



Duties and responsibilities of Research Group Leaders/ Principal Investigators/ Supervisors/ Managers

Abstracts from Part 6 of the University Health and Safety Policy

The following is a list of selected abstracts from [Part 6 - Biological Laboratories](#) of the University Health and Safety Policy. It is provided as a summary list of the duties and responsibilities of Research Group Leaders / Principal Investigators / Supervisors / Managers specifically included within Part 6. The list should be read in conjunction with the full text of Part 6. Where the duties or responsibilities are duplicated in different sections of the full text, only the first occurrence is included in the following list. Some minor editing has been done in some places to either give context to the paragraph or omit sections of text.

Section 3. Administrative procedures for achieving the safe use of biological materials

Section 3.4 Risk Assessment

The Research Group Leader/Principal Investigator of a given research group, or the supervisor/manager of a unit or work area, is required to take ownership of the risk assessments for all work activities carried out by themselves and those persons under their supervision. All risk assessments should be reviewed at least annually, or following significant change in the work.

Section 4. Requirements for the different types of biological work

Section 4.5 Genetic modification work

The Research Group Leader/Principal Investigator of a given research group, or the supervisor/manager of a unit or work area, is required to ensure genetic modification work is undertaken only if a valid risk assessment approved by the local GM safety Committee is in place to cover the work.

Section 5. Safe systems of work

Section 5.5 Working practices and local codes of practice/laboratory rules

The Research Group Leader/Principal Investigator of a given research group, or the supervisor/manager of a unit or work area, is responsible for ensuring local rules are in place and are complied with.

Section 9. Training and Supervision

Section 9.1 General

The Research Group Leader/Principal Investigator of a given research group, or the supervisor/manager of a unit or work area, is required to give careful attention to the health and safety of those under their supervision. They should ensure all workers they are responsible for supervising receive the appropriate safety information and training and that this is suitably documented

Section 9.2 Training Records

The Research Group Leader/Principal Investigator or the supervisor/manager is responsible for maintaining the training record for each person for whom they have responsibility.

Section 9.4 Young Persons and Inexperienced Workers

Supervisors should clearly identify training needs as part of induction procedures and work should be carried out under close supervision until it has been confirmed that individuals are competent to carry out their work safely.

Undergraduates, young persons and inexperienced workers should only be allowed to carry out practical laboratory work in the evening or at weekends if explicit permission is given on each occasion by their supervisor and adequate supervision is employed.

Section 10. Accidents and Incidents

Section 10.3 Accident Reporting

In the event of an accident or incident occurring, the individual(s) involved must inform the manager/person who has responsibility for the particular area and if this is not their immediate supervisor they must also inform them. The individual and manager/supervisor all have a responsibility to ensure an accident and incident, or occupational ill health, report is completed. All accidents and instances of occupational ill health (illness reliably attributed to a work activity) must be reported to the Director of Health and Safety as soon as possible after the incident has occurred, and in any case within seven days, so that the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations may be met.

In addition to the above reporting requirement, the University Health and Safety Department and the Occupational Health Unit must be informed immediately in the event of any accident or incident where exposure to a pathogen or infectious material may have occurred.

Section 13. Monitoring, Inspection, Audit and Review

Section 13.2 Monitoring

All persons with supervisory or managerial roles, and those appointed to safety related roles such as GMBSOs, should routinely monitor working practices and have a responsibility to identify any instances where the required safety standards are not met and ensure that appropriate corrective action is taken to improve the situation. If they are aware of any safety-related problem in an area for which they themselves are not responsible then they must bring this to the attention of the person whose responsibility it is or to a more senior member of staff.