


Imperial College  
London

# Health & Safety Matters



**SafeZone**

**FREE APP**  
FOR YOUR PERSONAL  
SAFETY & SECURITY

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BIANNUAL NEWSLETTER OF SAFETY  
AND OCCUPATIONAL HEALTH

WINTER 2020 / ISSUE 4



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**Welcome to the  
winter edition**

# Welcome to the winter edition of the health and safety newsletter

## Occupational Health Department Webpages

The Occupational Health Department webpages contain useful information that is easily accessible and is provided to support a safe and healthy workplace.

These pages help us to show our commitment to supporting a safe and healthy workplace, working together to promote a culture where physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.

[www.imperial.ac.uk/human-resources/about-us/occupational-health/](http://www.imperial.ac.uk/human-resources/about-us/occupational-health/)

### Occupational Health

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It is incredible how quickly time passes when you're busy! 2020 promises to be another year of developments to help protect the health of our Colleagues and students in the workplace.

Occupational Health has had a key role in supporting the College community on issues relating to mental health at work. The introduction of Mental Health First Aid training has raised awareness of mental health issues, reducing stigma around mental health and equipping over 500 participants to provide first line peer-to-peer support for individuals who may be experiencing mental health issues.

Late last year the Workplace Mental Health Commitment was developed to facilitate the implementation of the recommendations from the "Thriving at Work Report". This was a government-sponsored paper published in 2017 which set out the priorities for how mental health is supported and managed in workplaces. Occupational Health in partnership with Equality, Diversity and Inclusion Centre (EDIC) are embarking on a review of our existing arrangements to address some gaps in our provision. We look forward to updating you on the revised mental health plan.

Complimentary to the development of the Workplace Mental Health Commitment was the inclusion of mental health in the Health and Safety Executive's First Aid at Work guidance. We are also planning to update the First Aid at Work policy to incorporate arrangements about Mental Health First Aid thus increasing visibility of the "parity

of esteem" we have placed on mental and physical health. Users of Imperial's Central Biomedical Science (CBS) facilities and Departmental Designated Rooms will be aware of the revised code of practice which is in its implementation phase. This is a project which has had a long gestation, it is a real team approach with Safety, CBS and Occupational Health working together to improve the health protection of staff and students who are exposed to laboratory animal allergens in the course of their work.

No doubt I expect there will be other demands and projects which arise in the year to come. Hot off the press is the emerging Coronavirus from China we will be working with our colleagues in Risk and Business Continuity to ensure that the community has the information it needs to mitigate the risk and operate effectively.

**Claire O'Brien,**  
Director of Occupational Health





## Say hello...

The Occupational Health Department welcomed Mary Wright who joined the team in September 2019 as a Travel Nurse. She supports the team in preparing the Imperial community for their work overseas. Mary is with us during term time and is quickly adapting to the variety of work that comes our way!

## Wave goodbye...

Louise Lindsay will be leaving the College after an incredible 30 years' service. As Director of HR over the last 10 years she has chaired the Health and Safety Consultative Committee. Under her leadership

this forum has been transformed where stakeholders actively engage to help understand and resolve some of the difficult Health and Safety challenges we face. Louise is an active Mental Health First Aider and a Mental Health Champion on the Provost Board.

Louise will be taking up the position of Chair of the SAUL Pension Scheme and a part-time lay judicial role hearing employment tribunal cases at ACAS. She will be missed - we wish her all the best for the next phase in her career.

Farewell to Leigh Turvey who is leaving the Occupational Health Team after 11 years.

Leigh has been our Clinical Services Manager in recent years and has worked closely with the School of Medicine in supporting medical students. We will miss her and wish her well on her new adventures.



## Pay It Forward safety

**Latitude have worked closely with the Safety Department to create a video which engenders the belief that kindness is perhaps the defining quality or essence of being human. Doing the right thing, we can all look out for one another with a simple act of safety kindness. We are seemingly wired to pay forward the kind acts that we benefit from and this leads to a cascade of co-operation.**

Rob Coyle, also from Latitude explains more about how a small dose of safety kindness can change our working lives for ever in his blog [www.lattitudesafety.co.uk/how-a-small-dose-of-safety-kindness-can-change-our-working-lives-for-ever/](http://www.lattitudesafety.co.uk/how-a-small-dose-of-safety-kindness-can-change-our-working-lives-for-ever/). Put simply kindness at work happens by actively choosing to take regular actions that show other people that they matter and are valued. And what better place to start in any organisation than with the way we do health and safety. Traditionally safety at work has been viewed as the domain of killjoys and their mildly irritating rules and regulations. But truly world class safety cultures have at their heart an inherent understanding that safety is ultimately about good people looking out for each other by taking kind actions that demonstrate they care. Going way beyond basic legal compliance.



We all have unique experience or knowledge in our job that we can share with our colleagues to keep them safe. So what if from now on we all actively look for opportunities to help each other out with regular acts of safety kindness? And when someone helps you out with an act of safety kindness make sure you look for an opportunity to pay it forward or pass it on as soon as you possibly can. Active kindness cascading across our workplace social networks influences not only our colleagues but the collaborators and companies we work with.

A simple act of kindness today could save a life tomorrow, next week, or next year. It could help a colleague talk about something that's causing them heartache. Either way it could well be the start of something remarkable that will change our world of work forever.

The full Imperial video can be accessed at [www.imperial.ac.uk/imedia/content/view/6168/pay-it-forward-safety/](http://www.imperial.ac.uk/imedia/content/view/6168/pay-it-forward-safety/)

## College Safety Forum

The December meeting of the College Safety forum was a lively affair with several interesting presentations and activities. Our colleagues from security introduced safezone to the audience – read more about this initiative on page 6 of this newsletter.

Another presentation was delivered by Martin Woodall of Latitude Safety Consultants and related to the College initiative of Pay it Forward – more of that opposite. All in all the forum was an excellent opportunity for people to meet and exchange experience and to broaden their safety network. The next forum will be held on 8 June 2020.



# Welcome to Imperial – Month One Safety Training

We recently took the opportunity to relaunch our Month One Safety Training

At Imperial we want to make sure that our new staff and students are welcomed into our organisation on all levels. While taking on a new role can be a busy time – whether it's sorting out accommodation, contracts or simply where you are going to be sitting, we try to provide as much help and guidance for all aspects of life at the College.

The College has in place Month One Safety Training (MOST) which is an introductory package covering the main topics essential for keeping you safe and well. It has been running for over 10 years and last year a working group from across the College, led by Steve Greenwood, carried out a thorough review of the existing MOST package resulting in a fresh and interactive programme available to all staff, students, visitors, contractors, tenants and spin off companies working on College campuses. The revised training covers four main health and safety areas:

**Safe Workplace | Healthy Workplace**  
**Safe Activity | Safe Person**



## HEALTH Snippets

### Phenol First Aid Guidance



Guidance on the first aid measures to take following any accidental exposure to phenol has been updated by the Occupational Health Department.

Phenol is toxic and corrosive and can be absorbed across intact skin resulting in serious injury. Possible complications of phenol absorption include cardiogenic shock and renal failure. It is important to carry out immediate first aid following direct contact with phenol. First aid boxes maintained where phenol is used should include:

- Gloves, plastic apron, safety glasses
- Low pressure tap water
- Polyethylene Glycol (PEG) / PEG300 / Macrogol 300
- Large cotton first aid dressing

First aid responders should ensure they wear gloves - do not touch affected area with bare hands.

Full guidance can be downloaded here [www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/chemical-safety/](http://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/chemical-safety/)

## The training will enable you to:

Build upon the Day One Safety Training

Know where you can find details of your role and responsibilities and who can offer aid and guidance

Gain an overview of the College activities, hazards and associated management systems

Understand the reasons for risk assessment, who must conduct them, and the competency required

Understand how risk increasing factors can affect you in your daily work

Understand the difference between accidents and near misses, and how to report them

Know where to go for further help or training

MOST is a useful and interactive way to learn about the College's hazards and how we manage them. If you are a contractor or tenant or spin out company, you must have your own safety management systems.

Further information is available at:  
[www.imperial.ac.uk/staff-development/safety-training/safety-courses-/month-one-safety-training-most-/](http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/month-one-safety-training-most-/)

# Mental Health First Aid Update

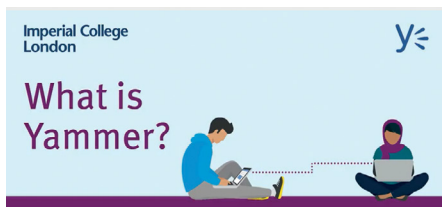
## MHFA Refresher Training

Mental Health First Aiders will now have the opportunity to maintain their skills with Refresher training. The four hour refresher course supports Mental Health First Aiders by renewing skills, updating knowledge of mental health supports, and providing the chance to practice applying the Mental Health First Aid action plan. Enabling our Mental Health First Aiders to refresh their skills, the same way physical first aiders do, is a great way to demonstrate Imperial's commitment to treating mental health and physical health equally. The refresher training takes place over a four hour session through a mix of presentations, group discussions and workshop activities similar to the MHFA two day course. Numbers are limited to 25 people per session so that the instructor can keep people safe and supported while they learn. MHFA recommend that Mental

Health First Aiders attend a refresher course every three years. Updating skills and knowledge allows you to perform this vital role confidently and safely.

## Microsoft Teams and Yammer

Since 2019 the support of MHFAiders has gone social! We use the Microsoft Teams platform to bring everything together in a shared workspace so we can share resources. Here we have some document and video hosting outlining the resources we have developed to support MHFAiders. We use Yammer more for the social side where discussion takes place and questions can be asked and answered by the MHFA community within the College.



## Imperial College's MHFA Network

Supporting the Mental Health First Aiders here at Imperial is hugely important and these meetings take place termly. Mental Health First Aiders form a key part of supporting mental health in College. Colleagues who had undertaken the role of MHFAiders had identified early on and shared a need to connect with other MHFAiders, refresh their knowledge, skills and discuss practical application.



## SAFETY Snippets

**Our Biosafety team announce a review to the Bio1 form and a new secondee joined the team...**



On December 6 the Safety Department launched the latest version of the Bio1 form and it's associated guidance document. The Bio1 form is the Imperial College London approved template for conducting risk assessment and registration of research activities involving the use of biological materials.

In the latest version we have updated several sections, removed duplications and incorporated some of the consent approvals, making the form more streamlined. The new form and guidance can be found on [www.imperial.ac.uk/safety/forms/](http://www.imperial.ac.uk/safety/forms/)



The safety department welcomed a new biosafety trainee Bethany Wallis who joined the bio team from Bioengineering in January 2020 for a six month secondment to train in all aspects of Biosafety and Biosecurity within Imperial College.



# Terry Branch, Imperial College Head of Security introduces the College's new Safezone app.

At the start of this academic year, we launched the SafeZone app which allows you to contact the Security team whenever you need us, quickly and directly. So far, since the start of term we have had over 800 users sign up to the service and have responded to a number of enquiries through the app.



## What does the app do?

In an emergency situation, whether you or someone else is in need of First Aid or you want to report an incident on campus, SafeZone allows you to be immediately put in touch with a member of our Security team and, at the touch of a button, can share your location and personal profile so that they can respond quickly and effectively to your specific needs. It also allows the entire College community to stay informed in the event of a major incident in London or wherever you may be in the world. Safezone also provides information on other services, such as real-time updates on the College shuttle bus.

## Location Sharing

Each campus, halls of residence and hospital site are geofenced and if a user within the designated region calls for assistance, our Security officers will know their exact location and be able to respond more effectively.

Your location information is only shared when the app is active and when you have either activated an alert or 'checked in': it is only ever visible when you choose to share it. Once an alert has been closed, your location will stop being shared with the Security team.

Details on an alert, including the location of it, are stored by the Security team for 31 days and are then discarded.

You can also use the app if you are outside of a geofenced area – including abroad, however instead of being put through to us, you'll be directed to the local emergency services. Additional geofenced areas (such as locations of overseas trips) can be added as needed and we are currently offering support to staff away on College travel.

## A personal touch

You register for the service using your Imperial login credentials. At a minimum the service requires your name, College email and phone number to function. You can also add any information that would be useful for us to know in an emergency, such as specific medical conditions, which are only shared with the Security team once you've activated an assistance alert and means that we can offer the most appropriate assistance efficiently.

## Lone Workers

We are particularly keen for lone workers to be made aware of the benefits of SafeZone. Not only is it a quick and convenient way of reaching the Security team for assistance, but there is also a check-in function which shares your location with us and requires you to check in with us at regular intervals.



# Download SafeZone

Registering for SafeZone is optional and all existing phone numbers for the Security team are still operational. In the event of an emergency, you can still call 4444 from any internal College phone. In the event of a wider incident in London, you can now also call 0300 131 4444, Imperial's Emergency Recorded Message Line, which will point you in the direction of up-to-date information and advice. SafeZone is now available to download on the Apple and Android App stores.

Find out more about SafeZone on [www.imperial.ac.uk/estates-facilities/security/safezone/](http://www.imperial.ac.uk/estates-facilities/security/safezone/)



**FREE APP  
FOR YOUR PERSONAL  
SAFETY & SECURITY**

Download on  



#### Help

For when you need non-emergency assistance.



#### First Aid Call

For when you need medical assistance.



#### Emergency

If you feel threatened or need urgent assistance.



#### Mass Notifications

If there is an incident, be the first to know.



#### Check-in

For lone working, share your position with security personnel for your personal safety.



#### Privacy

SafeZone is GDPR compliant and your privacy is respected at all times.

## Working Overseas or Travelling abroad for work

College has a duty of care to its employees and students wherever they are located while undertaking College business. In addition, the College has to ensure compliance around employment laws of different countries.

In order to take this responsibility seriously College staff and students are reminded that they must seek

advice from Human Resources under the following circumstances:

- If the stay overseas is on College business and is greater than three months' duration.
- Any "remote/home working" outside of the United Kingdom.
- Employing staff overseas under an Imperial work contract.
- They intend to employ a foreign national to conduct offsite activities on their behalf.

Please refer to the guidance on the HR web pages. Working Overseas – Guidance for Managers [www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/overseas/Working-Overseas---Guidance-for-Managers.pdf](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/hr/public/procedures/overseas/Working-Overseas---Guidance-for-Managers.pdf)

All travellers must ensure the recorded emergency contact details for next of kin are up-to-date on ICIS.



# Getting to know you – staff spotlight



**In this issue we feature Sally Campbell who has worked at Imperial College London for over 10 years as a safety advisor for the Faculty of Medicine. This year she moves into our excellent Central Biomedical Services Team to continue to give professional advice on all things safety related.**

**Where were you born?** Luton. It is very different now to how it was when I was a child. The airport used to be a small field with a chicken wire fence. I don't recognise it as the town in which I grew up.

**Where do you live/who do you live with.** I live in lovely Kent with my lovely husband.

**Describe your work in general and what you are currently working on.** I work in Faculty of Medicine at the moment and my job is really varied but is mainly about giving advice on health and safety, particularly to our researchers who work within Central Biomedical Services which is a focus for my role. I am currently involved in a project along with the Safety Department, CBS and Occupational Health on the implementation of higher grade respiratory protection in CBS and designated rooms.

**What aspect of your job excites you most?** To be fair, health and safety is not

the most exciting subject. However, I get satisfaction from knowing that I can help people to work in a way that does not put them at risk. I started work in 1973 when things were quite different and I know what it's like to be put in a position where you have to work in a way that you know is unsafe. I don't want that to happen to anyone else.

## **What are your hobbies?**

Sailing, swimming and making stuff - any kind of handicraft. I love to bake in the winter and garden in the summer.



**What book would you recommend taking on holiday?** The Rosie Project by Graeme Simsion. It's both touching and funny - it's about a geneticist so it's familiar territory.

## **Describe yourself in three words.**

Hopeful, pragmatic, caring.

## **What would be your Desert Island Disc?**

Smokey Robinson and the Miracles - The Tracks of My Tears. I was a huge Motown fan in my teens and it evokes lots of memories.

## **What would be your superpower?**

Being able to suck up vast quantities of carbon dioxide - I suppose that would make me a rain forest.



## **Do you have a funny, or interesting, or embarrassing story you can share?**

I was in Sainsbury's many years ago and reached for a small pot of single cream from the fridge but dropped it as I was bringing it out. It hit the floor, exploded and went all over a poor child sitting in a pushchair. I felt awful as he was literally covered from head to foot in cream. I tried to help clean him down and obviously apologised profusely, but I kept passing them by as I did the rest of my shopping in the store - it was so embarrassing. Neither mother nor child seemed to be too worried, but I felt terrible.

**Do you have pets?** Not at the moment although several cats have passed through our household and we used to keep chickens.

**Share a fascinating fact.** I was a beer taster in a brewery for a year or so when I worked in the quality control lab at Whitbread London. I was on beer tasting for quite a while but it wasn't all great as I not only had to taste the fresh beer in the tanks but also canned/bottled beer that had been stored in a warm room, tasting a can or bottle every month for six months. Everything was recorded in a large paper ledger then. I had to be meticulous with my record keeping.

**Who would you like to be for a day?** David Attenborough - the things he has seen are amazing.

**What are the little things in life that make your day better?** Coffee, getting a seat on the train and a good book. Reading helps take my mind of any day to day worries.

**When you were young, what did you want to be when you grew up?** I had all sorts of ideas of what I wanted to be... journalist, army officer, pharmacist, forensic scientist... never did I think I would be a health and safety professional. Choices for women were a lot more limited then though.

**What's your perfect day?** A leisurely start to the day - that really is a luxury - and a trip to the north Kent coast with my husband. We joined a sailing club there a few years ago and have a small catamaran which we were learning to race. It is becoming harder as we are getting older to haul the boat in and out of the water so we aren't sailing as much now and often just go for a long walk along the coast. A fish and chip supper in our favourite beach side restaurant is a perfect end to the day.

**What's the most exciting or interesting thing you have ever done?** I would say passing my motorcycle test and riding my motorbike. Sadly I no longer have it but there's nothing like the freedom of two wheels - apart from flying across the water in a catamaran that is!







## NOTES FOR THE DIARY

### National No Smoking day – 12 March 2020

Imperial is committed to creating a healthy environment for its community. From 1 August 2017, all College campuses are now smoke-free.

You may have been considering stopping smoking for a while and maybe the time is right now to try. Occupational Health has trained Stop Smoking Advisors, who can provide you with information and support.



Information booklets are available from the Occupational Health Department and in and around the College on advice on giving up smoking.

Occupational Health also invite Stop Smoking Advisors for National No Smoking Day in March and one day in October for Stoptober where free advice can be given.

For further information and support see [www.imperial.ac.uk/health-and-wellbeing/smoke-free-imperial/support-to-help-you-stop-smoking/](http://www.imperial.ac.uk/health-and-wellbeing/smoke-free-imperial/support-to-help-you-stop-smoking/)

# Imperial's Apprentice Technicians Graduate

A graduation event was held on 18 September 2019 for the eight Imperial apprentice technicians who completed their programmes in 2018-19: Jordan Farrar, Navinder Sidhu, Joseph Manto and Michael Drake (Mechanical Engineering Apprentice Technicians), Hasan Polat, Kieran Kotecha and Shenice Lalor (Maintenance Engineering Apprentice Technicians) and Daniel Barker (Animal Research Apprentice Technician). Provost Professor Ian Walmsley presented the apprentices with their certificates of completion at this special event for colleagues, friends and family at 58 Prince's Gate.

At the graduation, the Provost highlighted the essential role technicians play in allowing Imperial to provide world-class research and education and to keep our estate and facilities running. As a founding signatory to the Technician

Commitment, a sector-wide initiative to address the key challenges affecting technical staff, Imperial is committed to ensuring the future sustainability of technical skills - and apprenticeships are part of that endeavour.

Applications for our next cohort of technician apprentices will open on 3 February 2020 to coincide with National Apprenticeships Week. This apprenticeship is a four-year programme designed to train the future technicians who go on to work in our world-class workshops and laboratories, contributing to the research and teaching that we do. If you have a colleague, friend or family member who is interested in the scheme, please encourage them to visit our website [www.imperial.ac.uk/apprenticeships](http://www.imperial.ac.uk/apprenticeships) or contact Ailish Harikae [a.harikae@imperial.ac.uk](mailto:a.harikae@imperial.ac.uk) for details of how to apply.





# Imperial Apprenticeships

**Luke Hayward, mechanical engineering apprentice technician tells us a little about himself and his apprenticeship at Imperial**

## APPRENTICESHIPS FOR EVERYONE

A common misconception is that apprenticeships are for young people who are new to the workplace. In fact, apprenticeships are available to people of all ages, at any stage in their career. Did you know that existing Imperial staff can do an apprenticeship? Or that they are available across a range of occupations and at a variety of levels, right through to Masters? Did you know that Imperial has funding available to train apprentices and a dedicated member of staff to help departments get apprenticeships off the ground?

To mark **National Apprenticeships Week 2020** (3 – 7 February 2020), we will be running a myth-busting talk for anyone who wants to find out more. Come along to find out what an apprenticeship is and what the benefits could be, for you and for members of your team.  
Monday 3 February 2019, 11:00,  
South Kensington

Coffee and pastries provided  
- to book your place e-mail:  
[apprenticeships@imperial.ac.uk](mailto:apprenticeships@imperial.ac.uk)

I am in the final year of a four-year Mechanical Engineering Technician Apprenticeship at Imperial. I chose this route because, personally, I feel that apprenticeships are the best way to qualify for a “hands-on” role such as this.

Not only do you gain the necessary practical experience in a safe learning environment, but this is backed up by theoretical knowledge which you learn alongside from the training provider. You also have the benefit of earning whilst you are learning.

So far on my apprenticeship, I have gained a number of qualifications, including National Vocational Qualifications at level 2 and 3 and a Higher National Certificate and Diploma in Mechanical Engineering. This year I started a Bachelor’s degree in Mechanical Engineering. I have also built a range of work-based skills such as manual milling and turning, CNC milling and turning centres, programming and setting parts. I have also learned to use CAD and CAM software packages to aid in the design and production of parts, rigs and countless other projects. However, apprenticeships are not only about gaining job skills and experience

but are also about personal development and learning how to communicate and collaborate comfortably with different people in a working environment. The highlight of the programme so far has been working with various groups of students on different projects from start to finish, through designing initial solutions, making amendments and ending with a completed part or assembly. Not only is it interesting to collaborate with students or researchers from different fields of engineering, but satisfying to produce an end product to fix a real-life problem which will be used in their research.



## Apprenticeships



# Environment Agency Liaison Meeting

The College's Radiation Protection Team hosted the Environment Agency (EA) Winter Liaison Meeting at the South Kensington Campus on the 11th of December 2019. 80 UK delegates assembled to participate in the Agency's customer and stakeholder liaison mission.

The meeting provided an opportunity for members of the Small Users' Liaison Group (SULG) to update operators about recent developments in radioactive substances regulation. This is an EA run group consisting of representatives from non-nuclear industries (e.g. universities, schools, hospitals), that provides a forum for effective liaison, communication and consultation between users of radioactive substances and their regulators. The focus was on a recent International Atomic Energy Agency (IAEA) audit of the UK's regulatory services, carried out to demonstrate the UK's commitment to the IAEA's nuclear safety standards in a post-Brexit environment. There were also updates regarding the findings of recent Health and Safety Executive (HSE) inspections, and the introduction of revised regulations in the areas of emergency preparedness, transport of radioactive materials and nuclear safeguards.

The EA also provided an overview of its current activities. Structural changes to Radioactive Substances Regulation teams have taken place. These resulted in new inspectors being appointed to cover some regions. To keep and use radioactive substances, the College has to undertake radiological environmental



Environment  
Agency

impact assessments to demonstrate that radiation doses from its disposal pathways are below statutory levels. These assessments are carried out using computer modelling tools. Information was provided on the computational tools which have recently undergone revision - these now allow more realistic radiation dose estimates for some critical groups (e.g. wildlife) to be produced. It is anticipated that the new models will be available in early 2020.

To close the meeting representatives from Alliance Medical presented an overview of developments in technetium-99m production (Tc-99m). This radionuclide is used in a range of medical applications and by some researchers at Imperial. All Tc-99m currently originates from reactor produced molybdenum-99. However, the World's supply is unstable and many of the reactors used for production are nearing the end of their working lives. Alliance have, therefore, developed an alternative method for making cyclotron produced Tc-99m. It is hoped this production facility will stabilise supply and make it easier to obtain.

More information can be found on the IAEA's webpages at [www.iaea.org/publications/10990/cyclotron-based-production-of-technetium-99m](http://www.iaea.org/publications/10990/cyclotron-based-production-of-technetium-99m)

## SAFETY Snippets

The revised version of the College Radiation Protection Policy (PC-14) has been published on the radiation protection webpage.

[www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/ionising-radiation-safety](http://www.imperial.ac.uk/safety/safety-by-topic/laboratory-safety/ionising-radiation-safety)

Ionising Radiation Protection policy has been revised allow Departments the freedom to locally register personnel who are engaged in work with intrinsically safe, fully enclosed x-ray systems. Personnel working with other systems, which may pose a significantly higher radiation risk, including equipment operated within Controlled or Supervised radiation areas, will continue to subject to personnel registration with the College's Safety Department.

It is hoped that this change, together with the reduced training prerequisites for personnel working in non-designated areas, will simplify the process for individuals and Departments engaged in these very low risk work activities.



# Supporting Disabled Staff Effectively... ...new guidance for managers.



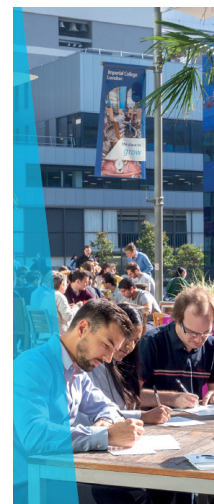
In November 2019, the Equality, Diversity and Inclusion Centre launched updated guidance for managers on supporting disabled staff effectively. The guidance can be used in a number of ways such as:

- supporting an existing member of staff who has a disability or long-term condition
- work with a member of staff who has recently informed their manager of a disability or long-term condition
- aid managers during recruitment.

Accompanying this guidance is the updated Workplace Adjustments

webpage, where members of staff can fill out a form to get in touch with the EDI Centre if they wish to discuss workplace adjustment needs.

Further resources are available from the Business Disability Forum about supporting individuals with specific conditions.



[www.imperial.ac.uk/equality/support-for-staff/disability/workplace-adjustments/further-resources/](http://www.imperial.ac.uk/equality/support-for-staff/disability/workplace-adjustments/further-resources/)

## Your Department needs you... as a Fire warden



Jonathan Ryan is a fire safety advisor who has been working for the college for 15 years within the fire safety department. Here he introduces a new fire warden initiative across College...

The new initiative uses Microsoft Teams to aid communication between the fire safety department and our fire wardens. The feedback we get from fire wardens is invaluable in helping us adapt the evacuation process to suit the specific requirements of each building, which in turn helps to improve evacuation times. We understand that all buildings and its users are not the same and developing active dialogue with our fire wardens enables us to adapt to these differences.

We always need more fire wardens to be able to achieve our ultimate goal

which is to ensure the safety of our staff, students and friends. This is why we need your help.

To be a fire warden we just need you to be familiar with your building and willing to direct and encourage people to evacuate in the fastest and safest way possible. People tend to evacuate the same way they come into a building which may cause congestion and slow down the evacuation.

With the help and direction of knowledgeable fire wardens better, alternative routes can be used. Fire wardens encourage people to leave

the building and direct them to go to their fire assembly point. We also encourage our fire wardens to proactively think of ideas which may improve a building evacuation using their own experience of working within their buildings.

I have been asked on occasion the question, 'why would I want to be a Fire Warden?' and my reply is always, 'to help keep people safe'

If you would like to become a fire warden, please speak with your department safety officer.



# Security Team help critically ill College colleague

Last year our Imperial Security team were called upon to provide acute first aid assistance to a member of staff who was taken critically ill on the South Kensington Campus. Here security staff members Sonia Da Silva and Nic Demir give their personal accounts of the incident...



## “ Sonia

*That day is still a bit of a blur. One minute someone is knocking at the control room door asking for help as a man was having a fit just outside on the Queens Lawn, the next minute I was attending the man and realized he was having a cardiac arrest.*

*The College students were moving out of their accommodation that day so we had around 600 people by and on the Queens Lawn as happens every year so it was very crowded..*

*After calling my colleagues for help, I started CPR straight away as he was not breathing and unresponsive.*

*Nic Demir and Dave Gordon were there within minutes and while Dave took over chest compressions, Nic set up the defibrillator. I was on the 'phone with the London Ambulance Service having dialled 999 and was receiving instructions to help the casualty. We shocked him and he started breathing intermittently. Dave continued with the compressions until the ambulance and police officers arrived.*

*I was really pleased with the outcome. We also had so much help from other members of staff who were on Campus and we all worked together really well as a team. I really didn't take in and process what I was doing until much later, I was just on autopilot, running on adrenaline, recalling what we had learnt from our training.”*

## “ Nic

*That day I arrived at Imperial as a civilian to attend a First Aid Refresher Course. While I was making myself a cup of coffee, my colleague Sonia approached me saying that she needed my assistance. As we got there the Casualty didn't have a pulse and was not breathing so we started CPR immediately. I turned on the Defibrillator and waited for the instructions which I then put into practice. As soon as I had shocked the man I discovered the heart rhythm was back so we carried on with CPR until the Ambulance Crew arrived. By then I had received the most successful help from my colleague Sonia and also Dave Gordon, our manager. Dave was doing the chest compressions while I was doing the breathings for the gentleman until the paramedics arrived.*

*Before they left we were then informed that the patient was steady and thanks to our swift action we managed to save his life. As soon as I heard that I realised all our training had paid off and I also realised we had done something extremely amazing”.*

Our Security Officers at Imperial never know what their day will be like. It could be quiet or busy as incidents can happen at any time. Either way they always have to be ready and work together as a team to deal with any Security incident which may occur. Security duties and responsibilities vary widely from site

to site. However, it is important to remember that their primary duties are not only to secure the premises by personnel patrolling, alarm monitoring and system maintenance but also those of emergency response.

Sonia, Nic and Dave were all awarded resuscitation certificates

from the Royal Humane Society for assisting in restoring a man to life and also Certificates of Excellence from the Association of University Chief Security Officers (AUCSO) as commendation of their professionalism and exceptional work performance.

Well done to all!



# Student Support Zone: It's All About You

Student Support Zone is your ultimate guide to supporting your wellbeing at Imperial. Whether you're a first year student beginning your academic journey with us, a PhD student in the midst of your thesis or working on your final MSc project, there are some issues and concerns that can affect us all.

Imperial College  
London



## IT'S ALL ABOUT YOU.

>> STUDENT SUPPORT ZONE <<

Find us online: [www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)



## >> STUDENT SUPPORT ZONE <<

Your ultimate guide to life at Imperial.

### INFORMATION

Check out useful information on a range of practical issues like how to access healthcare, managing your money, and accommodation.

### ADVICE

Get advice on common concerns that you may be facing, from coping with homesickness to supporting your physical and mental wellbeing.

### SUPPORT

Find out more about the wide range of support that's available to you at Imperial and the specialist services that can help you.

[www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)

Student Support Zone offers information, advice and support on a range of practical issues and common concerns that you might face as a student at Imperial.

Find out more about the wide range of support that's available to you at Imperial and the specialist services that can help you.

## It's all about you.

Imperial College  
London



## IT'S ALL ABOUT YOU.

>> STUDENT SUPPORT ZONE <<

[www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)



# Learning and Development

## Challenging confirmation bias & error

Working in a large and diverse organisation like Imperial College London means that many of us focus on both complex and mundane work activities which require us to make decisions which can lead to failure. We are all reluctant to discard long held beliefs and expect a certain outcome given that previous test results have confirmed our expectations. Even if tests reveal different results we are quick to dismiss it as an anomaly or a glitch. This can be catastrophic in safety critical situations like ignoring an oxygen monitor alarm by continually pressing the reset button.

The Deepwater Horizon oil rig accident (April 2010) is illustrative in that drilling staff ignored signs that the well was not sealed despite test results which showed rising gas and oil pressure. This is not uncommon in that many of us will ignore evidence if it contradicts our preconceptions. Having people that conform to group think and who are not open to new evidence is damaging to any team. Most workplaces are hierarchical in nature and staff may be unable to challenge senior staff because they hold legitimate authority. Learning and development must be able to empower staff to challenge, play devil's advocate and consider "what if" worst case scenarios.

Neuroscientists would argue that neurotransmitters like Dopamine act to favour long held beliefs. (New Scientist August 2015). However, learning

and development can create diverse independent thinkers who become responsible persons leading teams. Similarly, well understood principles of peer review, scrutineer or critical friend are vital to present counter arguments and consider alternative points of view.

Individuals may overly focus on specific detail rather than looking at the bigger picture, being unable to see wood from the trees. This target fixation error is at the expense of situational awareness. The use of tools like safety protocols and inspection checklists do allow a logical and methodical approach which can avoid error and ensure compliance. In R v York College (February 2014), Judge Coulson in summing up a case admonished Detective Chief Inspector Costello's comments in describing the checklist as tick box exercise as a "cheap and easy jibe".

[www.imperial.ac.uk/staff-development/learning-and-development-centre/courses/](http://www.imperial.ac.uk/staff-development/learning-and-development-centre/courses/)



## Safety Department Contact

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London SW7 2AZ

Telephone: 020 7594 9423  
E-mail: [safetydept@imperial.ac.uk](mailto:safetydept@imperial.ac.uk)

## Safety Department Webpages

The Safety Department continues to re-vamp and update our safety pages making it easier to find the information you need. These pages help us to share our knowledge and experience with all members of College to support all of our research and business colleagues.

[www.imperial.ac.uk/safety](http://www.imperial.ac.uk/safety)

## Safety Department on Twitter

The Safety Department has a Twitter account and the live feed can be viewed on the front page of the Safety Department website. We welcome more followers and we will look towards keeping our feed fun and interesting.

.....@ICLSafety

## Learning and Development Centre

Learning and Development Centre  
Level 5  
Sherfield Building  
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E-mail: [safetytraining@imperial.ac.uk](mailto:safetytraining@imperial.ac.uk)



# Learning from incidents

Leaving 5-10% of the bottle empty will allow for vapour expansion

**There are two main reasons chemical bottles explode from time to time – overfilling, and the mixing of incompatible chemicals.**

Overfilling is more of an issue in the summer and affects solvent bottles – particularly solvents with a high vapour pressure and low boiling point, e.g. diethyl ether and tetrahydrofuran. When the bottle is overfilled, there is not enough room left in the bottle's headspace to allow for vapour expansion as ambient temperature increases, resulting in the bottle exploding.

The incompatible chemical issues usually arise when something is mistakenly added to the wrong

waste stream, causing a reaction. Most commonly this occurs when oxidising agents are mixed with organic materials, but also sometimes happens when acids are added to an organic waste stream. This can be avoided by:

- segregating the waste streams as far as possible
- clearly labelling each waste container – including the chemicals permitted if there is any room for confusion.

Occasionally, incompatible chemicals are mixed deliberately in order to be used as a reagent. Best practice here is to make the mixture up when it needs to be used, then immediately

neutralise and dispose of any excess. If the material needs to be stored, or put straight into the waste stream, then purpose built ventilated caps are required to allow the materials to vent any excess gas generated. It is considered poor lab practice to keep these chemicals in bottles with partially opened lids – these can easily be inadvertently closed, or not left open enough to vent the pressure generated. Users should use the ventilated caps in all circumstances.



## National Mental Health Awareness Week

Dates are confirmed for 2020 as **18 -24 May**. The week will focus on the connections between our sleep - or lack of it - and mental health.

[www.mentalhealth.org.uk/campaigns/mental-health-awareness-week](http://www.mentalhealth.org.uk/campaigns/mental-health-awareness-week)