



13. Principal Investigators (PIs), supervisors or managers

The Principal Investigator (PI) is normally a member of academic staff who is the recipient of funds provided by the University, a research funding body or other benefactor. PIs are responsible for the planning, organisation and successful outcome of their particular research project, and as such, they bear the day to day responsibility for the health and safety management relating to the project.

Supervisors or managers fulfil a similar role to PIs, and may not be academic or research staff but will have supervisory or management responsibility over other staff or students.

The PI, supervisor or manager must know and understand the requirements of the University Health and Safety Policy as well as the School Health and Safety Policy and procedures.

Risk assessment

It is imperative that, at the planning stage of a project or sequence of tasks, a suitable and sufficient risk assessment is completed to ensure all health and safety issues involved in the project or tasks are identified and appropriate controls introduced. This initial risk assessment must include a training needs analysis for all staff and students involved, as well as an assessment of safety equipment required e.g. appropriate fume cupboards or biological safety cabinets, suitable personal protective equipment, requirement for health surveillance etc. It is more than likely that other risk assessments will be required from time to time. Although these may be carried out by other members of the project team, it is the responsibility of the PI, supervisor or manager to ensure that these are of a satisfactory standard.

Supervision, instruction and training

The PI, supervisor or manager must also ensure the competence of all people involved in the project, in particular junior or inexperienced research staff and students, not only to carry out risk assessments but to be proficient in the technical aspects of their particular areas of the project. This will also involve providing, or ensuring the provision of, suitable supervision, instruction and training.

Mandatory training – laboratory animal allergens

On 20th August 2014, the Central Management Group (CMG) gave its full backing to the creation and delivery of 3 mandatory training courses for all Research Group Leaders, Principal Investigators and other relevant managers and supervisors who themselves are potentially exposed to animal allergens, and/or whose group members, or other relevant colleagues, would expect to have a similar potential for exposure, and all their staff/researchers in their

groups. These courses were formally launched by the Director of Health and Safety in November 2016 via a letter to all applicable Heads of School. Details of these courses are available on the Health and Safety Department website, see link below.

Further guidance is available online at <http://www.ed.ac.uk/health-safety/safety-responsibilities/pi-supervisors>

Extract from Health and Safety Policy – Framework: Organisation
([http://www.docs.csg.ed.ac.uk/Safety/Policy/Framework - Organisation.pdf](http://www.docs.csg.ed.ac.uk/Safety/Policy/Framework_-_Organisation.pdf)) dated 12/07/2017