**Guidance Note: Safety Considerations and Formal Procedures for Leaving Academic/Research Staff.**

**Scope**

These guidelines are for use when determining departmental procedures for academic and research personnel who are leaving the College.

**Areas which need to be considered**

* Transfer/disposal of substances
* Transfer/disposal of equipment
* Transfer of training responsibilities
* Operational functions of the staff member leaving
* Management of documentation
* Access

**Transfer/Disposal of Substances**

**For the purposes of this GN substances are categorised as follows:**

1. Chemicals
   1. Laboratory chemicals
   2. Controlled drugs
   3. Licence-dependent alcohols
2. Biological
   1. Human
   2. Animal
      1. Vertebrate
      2. Invertebrate
   3. Plant
   4. GM
3. Radiological – ionising radiation
   1. Open sources
   2. Closed sources
   3. X-rays
4. Artificial Optical Radiation
   1. Ultraviolet/infrared
   2. Lasers
   3. Electromagnetic fields
5. Gases/Cryogenics
   1. Manifolds
   2. Cylinders
6. Other
   1. E.g. soil samples
7. General stocks of chemicals should be:
   * transferred to someone still in employment at the College
   * disposed of in the appropriate manner, or
   * taken to the new place of employment.

When transferring ownership to another employee, the new owner must be fully versed in the correct storage, safe usage and appropriate disposal of any substances, including any emergency procedures. If the individual wishes to take the material with them, they must ensure that the carriage of the substances is in accordance with the relevant legislation, such as ADR.

1. Controlled drugs managed under a Home Office licence: all written procedures for management and disposal of these substances should be changed to reflect the impact of the person leaving. If the person has a responsibility on the licence, the Home Office should be contacted and the licence amended as appropriate. If local responsibility, an alternative candidate should be named and trained appropriately.
2. Ethanol (EtOH) or Industrial Denatured Alcohol (IDA) – if the leaver has any responsibility for record keeping relating to these substances, this should be transferred to an alternative person.
3. In all cases if there is a related risk assessment for any of the substances, the appropriate review should be carried out within the Department.
4. If a substance is a biological material then in addition to the above; if the material is transferred to someone else in the employment of the College, then the new owner must ensure the Bio1 form and RADAR entry for the activity are updated. If addition:

* For GM material being transferred to a new location the Safety Department must be notified prior to the move so they can liaise with HSE. This can be done by completing and forwarding [Form E](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/internal/biosafety/Form-E.docx).
* For anything on Schedule 5 of the Anti-Terrorism Crime and Security Act which is changing location, the Safety Department must be notified so they can liaise with the Home Office. This can be done by completing and forwarding [Form E](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/internal/biosafety/Form-E.docx).
* Any Plant Health Licensed Materials notified to APHA by any PI departing from ICL employment must be either removed from college premises, destroyed, or formally handed to another PI with access to the facilities required by the license conditions to contain the material.

APHA must be notified in advance via the eDomero system of any changes to the license conditions which include transfer of material to new premises, cessation of the project or transfer to a new PI.

If material is being transferred to new premises the recipients must be made aware in advance so that they can notify APHA. A [Form E](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/internal/biosafety/Form-E.docx) must be completed notifying the Safety Department of the cessation or transfer of the project.

* All research laboratory animals, GM and Non GM (including those not requiring a home office licence e.g. insects) owned by the PI departing from ICL employment must be either removed from college premises, culled or formally handed to another PI with access to facilities required to hold the animals.

Where animals are held on CBS premises or are monitored, or managed by CBS the local CBS manager must be informed of the owning PI’s intentions regarding any animals in their care once they depart ICL.

A [Form E](http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/safety/internal/biosafety/Form-E.docx) must be completed notifying the Safety Department of the cessation or transfer of any project related to the animal work.

The relevant risk assessments and RADAR must be updated with any changes.

Full records detailing storage location, amounts and any other supporting documentation must be passed on to the department before the leaver is signed off.

1. If a substance is a radioisotope, then in addition to the requirements in (1); if the material is transferred to someone else in the employment of the College, or to a different site, then they must notify the RPO of the change of ownership during the monthly return.

**Transfer/Disposal of Equipment**

1. As with substances, the three routes that can be taken with equipment are:

* transferral to someone still in the employment of the College
* appropriate disposal
* removal to the new place of employment.

1. If for any reason (including disposal and transport to a different site or lab) the equipment is taken out of use, it must be decontaminated in an appropriate manner.
2. If the equipment is transferred to someone still in the employment of the College, then they will need to be:
   * sufficiently trained in its use and maintenance.
   * provided with related equipment manuals.
   * provided with all documentation relating to historical maintenance of the equipment (where available).
3. If the equipment falls under that listed in category D then all records should be amended accordingly to reflect change of ownership. All disposals must be arranged in conjunction with the Safety Department.
4. If the equipment falls under that listed in category E then all records should be amended accordingly to reflect change of ownership

**Transfer of Training Responsibilities**

1. If a leaving member of staff has safety training responsibilities, these must either be transferred to someone else who is “competent” in accordance with the relevant legislation, or the activity must cease until such time as a competent person is appointed. Any new work requiring said training cannot start until a competent trainer has been sourced/appointed.
2. Whenever training responsibilities are transferred, the activities and training should be reviewed by the person taking over the responsibility.
3. Any records relating to training of other staff members must be transferred to the person taking over responsibility, or in the absence of such a person, the Department.

**Operational Functions of the Staff Member Leaving**

1. Consideration must be given to any responsibilities the leaving member of staff has, with respect to matters such as arranging statutory maintenance and inspections, managing maintenance contracts, ordering consumables etc. This is particularly important if these areas are outside of the person’s normal job description, as any replacement may not be automatically aware.

**Management of Documentation**

1. Where the member of staff had a key role in the management and/or approval of safety documentation, the role should be defined and passed on to a suitably competent person.
2. Any documentation relating to safety (e.g. training records, maintenance records, risk assessments) owned by the member of staff leaving should be made available to the Department.

**Access**

1. If the member of staff was required to approve access to specific areas then this responsibility needs to be passed on to a suitable person.
2. The card access rights of the person leaving should be either removed or adjusted accordingly.

In all cases it is preferable to have a system in place for handover which allows the outgoing and incumbent staff members to meet and have discussions on their roles and responsibilities wherever possible. In most instances incoming staff can be preparing their documentation prior to arrival.