



# Biosafety and Biosecurity Policy

<b>Originator name:</b>	Director of Health and Safety
<b>Section / Dept:</b>	Health and Safety Committee
<b>Implementation date:</b>	20 <sup>th</sup> November 2014
<b>Date of next review:</b>	November 2016
<b>Related policies:</b>	
<b>Policy history:</b>	New Policy

## Version History

Version	Author	Revisions Made	Date
1	Clive Parkinson	First Draft	20 November 2104

## Approval History

### Equality Analysis

Version	Reviewed by	Comments	Date
1	Equality & Diversity Staff Member's Jo McCarthy-Holland	Equality Compliant	11 November 2014

## Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Health and Safety Committee	20 November 2014

<b>1</b>	<b>Introduction</b>
<b>1.1</b>	<b>Purpose</b>
1.1.1	<p>To ensure that all biological agents:</p> <ul style="list-style-type: none"> <li>• listed in the Advisory Committee for Dangerous Pathogens approved list of biological agents</li> <li>• listed in the Specified Animal Pathogen Order</li> <li>• listed by the Advisory Committee on Genetically Modified organisms,</li> <li>• Pathogens and toxins listed in Schedule 5 under Part 7 of the Antiterrorism, Crime and Security Act</li> <li>• Human or animal cell cultures and, bloods and tissue samples</li> <li>• Whole animals or specimens from these are appropriately controlled so as to minimise the risk of infection to humans, animals or release into the environment and to avoid a security breach.</li> </ul>
<b>1.2</b>	<b>Scope</b>
1.2.1	This policy applies to staff, students, contractors and visitors handling listed biological agents.
<b>1.3</b>	<b>Equality Analysis</b>
1.3.1	<p>Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, gender reassignment, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.</p>
<b>1.4</b>	<b>Definitions</b>
1.4.1	Listed Biological agents are those set out by the competent authorities listed below and described in detail in the Biosafety Manual
1.4.2	<b>ACDP</b> – Advisory Committee of Dangerous Pathogens
1.4.3	<b>SAPO</b> – Specified Animal Pathogen Order
1.4.4	<b>GMO</b> – Genetically Modified Organism
1.4.5	<b>COSHH</b> – Control of substances hazardous to health
1.4.6	<b>ATSCA</b> –Anti-terrorism Security Crime Act (Schedule 5)
1.4.7	<p><b>Training and Briefing</b></p> <p>Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation.</p> <p>Briefing is informing such persons of relevant knowledge in relation to Health and Safety.</p> <p>Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.</p>
1.4.8	<p><b>Accessibility</b></p> <p>The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.</p>

<b>1.5</b>	<b>Legislative context</b>
1.5.1	This Policy complies with the requirements of the Health and Safety at Work Act 1974 and the associated; Control of substances hazardous to health Regulations 2002, Genetically modified organisms (contained use) regulations 2000, Schedule 5 detailed in Part 7 of the Anti-terrorism, crime and security Act 2001 and the Specified Animal Pathogen Order 2008.
<b>1.6</b>	<b>Health &amp; Safety Implications</b>
1.6.1	This Policy forms part of the University Health and Safety Policy
<b>2</b>	<b>Policy</b>
<b>2.1</b>	<b>Principles</b>
2.1.1	<p><b>Policy Statement</b></p> <p>The University will ensure that all biological agents used by the University of Surrey are controlled, so as to minimise the risk of infection to humans and animals, and are secured to prevent unauthorised access and misappropriation.</p>
2.1.2	<p><b>Commitment</b></p> <p>The University will ensure that:</p> <ul style="list-style-type: none"> <li>• all biological agents are handled under appropriate laboratory conditions to minimise; the risk of infection; release to the environment and unauthorised access.</li> <li>• all biological agents are stored under appropriate conditions to meet the relevant legislative requirements and prevent release to the environment, and unauthorised access.</li> <li>• all facilities (buildings and equipment) used to handle biological agents are designed to meet legal requirements set by the competent authorities.</li> <li>• all work with biological agents at the University has been documented via risk assessment and that the control measures are implemented</li> <li>• correct licences are in place and up to date for the storage and handling of biological agents.</li> <li>• all staff handling animals infected with pathogens have had appropriate training and are aware of the legal implications of the transportation of live/dead animals or samples infected with a SAPO, Schedule 5 or ACDP pathogen.</li> <li>• all biological agents are transported in a contained and secure manner so as to prevent release or unauthorised access.</li> <li>• a list of the pathogens is kept (including quantity and form of material).</li> <li>• appropriate validation data for the inactivation of all biological agents stored and or used at the University is available as long as required.</li> <li>• Ensure that all biological agents are inactivated using validated means so as to prevent release into the environment or collected by a licenced transporter/</li> </ul>

	<p>waste management company and disposed of at a licenced facility.</p> <ul style="list-style-type: none"> <li>• suitable bio-security procedures are put in place to prevent the release of biological agents (disinfection, barriers, foot dips, controlled contact with animals, vehicle and pedestrian movements.).</li> <li>• all users of biological material are approved for access to relevant listed biological materials.</li> <li>• all users are adequately trained so as to prevent the release or unauthorised access of listed biological material.</li> <li>• All users handling biological agents undergo health surveillance as detailed in their risk assessments.</li> <li>• all activities with biological agents are notified, as appropriate to the competent authorities.</li> <li>• all new biological agents being used are notified to the University Biosafety Advisor and the University Biosafety Committee.</li> <li>• no Hazard Group 4 (ACDP and or SAPO) pathogens or Class 4 GMOs are used within the University.</li> </ul>
<b>2.2</b>	<b>Procedures</b>
2.2.1	<b>Arrangements</b>
	<p>The following arrangements are to be complied with:</p> <p>All persons using biological agents must comply with the University Biosafety Manual. The Manual will provide details on the following:</p> <ul style="list-style-type: none"> <li>• the training programme and competency matrix required to work with biological agents</li> <li>• the requirement and processes for all equipment used for working with biological agents to be maintained in an effective condition.</li> <li>• the standard that all laboratories, auxiliary rooms and biological safety cabinets must attain and maintain be so as to prevent release of biological agents.</li> <li>• the appropriate disinfection procedures required for ensuring that biological agent is are not viable after treatment.</li> <li>• the processes for ensuring that only approved and appropriately licenced waste disposal contractors are used.</li> <li>• how to report all incidents involving biological agents must be reported using the University reporting procedure.</li> <li>• the need for suitable records to be maintained of the above so as to be able to demonstrate to any competent authority that the policy is being complied with.</li> </ul>

<b>3</b>	<b>Governance Requirements</b>
<b>3.1</b>	<b>Responsibility</b>
3.1.1	<p><b>Director of Health and Safety</b> is responsible for the University Biological Safety Service (UBS) and the regularly review of this policy. University Biological Safety Personnel will be jointly appointed by the Director of H&amp;S and the Faculty Dean as required to fulfil the obligation of the University. The UBS will</p> <ul style="list-style-type: none"> <li>• actively monitor the use of biological substances in accordance with this policy via the University Biological Safety Committee</li> <li>• undertake regular audits to ensure that the University complies with this policy and conditions of any licence issued by a competent authority.</li> <li>• liaise with the regulatory authorities on behalf of the University,</li> <li>• provide the necessary advice and guidance to users of biological materials,</li> <li>• Arrange for the disposal of biological waste within the terms of the University's Permits.</li> </ul> <p><b>Deans and Directors</b> (that use biological substances) are responsible for:</p> <ul style="list-style-type: none"> <li>• the implementation of this policy in their Faculty/Unit,</li> <li>• the provision of adequate resources to achieve compliance with this policy,</li> <li>• the provision of appropriate facilities and equipment for safe working with biological substances,</li> <li>• ensuring compliance with the conditions of any relevant licences issued by a competent authority</li> </ul> <p>Where facilities are shared, responsibility for biological safety will be with the manager of the facility. Staff or students working on premises managed by other employers will be subject to the local rules and radiation safety measures in force for that facility.</p> <p><b>Heads of Department</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• the safe use of biological substances within their department,</li> <li>• ensuring compliance with the conditions of any relevant licence issued by a competent authority.</li> </ul> <p><b>Principal Investigators</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• ensuring that personnel who are involved in the use of biological substances receive adequate supervision and information, instruction and training,</li> <li>• ensuring that all biological substances are adequately controlled and accounted for,</li> </ul>

	<ul style="list-style-type: none"> <li>• undertaking prior risk assessments for all projects involving the use of biological substances,</li> <li>• the completion and maintenance of appropriate records for the use and disposal of biological substances</li> </ul> <p><b>Those working with biological substances are responsible for:</b></p> <ul style="list-style-type: none"> <li>• undertaking any training deemed necessary,</li> <li>• working in accordance with the biological Manual.</li> <li>• exercising reasonable care when working with biological substances,</li> <li>• using any protective equipment provided,</li> <li>• reporting any defect in such equipment.</li> <li>• not undertaking actions which may endanger themselves or other persons.</li> </ul>
<b>3.2</b>	<b>Implementation / Communication Plan</b>
3.2.1	The policy is communicated to all users working with biological agents.
<b>3.3</b>	<b>Exceptions to this Policy</b>
3.3.1	Not Applicable
<b>3.4</b>	<b>Supporting documentation</b>
3.4.1	See University Health and Safety Website.

# Equality Analysis Template

## for all University Policies

<b>Organisational Sign Off by Equality and Diversity Team:</b>	<b>NAME OF POLICY:</b> <u>BIOSAFETY AND BIOSECURITY POLICY</u>
	<input checked="" type="checkbox"/> <b>Low Equality Impact (Minor input to Policy to reflect equality considerations)*</b>
	<input type="checkbox"/> <b>Medium to High Equality Impact (Equality Analysis template completed)</b>
	<input checked="" type="checkbox"/> <b>Sign off received</b>
	<b>Signed off by:</b> <u>Jo McCarthy-Holland</u>
<b>Position:</b> <u>Equality Adviser</u>	
<b>Date:</b> <u>11/11/14</u>	

Note: This Template must be used in conjunction with the associated Equality Analysis Guidance Notes, which can be accessed from the [Equality and Diversity Website](#)