

**RULES AND REGULATIONS RELATING TO
BIOLOGICAL HAZARDS**

1. **Containment facilities.** The School of Medicine has containment facilities up to Category 2. No procedures involving organisms requiring a higher level of containment can be carried out. If you are in any doubt consult the Lab Manager and/or School Safety Officer.
2. **Risk Assessment.** Any procedure involving biological hazards must have a risk assessment that includes the entire experimental procedure. This including procedures for disposal of chemical and biological/clinical wastes, before work starts. See information on [COSHH and use of the CHARM system](#).
3. **School Records.** The Biological Safety Advisor will arrange for the maintenance of a list of the organisms currently held within each Building of the School, regardless of the pathogenicity. This will be updated on an annual basis and a copy filed with the School Health and Safety Co-ordinator. It is the duty of all project supervisors to ensure that they make appropriate returns to the Biological Safety Advisor in their Building.
4. **Acquisition of Organisms.** Organisms should only be brought into the School with the approval of project supervisors. If the organism is a member of a species new to the School then it should be introduced only after consultation with the School Biological Safety Advisor or the School Safety Officer. Risk assessments of any procedures using this organism should be created prior to work starting.
5. **Genetic Modification.** Any procedures requiring genetic manipulation techniques require a risk assessment to be carried out before starting work. These assessments must demonstrate that the proposed procedure can be carried out in the facilities available. The university's Chemical and Biological Hazards Sub-Committee must ratify these procedures and they will also notify the Health and Safety Executive.
6. **Laboratories.** All laboratories handling micro-organisms must have the containment level displayed along with a Code of Practice relevant to the laboratory.
7. **Aerosols.** Procedures involving the generation of significant aerosols (e.g. sonic disintegration) should be carried out in a Class 1 cabinet. Care should be taken when using other procedures where aerosols and splashes may occur.
8. **Splashes and Spills.** If splashes or spills occur they should be wiped up immediately with an appropriate disinfectant. If there is a large spill the Lab Manager should be informed.
9. **Disposal.** All live micro-organisms and contaminated material must be sterilised or disinfected before disposal. Appropriate sharps containers, autoclavable bags and containers must be available before work commences. Consult the School Biological Safety Advisor for advice on proper disposal. Fumigating of rooms can be arranged if needed.

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05/11/2021	Reviewed and minor updates made	