating to laser damage include: pain or discomfort, blurring of vision, loss of ability to read small print, or any unusual appearance or sensation, such as persistent 'after-images' following exposure to high intensity light in the visible range. In the event of an apparent or suspected laser injury to the eye, a medical examination by a qualified ophthalmologist should be carried out within 24 hours.

In addition to the direct laser radiation hazard, a laser can present other hazards, all of which need to be considered in a risk assessment of laser use. A guide on how to conduct a risk assessment for laser use is given in Appendix 4 of SC22.

Standing Orders are required for all Class 3B, Class 4 and Embedded laser products.



## SC26 Safe Use of Lifting Equipment and Lifting Accessories

This code applies to Lifting Equipment and includes common items such as pallet trucks, cranes, lifting platforms/pump-up trucks; and Lifting Accessories e.g. slings, eyebolts, lifting/runway beams etc.

<https://www.she.stfc.ac.uk/Pages/SC26.pdf>

BiteSize Training

**Regulatory requirements:** Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)

Failure of any load-bearing part of any lifting equipment is reportable to the HSE as a Dangerous Occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR).

With regard to lifting equipment and lifting accessories, the Lifting Operations and Lifting Equipment Regulations (1998) (LOLER) require the any organisation to:

- Ensure that lifting operations are planned, supervised and carried out in a safe manner by people who are competent;
- Provide lifting equipment and accessories that are suitable, stable and have sufficient strength;
- Mark Safe Working Loads [SWL] on lifting equipment and accessories; and
- Thoroughly examine and inspect lifting equipment and accessories and keep reports of these examinations and any defects that are found.

Purchases should be only “off the shelf” Lifting Equipment and Lifting Accessories (LELA) that complies with relevant BS EN or ISO standards with an appropriate Safe Working Load. It is advisable to consult with the local STFC LOLER Manager and/or Lifting Liaison Officer. Certificates of Conformity and, where available Proof Load Test Certificates, must be provided with all LELA and sent to the BID Safety Officer for forwarding to SHE Group as part of the registration process.

STFC, through an external contractor, will require periodic inspections and thorough examinations of all lifting equipment and accessories.

## SC33 Safety of Pressure and Vacuum Systems

This code only addresses the hazards posed by the stored energy in the system, not any other hazard e.g. flammable materials.

<https://www.she.stfc.ac.uk/Pages/SC33.pdf>

BiteSize Training

**Regulatory requirements:** The Pressure Systems (Safety) Regulations 2000 (PSSR 2000)

The requirements of this code are mandatory across the STFC and apply to all staff, tenants, facility users, visitors and contractors working with:

- any pressure system, including pressure systems with a (Pressure x Volume) of less than 250 bar litres.
- vacuum systems in which any component has been designed or built in-house.
- “Off-the-shelf” vacuum systems with a protective device fitted (to prevent pressurisation).

For tenants with such systems the following will apply:

- any pressure or vacuum system brought onto STFC sites is examined by a Pressure/Vacuum System Nominated Engineer to make sure it is safe for its intended use, and registered for statutory examination (see Appendix 4 of SC33);
- the operation, modification and maintenance of pressure and vacuum systems on STFC sites:
- the use of transportable pressure receptacles – for example nitrogen gas cylinders on STFC sites.
- a Written Scheme of Examination (WSE), prepared by a competent person, will be required for any non-exempt pressure system;
- a documented safe system of work is followed;
- for gas supply systems the regulators should be replaced/refurbished every 5 years, independent of the construction material;
- report any catastrophic failure of a pressure or vacuum system or where a protective device operates e.g. a bursting disc, that is not part of normal operation.
- An exempt system is one that does not contain steam or is <250 bar litres and does not require a WSE.

### SC39 Static Magnetic Fields

This code applies to all static and quasi static magnetic fields (from 0 to <1Hz) which extend into areas readily accessible to people. It applies to both electrically generated fields, including superconducting magnetic fields, and those produced by permanent magnets.

<https://www.she.stfc.ac.uk/Pages/SC39.pdf>

[BiteSize Training](#)

#### **Regulatory requirements: Control of Electromagnetic Fields at Work Regulations 2016**

The main hazards associated with strong static magnetic fields are:

- for individuals who have active implanted medical devices, body-worn active medical devices, or passive ferromagnetic implants;
- projectile, pinch and crush injuries from attraction of objects capable of being magnetized at distance e.g. rings, keys, tools, trolleys etc.;
- vertigo and other physiological effects relating to balance when moving inside a strong static magnetic field;
- generation of eddy currents within electrically conducting materials if moving with the strong static magnetic fields.

In order to manage the associated risks for strong static magnetic fields the following should be completed where the field strength is greater than 0.5mT (5 gauss):

- document an exposure risk assessment based upon an assessment of the magnetic field, derived as appropriate from: field calculations; from manufacturer's guidance; or from a site survey of the field contours using a calibrated gaussmeter;
- comply with **exposure limit values** in accordance with legal requirements;
- warning signs at all entrances to areas containing magnetic fields with strengths greater than 0.5mT (5 Gauss);
- where field strengths are greater, further control measures are required and outlined in the Safety Code (SC39);
- permanent magnets, particularly rare earth magnets, can pose extra hazards;
- use of non-magnetic tools is advisable.

## SC23 Working with Time-Varying Electro-Magnetic Fields

This Safety Code is to ensure to manage the hazards associated with strong and time varying electromagnetic fields (EMFs), over frequency range 1 Hz to 300 GHz, so far as is reasonably practicable, and minimize the health and safety risks to staff and others. Any electrically-powered equipment will generate EMFs, but in most cases the fields will be very weak and will not give risk to significant risks.

<https://www.she.stfc.ac.uk/Pages/SC23.pdf>

BiteSize Training

### Regulatory requirements: Control of Electromagnetic Fields at Work Regulations 2016

The Safety Code (SC23) identifies the requirements for a specific assessment in Appendix 3 of the code to help determine if exposures comply with the exposure limit values specified in the regulations. It is a legal requirement to comply with the exposure limit values, subject to certain specific exceptions.

Examples of where EMF assessments are likely to be needed are:

- use of Lighting equipment, RF or microwave energized;
- working close to switch gear, transformers etc. with a net current >100Amps;
- use of dielectric heating, and dielectric welding systems;
- use of induction heating, and induction soldering equipment;
- use of medical equipment using EMF for diagnosis and treatment

In practice, four groups are recognised as having a higher susceptibility to the potential effects of exposure:

- those reliant on active implanted medical devices;
- those reliant on body-worn medical devices;
- those with passive implanted medical devices;
- pregnant women.

No equipment capable of generating strong EMF fields and radiation can be brought on to STFC sites without the approval of the relevant EMF Protection Adviser (EPA), including equipment borrowed or provided by others.

Ensure that all persons working in areas or with equipment where strong EMF radiation can be generated, in particular EMFs above Action levels, are aware of the hazards and of the need to follow the advice of the local EPA and local control measures.

## SC18 Control of Noise at Work

This Safety Code outlines the steps to be taken by STFC to eliminate or reduce the risk from exposure to noise for staff or others. It does not apply to low-level noise which is a nuisance but causes no risk of hearing damage.

<https://www.she.stfc.ac.uk/Pages/SC18.pdf>

BiteSize Training

### Regulatory requirements: The Control of Noise at Work Regulations 2005

The legislation defines the following Noise Action Values:

- the Lower Exposure Action limits; hearing protection to be supplied if requested:
  - Daily or weekly exposure of **80 dB** (A); and
  - Peak sound pressure of **135 dB** (C)
- the Upper Exposure Action limits; use of hearing protection is mandatory:
  - Daily or weekly exposure of **85 dB** (A)
  - Peak sound pressure of **137 dB** (C)
- Prohibitive limits to which employees are NOT to be exposed:
  - Daily or weekly exposure of **87 dB** (A)
  - Peak sound pressure of **140 dB** (C)

The limits relate to the: level of exposure to noise averaged over a working day or week; and the maximum noise (peak sound pressure) to which employees are exposed in a working day. Each 3 dB(A) change in noise level is equivalent to doubling the sound level received by the ear.

If you or your employees work in a noisy environment then a noise assessment can be undertaken by Competent Noise Assessors using noise assessment meters/equipment, maintained and calibrated to national standards.

Typical examples of noise levels are:

- A quiet office – 40 to 50 dB(A)
- A lorry or tractor cab – 80 dB(A)
- A power drill – 85 dB(A)
- A road drill – 100 to 110 dB(A)

Practical measures to reduce exposure to noise are:

- record the hazard on the Risk Assessment and arrange for a competent noise assessor to undertake a noise survey;
- eliminate or reduce noise levels at source, so far as is reasonably practicable;
- consider when purchasing, or designing equipment for in-house construction, the potential for noise so that noise hazards can be eliminated at source.
- modifying noise paths by using screens or enclosures;
- consider workplace design and layout for low noise emission;
- limit the exposure time of staff;
- use appropriate PPE; provided to individuals, not on a shared basis.

## Ionising Radiation

Access to these Safety Codes is **restricted** and will not be made readily available to tenants unless working with Ionising Radiation. **Access to the relevant codes will be provided once work with Ionising Radiation has been formally agreed by STFC.**

Since working with ionizing radiation sources, whether through X-ray generating equipment, sealed or open sources, requires prior approval from a site Radiation Protection Adviser (RPA), **any tenant requesting to work with this hazard must first consult with the [BID Safety Officer](#) to discuss the proposed work.**

### SC29 Management of Ionising Radiation Hazards at Work

**Regulatory requirements:** Ionising Radiations Regulations 2017 (IRR17); Working with ionising radiation. Ionising Radiations Regulations 2017. Approved Code of Practice and guidance L121

This Safety Code describes the general management arrangements for protection against ionising radiation hazards under the Ionising Radiations Regulations 2017 (IRR17), its Approved Code of Practice and any relevant supporting regulatory guidance.

**It is relevant to anyone who works with ionising radiation or anyone who enters an area where work with ionising radiation takes place.** The code sets out the principle of keeping personnel doses as low as reasonably practicable and provides a framework for the management of radiation hazards. The STFC places a high importance on the control of this hazard and takes into account the type of radiation, its intensity and potential for exposure when devising control measures.

Within STFC the following specialist groups exist:

- Radiation Protection Advisers (RPA) to provide advice on all work with ionising radiation, including all aspects of compliance with relevant radiation safety legislation and SHE radiation codes.
- Radioactive Waste Advisers (RWA) to provide advice on compliance with STFC EPR Permits and radioactive substance management arrangements as specified in relevant SHE codes.

### SC28 Management of Radioactive Open Sources

**Regulatory requirements:** Ionising Radiations Regulations 2017 (IRR17) and Approved code of Practice; The Carriage of Dangerous Goods & Use of Transportable Pressure Equipment Regulations 2009; The Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPIR); Current Environmental Permitting (England & Wales) Regulations and relevant associated Exemption Orders; Euratom Treaty, 1958

The keeping, use and transport of open sources are subject to the above legislative controls.

The purpose of this code is to prescribe measures to be followed to suitably control the hazard represented by unsealed radioisotope sources — or “radioactive open sources”.

Tenant organisations are responsible for complying with the legal requirements relating to keeping, using, storing and disposing of radioactive substances under their care or ownership. Tenants also have a duty to consult and cooperate with the STFC as detailed in their tenancy agreements/licences in so far as their work with radioactive substances may affect STFC

employees, nearby members of the public, or the local environment.

#### **SC14 Management of Radioactive Sealed Sources**

**Regulatory requirements:** Ionising Radiations Regulations 2017 (IRR17) and Approved Code of Practice; The Carriage of Dangerous Goods & Use of Transportable Pressure Equipment Regulations 2009; The Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPIR); Current Environmental Permitting (England & Wales) Regulations and relevant exemption conditions; The High Activity Sealed Radioactive Sources and Orphan Sources Regulations 2005 (HASS Regulations)

Tenant organisations are themselves fully responsible for complying with the legal requirements relating to the keeping and use of radioactive substances under their care or ownership, specifically duties under IRR17 and EPR10/11/12. Therefore Tenant organisations must apply for their own Registration with the Environment Agency, notify the Health and Safety Executive of their use of radioactive materials and consult a Radiation Protection Adviser as appropriate. Tenants also have a duty to consult and cooperate with the STFC insofar as their work with radioactive substances may affect STFC employees, nearby members of the public or the local environment.

#### **SC21 Management of Radioactive Waste**

**Regulatory requirements:** Ionising Radiations Regulations 2017 (IRR17) and Approved Code of Practice; The Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPIR); Current Environmental Permitting (England & Wales) Regulations and relevant exemption conditions; The Environmental Protection (Duty of Care) Regulations 1991; The Controlled Waste Regulations 1992; The Hazardous Waste Regulations 2005

Radioactive wastes should be minimised but may arise from the normal use and decommissioning of equipment and sources. STFC places very high emphasis on the controlled and careful disposal of radioactive wastes by establishing management systems and employing Best Available Techniques (BAT) in fulfilling its duty of care towards such wastes.

Tenant organisations are fully responsible for complying with the legal requirements relating to the keeping and use of radioactive substances under their care or ownership. Tenants must apply for their own Permits in relation to their activities with the EA, notify the Health and Safety Executive (HSE) of their use of radioactive materials and consult a Radioactive Waste Adviser and Radiation Protection Adviser as appropriate. Tenants also have a duty to consult and cooperate with the STFC insofar as their work with radioactive substances may affect STFC employees, nearby members of the public or the local environment.

# NEW EMPLOYEES AND LEAVING EMPLOYEES

## New Employees

Prior to or upon arrival new tenant employees will:

- Complete the 'STFC Site Access Training' which outlines the site controls during the COVID-19 pandemic;
- Complete the relevant online 'Site Tenant Mandatory Safety Induction' course;
- Undertake a local Building Induction for the building in which they are located;
- Receive an information pack, paper and/or electronic, containing the following:
  - The Tenant Safety Handbook (this document)
  - The Tenant Handbook

Once all the formalities are completed upon arrival a local Building Induction will be undertaken by a member of BID staff.

Example Building Induction checklist, which covers:

- Meeting the inductee;
- Actions in event of an emergency;
- General facilities of the building;
- Workspace facilities;
- Managing visitors and contractors;
- Site information documents issued.

<b>RAL OFFICE BUILDING INDUCTION CHECKLIST</b>	
<b>Induction Date</b>	
<b>Inductee Name</b>	
<b>Tenant Company Name</b>	
<b>STFC Staff Inductor</b>	
<b>Meeting Inductee</b>	
Greet the inductee at the building and issue office key(s)	
Parking locations and instructions	
Key contacts (Atlas receptionist, Catapult reception R103 etc)	
<b>In an Emergency</b>	
Fire exits, manual call points and first aid	
Location of nearest Assembly Point	
Reporting incidents/near misses	
<b>General Building Facilities</b>	
Location and etiquette of tea point/kitchen	
Location of the welfare facilities	
Cleaning, waste and recycling	
Issue of post locker and shown post room	
Building infrastructure e.g. no installing white boards etc. (potential asbestos)	
Booking meeting rooms	
<b>General Site Facilities</b>	
Location of restaurant, Costa, R1 Coffee Lounge	
Location of library	
<b>Visitors/Contractors</b>	
Visitors and contractors process on site	
<b>Documents Issued</b>	
RAL Tenant Handbook (hardcopy and pdf)	
RAL Tenant Safety Handbook (pdf)	
Signature	Date
Tenant Employee:	.....

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## Leaving Employees

On the date your employee leave you will need to:

- Collect and return keys/access cards and ID badges to the Business Incubation Support Team.

In addition, if the tenant company leaves the STFC site, you must:

- Secure the premises e.g. offices, labs etc.
- Remove all physical belongs of the company or individuals.
- Leave the premises in a clean and tidy state.
- Not leave any waste associated with your activities.
- Not remove any property belonging to STFC or other occupants.

# WORK EXPERIENCE STUDENTS, YOUNG PEOPLE, CHILDREN AND ANIMALS ON SITE

In general, children are **NOT** permitted onto STFC sites, and can **only** be brought onto site under very specific circumstances:

- To attend open days;
- To attend organised school events or work experience; these being arranged with the Public Engagement Team, and must be made in advance;
- When accompanying a member of on-call STFC staff;
- When accompanying an adult to collect another adult from site;
- Special occasions e.g. celebration events, retirement celebration etc.
- When being delivered/collected from a site Nursery (RAL site).

Children must be accompanied at all times by a responsible adult.

Under **NO** circumstance should children be brought onto site as an alternative to off-site care.

With the exception of "seeing eye dogs", **NO** animals/pets shall be allowed in any part of any building without the consent of the Landlord.

The Head of the Laboratory or a designated senior member of staff (DL site); Head of Support Services or Site Security Manager (RAL site) must approve any reasons that lie outside those listed above.

STFC operates a 'Safeguarding Policy' of overarching principles to protect children, young people and vulnerable adults who take part in events or activities either hosted by STFC or in which STFC participates or in any other interactions with STFC.

It is also aimed at protecting employees and volunteers who have contact with children from potential false allegations or accusations (e.g. due to the misinterpretation of actions).

For the purpose of this policy:

- a child is defined as someone aged under 16.
- A young person is defined as someone aged between 16 and 18.
- A vulnerable adult is a person aged 18 or over, who is in receipt of or may be in need of community care or other recognized services by reason of mental or other disability, age or illness and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

For STFC the following activities are covered by this policy:

- work experience;
- voluntary activities undertaken by staff on behalf of STFC;
- public lectures and events such as open days;
- children on site accompanied by parents;
- programmes with children in education;
- programmes with individuals with additional educational/behavioural needs;
- young STEM ambassadors;
- school visits;



- on-line events, the science enquiry line, communications involving social media;
- travelling to events, events held at off-site locations, overnight events;
- the recruitment process for young workers;
- ad-hoc interactions and any other events/interactions which STFC either hosts, organizes or is a participant in.

It is recommended that Tenant companies adopt a similar approach.

**ALL** Work Experience student placements and activities will be managed through the STFC Public Engagement (PE) Groups, and will be assessed by STFC SHE Group personnel. Please contact the local PE Group for further advice.

**Regulatory requirements:** This policy has been drawn up on the basis of law and guidance that seeks to protect children, young people and vulnerable adults, namely:

- Children Act 1989.
- United Nations Convention of the Rights of the Child 1991.
- General Data Protection Regulation (GDPR) (EU) 2016/679
- Sexual Offences Act 2003.
- Children Act 2004.
- Protection of Freedoms Act 2012.
- Human Rights Act 1998.
- Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.
- Protection of Vulnerable Groups (Scotland) Act 2007.

# REPORTING INCIDENTS AND ACCIDENTS

STFC actively encourages the reporting of all injuries and near misses by staff, tenants, contractors and others working on STFC sites. We view such incidents as a 'learning opportunity' so action can be taken to minimize the re-occurrence and apply a suitable mitigation strategy.

## First Aid and Medical Emergencies

If you require treatment for an injury sustained at work, contact your nearest first aider, their details will be next to the First Aid boxes, for assistance, giving the location and nature of any medical emergency, or at:

- DL Call **3333** (01925 603333 from a mobile)
- RAL Call **2222** (01235 778888 from a mobile)
- ROE Call **555** (0131 668 8222 from a mobile)

Security will call for an ambulance if required, please don't do this yourself since security need to be aware of its arrival and where to lead it; and

Do what you can to make the casualty safe, without putting yourself at risk.

### SC36 Management and Provision of First Aid

<https://www.she.stfc.ac.uk/Pages/SC36.pdf>

#### **Regulatory requirements: The Health and Safety (First Aid) Regulations, 1981**

Tenants at STFC sites are responsible for appointing their own First Aiders and following the requirements of this code. The STFC will not indemnify the First Aid activities of tenant's employees.

A First Aider is a trained person who holds a valid full certificate of competence in "First Aid at Work", issued by an organisation whose training competencies meet the requirements of the Health and Safety (First Aid) Regulations, 1981.

There are specific hazards where additional training for exposure or injuries may be required, e.g.:

- Working with hydrofluoric acid. See Appendix 9 of SC36.

# RESTRICTED ACCESS AREAS

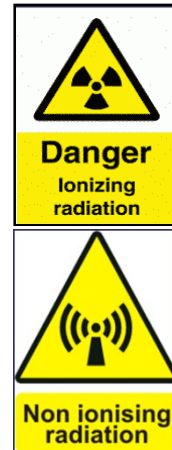
## Ionising and non-Ionising Radiation

Access to these areas is strictly controlled and requires authorisation, specific precautions, training and ongoing supervision.

You **must not** enter unless permitted to do so, or you are under constant escort by an authorised user.

You **must** follow any relevant local rules, safety instructions and standing orders at all times.

You **must** also use any specified PPE where you are instructed to do so.



## Magnetic Fields

Areas where there are strong magnetic fields will be highlighted and delineated, with restricted access.

However, there are specific risks for those who may have certain implanted medical devices if entering such areas, for example:

- Replacement artificial joints, plates and pins Cardiac pacemakers.
- Implantable nerve stimulators and cochlear implants.
- Implantable active drug administration and monitoring devices.

You must be sure to inform the person in charge of the area if you have one of these devices.



## Cryogenic Liquids

Cryogenic liquids are used extensively on site, either for process / equipment cooling e.g. lasers and magnets, or sample storage.

There are extensive fixed installations and many mobile cryogenic storage vessels (Dewars) on site.

Contact with cryogenic liquids or vapours can cause severe eye and tissue damage, and if the liquids are spilled their expansion into gas can deplete oxygen in the atmosphere. Oxygen monitoring is required in many areas.

Do **NOT** enter areas:

- where cryogens are used unless permitted to do so and you have received relevant training.
- if oxygen depletion alarms are sounding.



# SITE CLOSURE AND EMERGENCY CONDITION CLOSURES

## Holidays and Site Closures

The main period over which the STFC sites are generally closed is the Christmas and New Year period, the exact closure dates being determined by where Christmas and New Year fall within the normal 'working week'.

Tenants **MUST** inform the Business Incubation Support team of their request to attend site during site closures otherwise Site Security will prevent access. Site heating will only be operational in areas that are required. Tenants attending site will be expected to comply with all STFC safety requirements including lone working arrangements.

During the periods of public holidays the availability of STFC will be very limited. In addition to public holidays, STFC staff have a small number of privilege holidays, the dates being site specific, and where STFC staff are unlikely to be present on-site to provide support.

The following public holidays\* (P) and staff (S) privilege/compensation days will reduce STFC support on-site at these times:

- New Year's day P
- Good Friday P
- Easter Monday P
- Early May Bank Holiday P
- Spring Bank Holiday P
- Spring Bank Holiday (DL) S
- Summer Bank Holiday P
- Summer Bank Holiday (RAL) S
- St. Andrews Day (Scotland) P (Scotland)
- Christmas Holiday period P & S

\* any additional special public holidays will also be followed. If a bank holiday is on a weekend, a 'substitute' weekday becomes a bank holiday, normally the following Monday.

## Bad Weather and Effect on Site(s)

Due to the effects of severe weather conditions there is the possibility that sites will be closed, or have restricted access, due to the conditions e.g. roads blocked, or loss of utilities e.g. power, heating etc.

Each site has a '[Weather Line](#)', which can be contacted for the latest information on site access. The numbers are also listed below:

Location	Information
Daresbury Laboratory	Weather line: <b>01925 603006</b> (updated regularly)
Rutherford Appleton Laboratory	Weather line: <b>01235 446006</b>
UK Astronomy Technology Centre	Switchboard: <b>0131 6688200</b>

## Smoking and Alcohol

Tenants are expected to comply fully with the requirements of The Smoke-free (Premises and Enforcement) Regulations 2006 i.e. there is no smoking within work premises. STFC also operates a policy of not smoking within a distance of 5m from any building.

Alcohol is only permitted onsite in areas with a license. The Landlord (STFC) reserves the right to exclude or expel from any building/site any person who, in the judgment of the Landlord, is intoxicated or under the influence of liquor or drugs.

# Hazard Posters and Safety Signage

## Area Hazard Posters

Tenants who occupy labs, assembly rooms or workshops, will be required to complete and display a hazard poster for the location, outside the area in the yellow 'clip-frame(s)' provided.

These posters identify significant hazards in the area(s) which are likely to be of concern to any persons entering the area e.g. emergency services.

The following illustration of the [STFC template](#) should be used. A simple [user guide](#) document to help complete it is also available. Your local BID contact will assist you, if required, in completing these.



**Room Hazard Details as of:** [Click here to enter a date.](#)

Building and Room Number		Local Room Name		Department & Division	
--------------------------	--	-----------------	--	-----------------------	--

Hazard	Warning	Hazard Description	Hazard Location

**Additional Hazard / Emergency Information**  
Click here to provide brief details of any other significant safety hazards or information that people entering the room in an emergency need to know about.


**Power and Gas Isolation Details**  
Click here to provide brief details of how to isolate the electrical, mains gas and any compressed gas supplies to the room. This information is for people to use in the event of an emergency.

Primary Contacts for Room			
Name	Direct Dial	Mobile / Out of Hours	Location (Building & Room No.)














Select the emergency details for your site from the options on this drop down list

Document Owner:

S:\6 Group - Room Hazard Warning Templates\03 - 05 Aug 2016



Cut and paste the relevant Hazard and Warning from this table (DO NOT Print this page)

Hazard	Warning	Hazard	Warning
	Corrosive Material		Oxidant Material
	Explosive Material		Toxic Material
	Flammable Material or High Temperature*		Low Temperature or Cryogenic material*
	Ionising Radiation		Non-ionising Radiation
	Laser Beam		Strong Magnetic Field
	Noise		Danger: Electricity
	Biological Risk		General Danger
	Gas under pressure		

\* Select description that applies

S:\6 Group - Room Hazard Warning Templates\03 - 05 Aug 2016

It is important to have up-to-date contact details information included.

## Safety Signage

The activities and research conducted on STFC sites means there are some **high hazard areas**. These are **restricted access** and additional authorisation and training are required before you can enter.

However, as you move around the site and its buildings you may see a range of safety information signs or safety instructions. It's important to understand their meaning and comply. There are 4 basic types of safety signs you may come across as illustrated below:

### Prohibition

These signs prohibit behaviour likely to increase danger and are essentially NO NOT commands. Signs prohibiting an activity appear as a circular red band with a single diagonal cross line descending from left to right at a 45 degree angle. The background should be solid white with the imagery indicating the nature of the command in black.



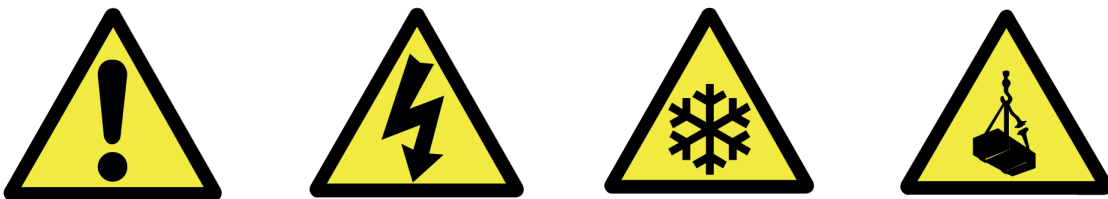
### Mandatory

These signs are used to indicate actions that **MUST** be carried out in order to comply with statutory requirements e.g. hearing protection must be worn. Signs indicating mandatory requirements consist of a blue circle with the pictogram or text in white positioned centrally.



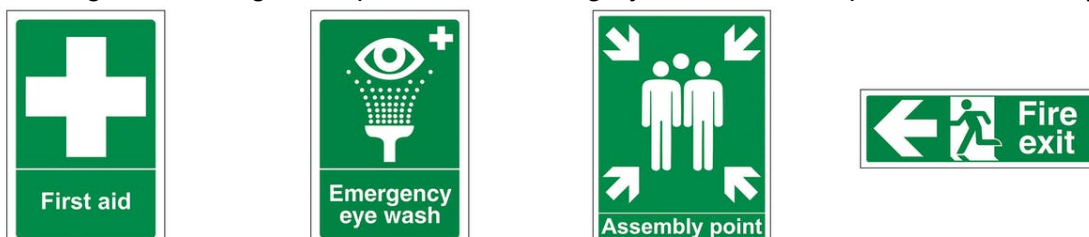
### Warning

These signs are used to make people aware of nearby danger. Warning signs appear as a black band in the shape of an equilateral triangle, the contained background being yellow with an image of the type of hazard in black.



### Information/Emergency

These signs give information on 'safe conditions' e.g. emergency exits. Safe condition signs appear as a green rectangle with the imagery or text in white positioned centrally.



# Driving and Parking On-Site

## SC02 Safe Movement of Vehicles on STFC Sites

<https://www.she.stfc.ac.uk/Pages/SC02.pdf>

BiteSize Training

The Highway Code applies to all traffic movement on STFC sites. Road design and standards found on the public highways are employed on STFC UK sites.

### **Regulatory requirements: Workplace (Health, Safety & Welfare) Regulations, 1992**

The scope of the STFC site vehicle transport risk assessments documented by the Estates Group will encompass all vehicle movement outside of buildings and assumes the standards and controls of road design and traffic management found on public highways. A key principle for safely managing Workplace Transport risk is to separate pedestrians from vehicles where ever possible.

Tenants are expected to follow the Highway Code and all STFC site traffic rules and signage regarding:

- Access to site;
- Speed limits;
  - DL 15 mph
  - RAL 20 mph
  - ROE 5 mph
- Height restrictions; and
- Parking restrictions;
- Walk on pavements or marked pedestrian routes when available and use designated pedestrian crossings;
- Report any vehicle related incidents, including fuel spills, or near misses through incident reporting procedures e.g. SHE website or via local BID local contact.

### **Parking On-Site**

Tenants should park only in the designated car parks on-site, the same as STFC staff use.

Vehicles must be in a road worthy state and not leaking oil or fuel, since this will impact the local environment.

**While there may be some spaces associated with a particular building these are generally designated for:**

- Loading and unloading of loads from vehicles, the cars then being moved to designated car parks;
- Visiting contractors with equipment for equipment servicing etc.;
- In the event of disability, whether temporary or permanent, but formal recognition of this has to be sought through STFC.

If you park outside a building for any period of time expect Security staff to ask you to move it, unless parking has been authorized.

Visitors for tenants should use the appropriate visitor car parks.



# Waste Management and Storage

## General Waste

All attempts to minimize general waste help with limiting the environmental impact of our activities and reduce what is sent directly to landfill. Bins on site allow for staff and tenants to pre-segregate recyclable from general waste. Minimizing stored waste also reduces the likelihood and severity of fire incidents.

We follow the following hierarchy:

- Eliminate;
- Reduce e.g. reduce the use of utilities, packaging etc.;
- Re-Use e.g. either you or others could continue to use functioning equipment;
- Recycle e.g. paper, cardboard, metal, recyclable plastics, printer cartridges etc.

Waste disposal skips will be sited in designated areas at RAL and DL and are for specific purposes. It is **illegal** to put anything into a skip such as sharps, clinical wastes, oil, aerosols, petrol, the remains of chemical wastes etc. unless the skip is to be treated as Hazardous Waste with specific legal documentation.

If you are uncertain as to how specific waste is collected and disposed of please consult with your local BID staff contact.

## SC31 Controlled and Hazardous Waste

<https://www.she.stfc.ac.uk/Pages/SC31.pdf>

[BiteSize Training](#)

All waste materials or equipment generated by the tenant company is subject to legislative controls as Controlled Waste. In addition some waste may be classified as Hazardous Waste for example: waste chemicals; batteries; food; waste electrical or electronic equipment; and hazardous gases and liquids.

The STFC has a Duty of Care to ensure that all waste is safe and secure whilst it is on any STFC site and disposed of only through authorised channels. This duty extends to the point where the waste is finally disposed of and includes responsibility for its safe transport from the site to the point of disposal. The use of licensed waste disposal contractors does not remove this responsibility from STFC.

Tenants are responsible for the removal from STFC sites of any hazardous waste they generate, however, the STFC should satisfy itself that their management of this is in accord with this safety code. BID can arrange for the removal of such waste through our contracted services.

**Hazardous Wastes** are Controlled Wastes that are considered a hazard to human health or the environment because they contain dangerous substances. Each organization has a duty to store its waste securely and dispose of its waste safely and legally.

**Regulatory requirements:** Environmental Protection Act 1990; Controlled Waste Regulations 1992; Waste Electrical and Electronic Equipment (WEEE) Regulations 2009; The Waste Batteries and Accumulators Regulations 2009; Hazardous Waste (England and Wales) Regulations 2005, as amended 2016; Special Waste (Scotland) Regulations 1996, as amended 2004

All hazardous waste must be segregated appropriately, handled, stored correctly and kept secure. It must be transferred to a registered and authorized waste contractor for transport and eventual disposal to a site authorized to receive it.

Hazardous waste must **NOT** be put into STFCs general waste collections, whether into an office bin, recycling collection point, or skip.

Within STFC sites there are Waste Control Points (WCP) where controlled and hazardous wastes can be stored temporarily prior to removal, disposal, incineration and treatment by a waste disposal contractor.

Hazardous waste must be:

- segregated, stored safely and securely, and must not be allowed to 'escape' or be accessed by unauthorised persons;
- stored in adequate containment to prevent spills or leaks;
- correctly labelled with information about the contents and marked as hazardous.
- not mixed with non-hazardous waste, this is illegal;
- removed from storage in fume cupboards to secure storage;
- safely transferred between point of production and storage point (Waste Control Point) for removal;
- disposed of following STFC processes using competent and licensed carriers;
- minimise waste, and to reuse and recycle where practicable;
- managed in accordance with the Dangerous Substances (Explosive Atmospheres) Regulations (DSEAR) 2002, where flammable liquids are concerned.

#### SC41 Controlling Pollution to Air, Land and Water

<https://www.she.stfc.ac.uk/Pages/SC41.pdf>

BiteSize Training

Discharge to air e.g. from the use of fume cupboards is unlikely to require authorization from SHE Group, however, odours or smoke should be considered. However certain substances are covered by specific regulations:

- Solvent Emissions Directive/Regulations (VOCs emissions > 1 tonne per annum)
- F-Gas & Ozone Depleting Substances
  - A number of fluorinated solvents (chlorofluorocarbons – CFCs; hydrofluorocarbons – HFCs) and gases (especially SF6) are carefully controlled due to their effect on the ozone layer. The use of such chemicals for cleaning is banned and their use in self-contained systems, such as refrigerant plant, is strictly controlled.

Discharge to foul (trade effluent), other than domestic sewage and uncontaminated rainwater will require authorization. Typical discharges will come from laboratories etc.

STFC has 'Consent to Discharge' from the relevant water authorities, but these are currently under revision. The sewers into which trade effluent can be discharged are named on the authorization. It is a criminal offence to contravene a condition within the 'Consent' for each site and may be subject to prosecution.

It is permitted to dispose of certain chemicals which are not classified as 'Hazardous Waste' via a sink connected to a foul drain when washed down with excess water. These chemicals include:

- Mineral acids and alkalis which have been diluted to ensure the pH is between 6 and 10.
- Harmless soluble inorganic salts (including all drying agents such as CaCl<sub>2</sub>, MgSO<sub>4</sub>, Na<sub>2</sub>SO<sub>4</sub>, P<sub>2</sub>O<sub>5</sub>)
- Alcohols containing salts (e.g. from destroying sodium)
- Hypochlorite solutions from destroying cyanids, phosphines, etc.

It is **NOT** permitted to dispose of chemicals on the UK 'Red List' via the drain; they are hazardous waste and should be disposed of appropriately. Further reference to disposal procedures can be found in Safety Code 31, Disposal of Controlled and Hazardous Wastes, the procedure being outline in Appendix 3 of that code.

See [Appendix 2](#) for the UK 'Red List' and additional chemicals that must **NOT** be discharged to foul.

If the above procedures cannot be guaranteed, then discharges from the laboratory should be to an effluent pit which can be tested for contamination before being batch pumped to foul or emptied as Hazardous Waste, if contaminated.

The **ONLY** BID managed facilities that discharge to effluent pits are at Daresbury Laboratory for the ITAC and ITAC-Bio buildings. **All other facilities** discharge straight to foul and as such hazardous waste must be **NOT** be discharged down sinks, but be collected and segregated prior to disposal by a designated hazardous waste carrier.

Discharge to land is **NOT** permitted since this can have significant environmental impact to waterways and underground aquifers, the only exception being rainwater.

## Site Drains

All BID managed facilities/buildings on STFC sites will discharge straight to foul with the exception of those noted above. Any authorization to discharge liquids to either a controlled watercourse or to public sewer will specify limits on certain physical and chemical properties of the discharged liquid, as well as volume. Please consult the BID Safety Officer or the site SHE Group for further advice.

## WEEE and Battery Recycling

**Regulatory requirements:** WEEE Directive 2007; Waste Batteries and Accumulators Regulations 2009

STFC operates a Waste Electrical and Electronic Equipment (WEEE) recycling scheme. You will likely find locations within each building where suitable items can be disposed of, but larger items can be collected by the site Logistics Group. Please consult with your local BID contact for disposal of large WEEE items. Reducing the amount of unwanted/unnecessary equipment also minimizes the amount of items that need to be PAT (Portable Appliance Test) certified.

The WEEE that STFC recycles is sent to a UK plant where automated systems perform the recycling. STFC does NOT send WEEE to developing countries for recycling.

Across all sites there are various locations where dry cell batteries can be recycled.

For **wet-cell (Lead-acid) and larger Li-ion batteries** e.g. from laptops, portable hand tools etc. the following person/group should be contacted for the respective sites:

- RAL Advanced Materials Group: Steve Robertson ext. 5537
- DL Jim McCabe ext. 3750 or 3160
- UKATC Estates ext. 334 or 336

## **Delivery and Storage**

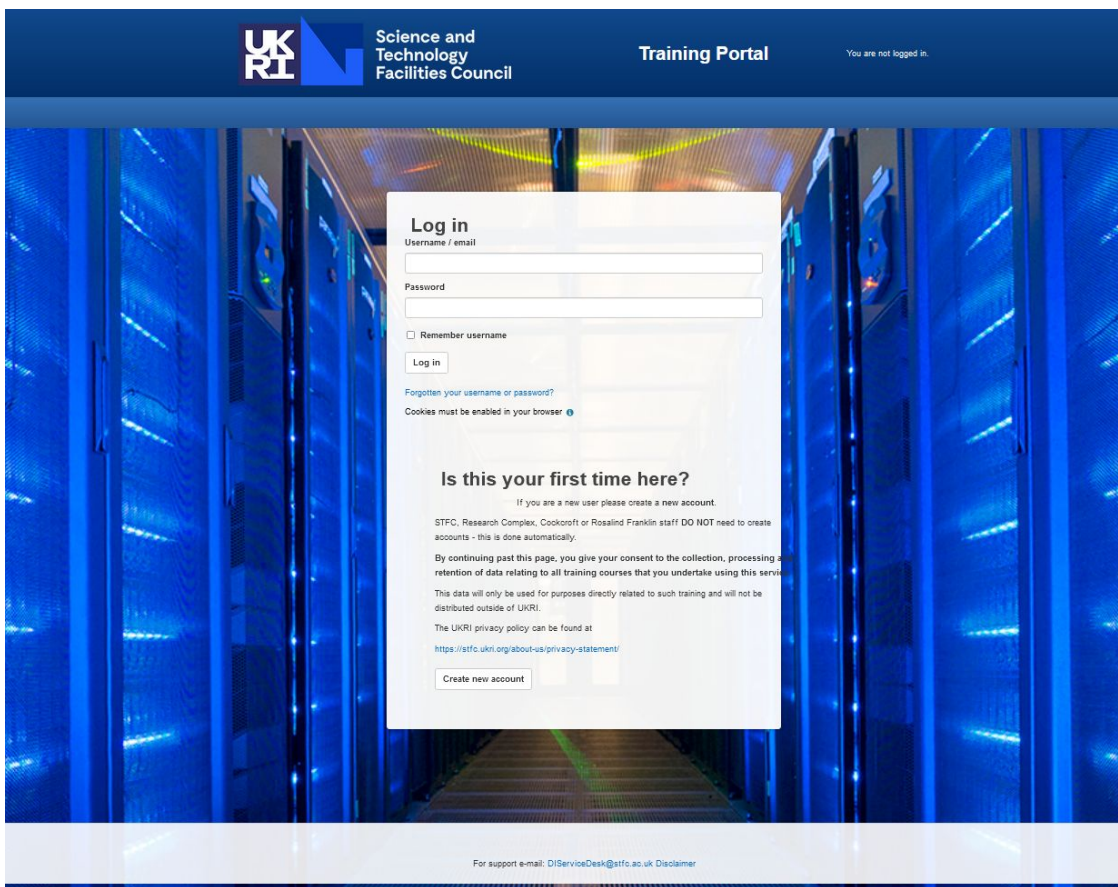
Each tenant should ensure that that they are aware of site procedures required e.g. booking rigging effort etc; and that their delivery contractors are made aware of the site delivery locations, primarily logistics, but arrangements can be made to off-load specific goods at their required destination at a site building.

Tenants should be aware of the following:

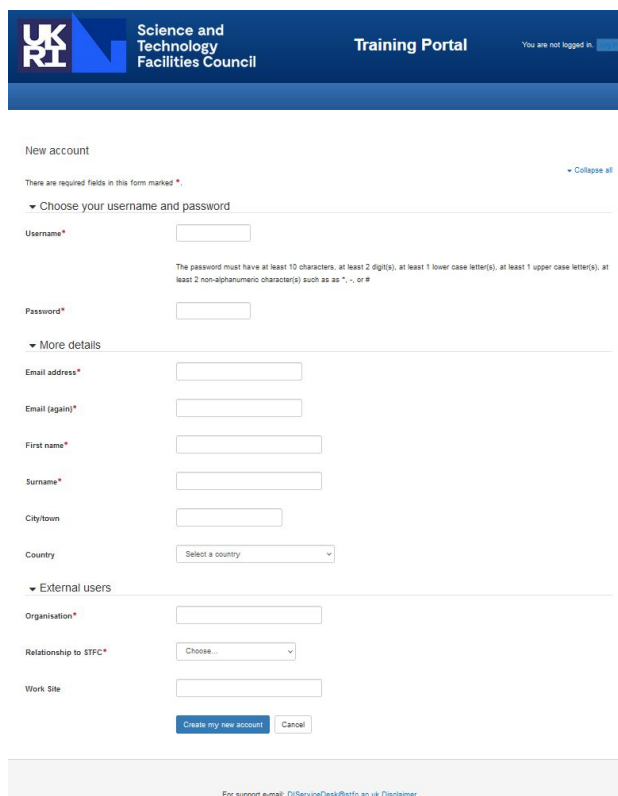
- under no circumstances are the delivery loading/unloading or any other part of the common areas to be utilized as a storage area for goods.
- deliveries should only be made during normal working hours and when the site is in normal working day operation i.e. not at weekends or holidays (public and STFC)
- at specific times it may be necessary to restrict or prohibit deliveries due to on site activities or events.
- having and making available sufficient storage space for deliveries to be stored safely is the responsibility of the tenant.

# Appendix 1: How to login to ‘Totara’

How to login and use [Totara](#); the online training software system.

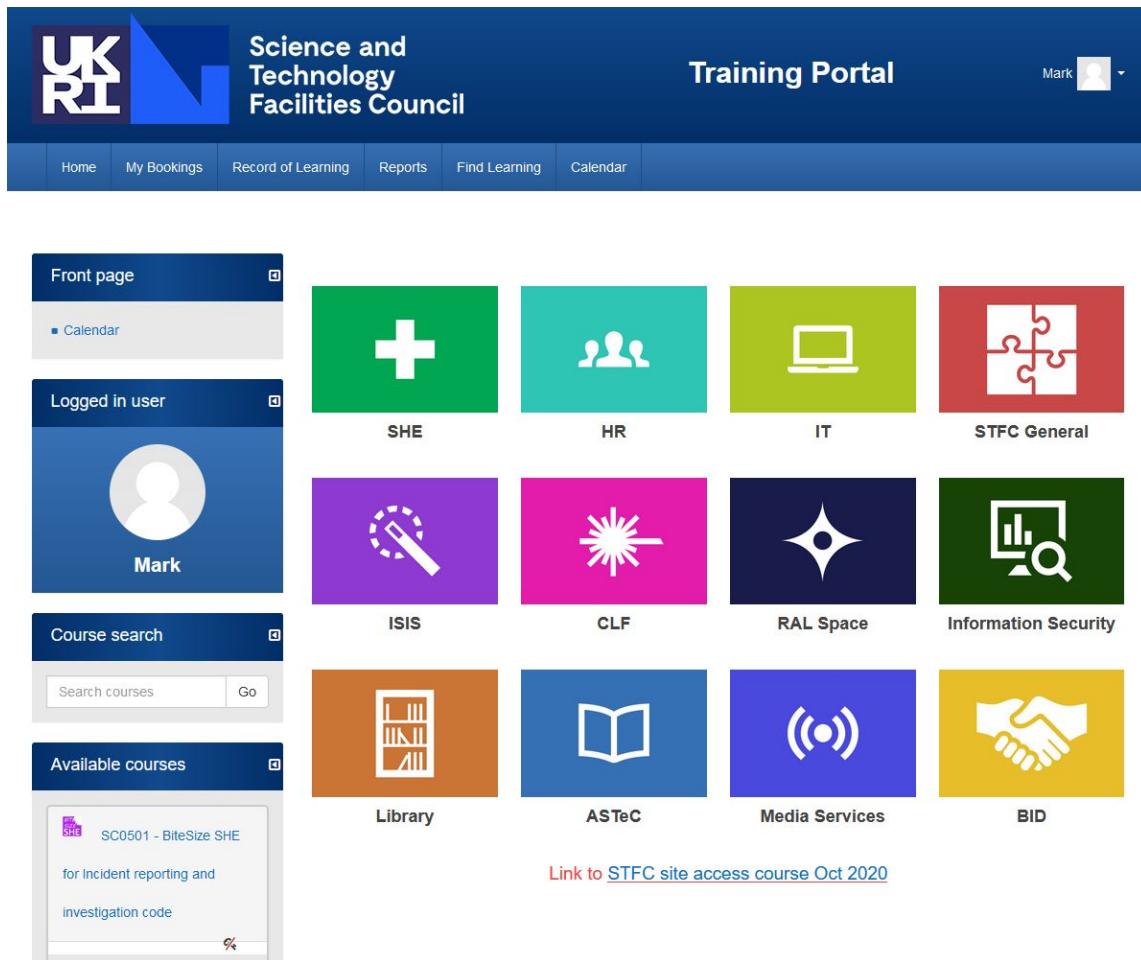


If this is your first time accessing this system, select ‘**Create new account**’, and you will be presented with the following page to add appropriate details.



Once submitted an email from 'Totara Administrator' will be sent to the address with easy instructions to complete your registration.

Once you create a new account you will see a page resembling that below:



The training 'BiteSize' modules etc. can be found inside the SHE section.

## Appendix 2: UK 'Red List'

The UK 'Red List'; chemicals listed in Schedule 1 of The Trade Effluents (Prescribed Processes and Substances) Regulations 1989, as amended.

- Antimony (\*10mg/l)
- Arsenic (\*19mg/l)
- Aldrin
- Atrazine
- Azinphos-ethyl
- Azinphos-methyl
- Beryllium(\*10mg/l)
- Cadmium and compounds
- Calcium carbide
- Carbon disulphide
- Carbon tetrachloride
- Chloroform
- Chromium(\*10mg/l)
- Copper (\*10mg/l)
- DDT 1,2-Dichloroethane
- Dichlorvos
- Dioxins
- Drins (aldrin, dieldrin, endrin)
- Endosulfan
- Fenitrothion
- Fenthion
- HCH (gamma Hexachlorocyclohexane)
- Hexachlorobenzene
- Hexachlorobutadiene
- Lead (\*10mg/l)
- Malathion
- Mercury and compounds
- Nickel (\*10mg/l)
- Organo-halogen compounds
- Parathion
- Parathion-methyl
- PCBs (polychlorinated biphenyls)
- Pentachlorophenol and compounds
- Petrol Selenium (\*10mg/l)
- Petroleum spirit
- Silver (\*10mg/l)
- Simazine
- Tetrachloroethylene
- Tin (\*10mg/l)
- Tributyl-tin compounds
- Trichlorobenzene
- Trichloroethane
- Trichloroethylene
- Trifuralin
- Triphenyl-tin compounds
- Vanadium(\*10g/l)
- Zinc (\*10mg/l)

In addition, on the RAL site it is **NOT** permissible to release the following chemicals into the foul drains:

- Thiourea and thiourea derivatives
- Non biodegradable detergents



# Glossary

## Acronyms used in this document and accompanying Safety Codes

ACMs	Asbestos Containing Materials
ACO	Asbestos Control Officer
ACOP	Approved Code of Practice
BAT	Best Available Techniques
BFM	Building Fire Manager
BID	Business and Innovation Directorate
BIS	Business Incubation Support
BS EN	British Standard European Norm
BSO	Biological Safety Officer
COSHH	Control of Substances Hazardous to Health
Defra	Department for Environment, Food and Rural Affairs
DL	Daresbury Laboratory
DGSA	Dangerous Goods Safety Adviser
DSE	Display Screen Equipment
DSEAR	Dangerous Substances and Explosive Atmospheres Regulations
EA	Environment Agency
EMFs	Electromagnetic Fields
EPA	EMF Protection Adviser
FRA	Fire Risk Assessment
GMO	Genetically Modified Organism
GMSMC	Genetic Modification Safety Management Committee
HAC	Hazard Area Classification
HASAWA	Health and Safety at Work Act
HSE	Health and Safety Executive
IRR17	Ionising Radiations Regulations 2017
ISO	International Organization for Standardization
LEV	Local Exhaust Ventilation
LELA	Lifting Equipment and Lifting Accessories
LOLER	Lifting Operations and Lifting Equipment Regulations
LNP	Laser Nominated Person
LRO	Laser Responsible Officer
OLRO	Overall Laser Responsible Officer
PAT	Portable Appliance Test
PE	Public Engagement
PEEP	Personal Emergency Evacuation Plan
PPE	Personal Protective Equipment
PTW	Permit To Work
POWER	Provision and Use of Work Equipment Regulations
RAL	Rutherford Appleton Laboratory

RCD	Residual Current Device
RF	Radio Frequency
RIDDOR	Reporting of Injuries Diseases and Dangerous Occurrences Regulations
ROE	Royal Observatory Edinburgh
RPA	Radiation Protection Adviser
RWA	Radioactive Waste Adviser
SAPO	Specified Animal Pathogen Order
SDS	Safety Data Sheet
SHE	Safety, Health and Environment
STFC	Science and Technology Facilities Council
UKRI	UK Research and Innovation
UPS	Uninterruptable Power Supply
VOCs	Volatile Organic Chemicals
WEEE	Waste Electrical and Electronic Equipment
WEL	Workplace Exposure Limit
WSE	Written Scheme of Examination

## UK Legislation

This is a summary of the UK Legislation that has been referred to within the STFC Safety Codes. It is not necessarily a complete list of what you as a Tenant must comply with as an employer, and is dependent upon your business activities, so you should seek professional advice if in any doubt.

### Key Legislation

- Health and Safety at Work etc. Act, 1974 (as amended)
- Management of Health and Safety at Work Regulations, 1999 (as amended)
- Health and Safety (First Aid) Regulations, 1981 (as amended)
- Regulatory Reform (Fire Safety) Order, 2005
- Fire (Scotland) Act 2005
- Fire Safety (Scotland) Regulations 2006

While the following additional legislation has been grouped into the same classification as the summary of the safety codes, it should be noted that some legislation will be applicable more widely. Legislation in *italics* will likely apply to very few of the BID tenant companies.

### Office Workers and General Safety

- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)

### Estates and Infrastructure

- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- *IET Wiring Regulation, latest edition; Electricity Safety, Quality and Continuity Regulations, 2002*
- *Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations, 1996*
- *Supply of Machinery (Safety) Regulations, 1992*
- *Electrical Equipment (Safety) Regulations, 1994*

### Chemicals, Biological Agents and COSHH

- The Control of Substances Hazardous to Health Regulations (as amended) 2002 (COSHH)
- HSE Approved Code of Practice (ACOP) 'Control of Substances Hazardous to Health (6<sup>th</sup> edition)', L5
- The Genetically Modified Organisms (Contained Use) Regulations 2014 (GMO(CU))
- The Specified Animal Pathogens Order 2008 (SAPO)
- The Dangerous Substances and Explosive Atmospheres Regulations 2002 (as amended) (DSEAR)
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- Control of Lead at Work Regulations 2002
- HSE Approved Code of Practice (ACOP) 'Control of Lead at Work (3<sup>rd</sup> Edition)', L132

## Health and Safety Management

- Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR)
- Ionising Radiations Regulations 2017 (IRR17)
- Management of Health and Safety at Work Regulations 1999
- HSC Approved Code of Practice (ACOP) 'Legionnaires Disease - The control of Legionella bacteria in water systems', L8

## Working Practices

- Management of Health and Safety at Work Regulations 1999
- Health and Safety (First Aid) Regulations 1981
- Regulatory Reform (Fire Safety) Order 2005
- The Work at Height Regulations 2005
- The Confined Spaces Regulations 1997
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations, 1992, amended by the 'Health and Safety (Miscellaneous Amendments) Regulations', 2002
- Provision and Use of Work Equipment Regulations, 1998 (PUWER)
- Workplace (Health, Safety and Welfare) Regulations, 1992

## Other Hazards

- Control of Artificial Optical Radiation at Work Regulations 2010
- HSE Signs and Symbols Regulations 1996
- Personal Protective Equipment Regulations 2002
- Lifting Operations and Lifting Equipment Regulations (1998) (LOLER)
- The Pressure Systems (Safety) Regulations 2000 (PSSR 2000)
- Control of Electromagnetic Fields at Work Regulations 2016
- The Control of Noise at Work Regulations 2005

## Ionising Radiation

- Ionising Radiations Regulations 2017 (IRR17)
- Working with ionising radiation. Ionising Radiations Regulations 2017. Approved Code of Practice and guidance L121
- The Carriage of Dangerous Goods & Use of Transportable Pressure Equipment Regulations 2009
- The Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPPPIR)
- Current Environmental Permitting (England & Wales) Regulations and relevant associated Exemption Orders; Euratom Treaty, 1958
- The High Activity Sealed Radioactive Sources and Orphan Sources Regulations 2005 (HASS Regulations)
- The Environmental Protection (Duty of Care) Regulations 1991
- The Controlled Waste Regulations 1992
- The Hazardous Waste Regulations 2005

## Work Experience Students, Young People and Children

- Children Act 1989.
- United Nations Convention of the Rights of the Child 1991.
- General Data Protection Regulation (GDPR) (EU) 2016/679
- Sexual Offences Act 2003.
- Children Act 2004.
- Protection of Freedoms Act 2012.
- Human Rights Act 1998.
- Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.
- Protection of Vulnerable Groups (Scotland) Act 2007

### **Reporting Incidents and Accidents**

- The Health and Safety (First Aid) Regulations, 1981

### **Smoking and Alcohol**

- The Smoke-free (Premises and Enforcement) Regulations 2006

### **Safe Movement of Vehicles on STFC Sites**

- Workplace (Health, Safety & Welfare) Regulations, 1992

### **Waste Management**

- Environmental Protection Act 1990
- Controlled Waste Regulations 1992
- Waste Electrical and Electronic Equipment (WEEE) Regulations 2009
- The Waste Batteries and Accumulators Regulations 2009
- Hazardous Waste (England and Wales) Regulations 2005, as amended 2016
- Special Waste (Scotland) Regulations 1996, as amended 2004

### **Other Reference Documents**

- [EH40/2005, Workplace Exposure Limits](#), HSE
- Directive 2006/25/EC 'Artificial Optical Radiation' Good practice guide
- PD IEC TR 60825-14: 2004 Safety of laser products – Part 14: A user's guide

