HEALTH & SAFETY ARRANGEMENTS (PART 3 OF 3) SPECIALIST ARRANGEMENTS AND APPENDICIES

www.hyms.ac.uk/assets/docs/policies/health-and-safety-policy.pdf

CONTENTS

SECTION 3 – SPECIALIST ARRANGEMENTS

3. ANATOMY FACILITIES - HEALTH AND SAFETY

Individuals using the anatomy facilities must also be responsible for observing health and safety regulations and governing legislation, specifically the Human Tissue Act (2004). The Human Tissue Act code of practice on anatomical examination has been incorporated into the HYMS anatomy facilities standard operating procedures and policies handbook (SOPS). An abridged version of the rules and regulations for safe working in the anatomy facilities is detailed on pages 4-6 of the resource guides, as well as displayed at the entrances to the anatomy facilities. Separate arrangements apply in the Wolfson Building. Eating and drinking in all laboratories is prohibited.

3.1. HUMAN TISSUES-GUIDELINES FOR THE HANDLING OF HUMAN BODY FLUIDS AND TISSUES FROM APPARENTLY HEALTHY SUBJECTS

Body fluids, even from apparently healthy individuals, can be contaminated with infectious agents, such as Hepatitis B or the Human Immunodeficiency Virus (HIV). People regularly involved with the handling of human material should seek a Hepatitis B vaccination (via occupational health at the relevant site) and maintain a sufficient antibody titre (via booster doses).

The following good laboratory practice and procedures should be observed and be sufficient to avoid infection:

a) Saliva, blood (and serum/plasma) and tissue should be handled within a clean, designated area;

b) The storage of experimental and biological material must always be segregated from any food or drink for human consumption;

c) Impermeable gloves must be worn when handling human material (*wherever possible we use nitrile gloves to minimise the risk of latex allergy. There are some circumstances where latex is used if nitrile gloves are not suitable/do not provide protection from certain chemicals*) and any open cuts or lesions present on the operator must be covered with a waterproof dressing. Once used, gloves should be disposed of into an incineration bag. (see point d);

d)

Use only disposable plastic syringes, pipette tips and tubes and dispose of immediately after use into a plastic bag (yellow) marked ‘for incineration’;

All sharps* must be placed into a ‘sharps bin’ and disposed of by incineration when 2/3 full. Needles can be removed from syringes using the notch on the sharps box, or by using forceps. Needle and syringe can be disposed of intact into the box.

- * sharps include needles, cannula, giving sets, scalpels, razor blades, stitch cutters, broken ampoules and glass; In line with the university policy, all sharps used should be safety sharps – users should be aware of the correct way to use these sharps as there are different mechanisms depending on manufacturer/type of sharps used. If used incorrectly they can increase the risk of an accident

e) Do not re-sheath needle and follow safe sharps procedure

f) Clean any saliva, blood (and serum/plasma) or tissue spillages immediately with an approved disinfectant (e.g. 1% sodium hypochlorite solution) and dispose of wipes into incineration bag;

g) Non-disposable equipment (e.g. glassware/powdering implements) must be completely immersed in an approved solution;

h) Any injury involving a potentially contaminated sharp must be washed immediately, encouraged to bleed (do not suck) and reported both to the experimental supervisor and health centre if at York University as soon as possible. An accident form must be completed;

i) If a subject oozes blood following a finger prick or venepuncture, apply a waterproof dressing and have the subject exert digit pressure through it on the site;

j) Ensure all samples are correctly labelled and stored at the appropriate temperature;

k) Contamination of the eyes or mouth should be treated by immediate irrigation with copious amounts of water and saline. Disposable face masks should be worn when powdering muscle samples;

l) Wash hands after any procedure involving human samples, and immediately if the skin becomes contaminated with splashes of fluid;

Practical work with human subjects

Understanding of medicine and science either by teaching or research requires human experimentation and examination. By studying the normal subject can we appreciate the co-ordination of the different functions that characterise the health of an individual?

Many of the undergraduate classes depend on some students volunteering to be subjects for the measurements. There is no obligation to be a subject, it is a free choice made after learning what is involved in the procedure. If a student agrees to be a subject they sign a consent form. The sessions are risk assessed to conform to health and safety regulations.

3.2. EQUIPMENT - GENERAL

All equipment/machinery will be inspected by a competent person prior to being taken into service and will thereafter be inspected at a frequency relative to the risks involved. Each appliance will have a date label affixed to it indicating when it was tested. Appliances suspected of having an expired PAT test should not be used until re-tested. On the report of any equipment/machinery being suspected as faulty or hazardous, the equipment/machinery will be taken out of service until its safety has been assured. If you notice any faulty or broken equipment, please do not use the equipment and inform a HYMS LSO or the school office.

3.3. ELECTRICAL EQUIPMENT AND MACHINERY

Electricity can kill. Each year about 1000 accidents at work involving electric shock or burns are reported to the Health and Safety Executive (HSE). Around 30 of these are fatal. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk: poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

The main hazards are:

- Contact with live parts causing shock and burns (normal mains voltage, 230 volts ac, can kill);
- Faults which could cause fires;
- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. in a spray paint booth.

Risk assessment

To reduce risk you should carry out a risk assessment in order to identify what needs to be done. (This is a legal requirement for all risks at work.)

When carrying out a risk assessment:

- Identify the hazards;
- Decide who might be harmed, and how;
- Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be taken;
- Review your assessment from time to time and revise it if necessary;
- The risk of injury from electricity is strongly linked to where and how it is used;
- The risks are greatest in harsh conditions, for example;
- In wet surroundings - unsuitable equipment can easily become live and can make its surroundings live;
- Out of doors - equipment may not only become wet but may be at greater risk of damage;
- Is work to be done in a confined space?
- Some items of equipment can also involve greater risk than others. Extension leads are particularly liable to damage - to their plugs and sockets, to their electrical connections, and to the cable itself. Other flexible leads, particularly those connected to equipment which is moved a great deal, can suffer from similar problems;
- More information on carrying out risk assessments is available in other HSE publications available at the following url: **http://www.hse.gov.uk/**

Reducing the risk

Once you have completed the risk assessment, you can use your findings to reduce unacceptable risks from the electrical equipment in your place of work.

For further information on electrical safety go to the health and safety executive website: **http://www.hse.gov.uk/pubns/indg231.pdf**

The requirements of the electricity at work regulations 1989 necessitate administrative procedures for dealing with the safe use of electrical equipment. Only those persons designated by both universities as "competent persons" are allowed to carry out any electrical repair or maintenance work in HYMS. This includes tasks such as wiring plugs and replacing fuses.

Each appliance will have a date stamp when it was tested. Electrical equipment which does not have a valid inspection label (or none at all) should not be used; please report any

deficiency to the HYMS safety officer. All electrical equipment is inspected visually and tested for electrical integrity at suitable intervals. This testing is undertaken at both universities by the estates departments.

3.4. EXPOSURE TO HEALTH HAZARDS DURING PREGNANCY AND BREAST FEEDING

There are potential health hazards when pregnant females and those breast feeding are exposed to certain biological agents and substances which have teratogenic or carcinogenic properties. To avoid such hazards staff and students whose work involves contact with chemicals are strongly encouraged to inform HYMS LSO or the university occupational health service as soon as they know they are pregnant so that steps can be taken to remove them from risk during the period of pregnancy or breast feeding. It is essential that there is no delay as the risks are greater during the early months of pregnancy. All information will be treated as confidential and for more detailed medical advice you are encouraged to contact the relevant occupational health service at Hull or York.

The contact information is as follows:

Occupational health service (York), telephone: 01904 434608 or ext. 2020/2026

Occupational health unit (Hull) 01482 466010/466011

3.5. WASTE DISPOSAL POLICY

A variety of waste streams exist within both universities. All waste should be disposed on in a safe and environmentally friendly manner and be in accord with the relevant university policies applicable at the site you are working.

Non-hazardous waste

This waste includes such things as paper, cardboard and plastic.

Hazardous waste

This includes chemicals such as acids and alkaline solutions, solvents and paints, pesticides, fluorescent tubes, televisions and computer equipment, waste oils and fuels. Other hazardous wastes such as radioactive substances and asbestos are subject to their own specific legislation. Additional hazardous waste includes clinical waste and incorporates such things as human and animal tissues, blood or other bodily fluids, drugs or other pharmaceutical products, clinical swabs or dressings and syringes, needles or other sharp instruments.

The following sets out the contacts for the responsible for the safe disposal of waste at both Hull and York universities. For further details applicable to each site see the relevant URLs:

York:

https://www.york.ac.uk/admin/estates/operations/waste_management/hazardous_waste/index.html

Hull:

https://share.hull.ac.uk/Services/healthsafety/Global Documents/Disposal of Hazardous Waste (Draft).pdf

Electrical equipment

Regulations put responsibilities on the producers of such equipment to set up or be part of a 'producer collection scheme' for its collection, treatment, recycling and environmentally sound disposal after use. As a consumer of electrical and electronic equipment, the university has a duty, under the waste electrical and electronic equipment regulations (WEEE) regulations to arrange for the proper disposal of waste electrical equipment through a 'producer collection scheme' or by its own appropriate arrangements.

Disposal is controlled by WEEE and includes items such as fridges, ovens, incubators, televisions, computer parts and smaller items such as fax machines and telephones.

To dispose of electrical goods,

Hull: contact Stewart Hugill (**stewart.hugill@hull.ac.uk**) Tel: 465975.

York: **https://www.york.ac.uk/fmhelpdesk/move-it/disposal/index.cfm**

Batteries

Hull: Stewart Hugill (**stewart.hugill@hull.ac.uk**)

York: **https://www.york.ac.uk/chemistry/chem-intranet/health-safety/advice/#tab-5**

Fluorescent and mercury vapour lamps

Contact ext. 465975 for disposal.

Toner cartridges

For the disposal of toner cartridges contact central office supplies on ext. 5874

There are a number of recycling points around the Hull campus for the recycling of paper, glass and plastics. In the HYMS office at Hull, there is a limited facility for the recycling of paper. For confidential waste, the usual policy is to shred the paper before disposal. For special waste, such as examination papers, confidential disposal sacks are available - please contact the school general office if you require this service.

York: **https://www.york.ac.uk/fmhelpdesk/move-it/disposal/index.cfm**

Disposal of electrical and electronic waste

please contact either Jill on ext. 2089/jht500@york.ac.uk; or Suzanne Deighton on ext. 3204/spd5@york.ac.uk or HYMS building manager; Mary Mckechnie on ext. 4192/ **mm518@york.ac.uk** will make arrangements for disposal.

Disposal of paper waste

For the disposal of paper, plastic packaging and cardboard please ring recycling on 07876 476673. Paper recycling bin can be found in HYMS general office and copy room. Plastic and glass recycling bins can be found in the staff common room. For confidential waste, a separate waste bin can be found in the copy room.

For further details of the York disposal system, see the following URL:

https://www.york.ac.uk/about/sustainability/recycling/wasterecycling/

Clinical waste

All swabs, dressings or wipes should be disposed of in the yellow clinical waste bags made available in the HYMS anatomy facilities and MFL.

All syringes, needles or other sharp instruments should be disposed of in the sharps bins provided in the anatomy facilities, MFL and clinical skills rooms. The safe disposal of clinical waste at both sites is managed by the HYMS technical staff, prior to its disposal by the clinical waste disposal company.

3.6. UNIVERSITY SAFETY POLICIES, PROCEDURES, CODES OF PRACTICE, GUIDELINES AND INFORMATION (E.G. TRAVEL POLICIES, PLACEMENTS AND FIELDWORK)

Hull:
https://share.hull.ac.uk/Services/healthsafety/SitePages/Policy%2C%20Guidance%20and%20Template%20Library.aspx

Genetic Modification

https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/Local%20Rules%20for%20GM%20Projects.pdf&action=default

Radio Isotopes

https://share.hull.ac.uk/Services/healthsafety/_layouts/15/WopiFrame.aspx?sourcedoc=/Services/healthsafety/Global%20Documents/Ionising%20Radiation%20Policy.pdf&action=default

Croyogenics – liquid Nitrogen

https://share.hull.ac.uk/Services/healthsafety/Global Documents/YNTK 02-06c.pdf

York: http://www.york.ac.uk/admin/hsas/

SECTION 4 – APPENDICES

APPENDIX A: HEALTH AND SAFETY CONTACTS (LSOS, FIRST AIDERS, FIRE WARDENS AND EVACUATION CHAIR PERSONNEL)

	Location	Person	Contact details
Local Safety Officers (LSOs)	Hertford	Simon Witty	01482 463756
	York	Louise Ablett	01904 321769
	Castle Hill Hospital	Mr Wayne Sheedy	01482 624069
	Allam and Wolfson, and Hardy	Ben Fry	
Hull first aiders	Loxley	Simon Witty	01482 463756
		Martin Walters	01482 464153
		Rachel Cunningham	01482 464144
	Allam Medical Building	Tracy Ord	01482 463121
		Dawn Wood	01482 463309
	Allam	Sam Xu	01482 466380

		Andrew Gordon	01482 466823
	Wolfson	Laura Sadofsky	01482 465008 /466682 (lab)
	Daisy	Chris Crow Laura Sadofsky Alison Bentley	01482 461867 01482 461867 01482 461869
York first aiders	Ground floor MFL	Louise Ablett	01904 321769
	2nd floor	Alexandra Murphy	01904 321762
			07787 702944
	1st floor	Andy Kardasz	01904 321745
Defibrillator trained - Hull	Loxley:	Martin Walters	01482 464153
		Simon Witty	01482 463756
		Andy Kardasz	01482 464183
Defibrillator trained - York	First floor	Andy Kardasz	01904 321745

		Louise Ablett	01904 321769
Fire wardens – Hull - Loxley	Loxley	Simon Witty Loxley	01482 464153
		Rachel Cunningham* Loxley	01482 464144
		Andy Kardasz Loxley	01482 464183
		Martin Walters* Loxley	01482 464153
Fire wardens – Hull – Allam Medical Building ***Evacuation chair training**	Allam Medical Building	1st and 2nd Floors Alison Evans Ben Fry Adam Barkworth Sarah Brown 3rd Floor Karen Welburn Elvis Amoakwa Julie Walabyeki Ann Hutchinson	 01482 463036 01482 464103 01482 464058 01482 464701 01482 463015 01482 463123 01482 464123 01482 463004

		Ground floor (TBC)	
Fire wardens - York	Ground floor & MFL	Louise Ablett	01904 321769
	1st floor	Joanne Masson	01904 321773
	2nd floor	Adrian Hollingsworth	01904 321747

Location	Name	Telephone	Email
Fire wardens - The Wolfson Building - Hull	Matthew Sanderson (2nd & 3rd Floors) Laura Sadofsky (1st and 5th Floor) Ahmed Aburima and Laura Goodlass (2nd & 3rd Floors) Danielle Webster (2nd and 3rd floor) Simon Calaminus (1st and 5th floor) Francisco Rivero (Ground Floor)	01482 462089 01482 465008 (office) /466682 (lab) 01482 462089 01482 466798	mathew.sanderson@HYMS.ac.uk laura.sadofsky@hyms.ac.uk ahmed.aburima@hyms.ac.uk laura.goodlass@hyms.ac.uk

		01482 466433 (office)/ 465210 (lab)	simon.calaminus@hyms.ac.uk francisco.rivero@hyms.ac.uk
Fire wardens - HYMS Hardy Ground	VACANT		
Fire wardens – Allam	Roger Sturmey Andrew Gordon	01482 466422 01482 466823	roger.sturmey@hyms.ac.uk andrew.gorden@hyms.ac.uk

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