

The Wellcome Trust Centre for Human Genetics Safety Information for Visitors to the Centre



FIRE

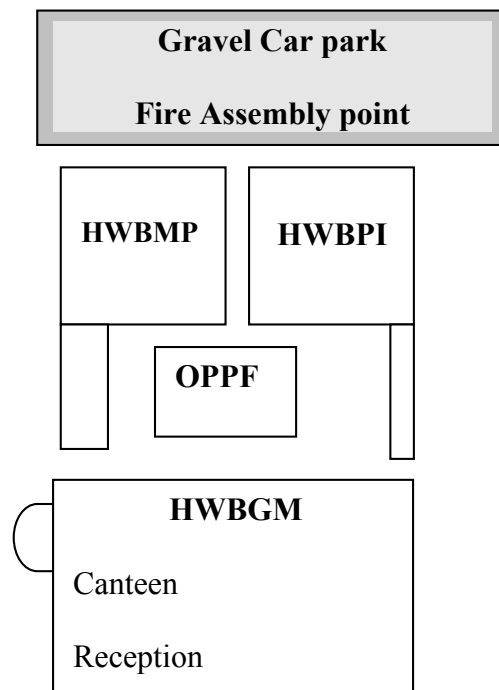
IF YOU DISCOVER A FIRE

- Sound the fire alarm by breaking the glass in the nearest fire call point.
- Evacuate by the nearest exit, closing all internal doors behind you.
- Report to the Assembly Point located in the gravel car park.
- Assemble with the Group or person you are visiting and wait for further instruction from the Centre's fire team.
- Report any problems to the Centre's fire team member at the gravel car park
- DO NOT re-enter the building until told to do so by either a senior Fire Officer or a member of the Centre's fire team.

ON HEARING THE FIRE ALARM

- Evacuate by the nearest exit, closing all internal doors behind you.
- Report to the Assembly Point in the gravel car park
- Assemble with the Group or person you are visiting and wait for further instruction from the Centre's fire team.
- Report any problems to the Centre's fire team member at the gravel car park
- DO NOT re-enter the building until told to do so by either a senior Fire Officer or a member of the Centre's fire team.

FIRE ASSEMBLY POINT LOCATION



CONTACTING THE EMERGENCY SERVICES


If you know of a fire occurring in the building, ensure the Fire Brigade are contacted either by informing a member of the Centre's fire team or directly by dialling 999 yourself. Remember your own safety is paramount at all times.

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FIRST AID

If you have an accident and are hurt in any way – Contact a First Aider

**YOUR
FIRST AIDERS**

| Name Location Ext. no. |
|---|
| Chris Allan Genomics 87774 |
| Steve Allen FGF 87743 |
| James Cleak Flint Lab 87772 |
| Annabel Cook Administration 87649 |
| Kim Johnson Kwiatkowski Lab 87605 |
| Angeliki Kerasidou Administration 87570 |
| Paula McDonald Helpdesk 87504 |
| Robin Parsons HWBPI 87813 |
| Alex Passos Reception (evenings) 87500 |
| Ashley St John-Hart Lab Support 87628 |
| Karen Valentine NDMS 87993 |
| Pierre Van Zijl CCMP 87797 |
| Graham White NDMS 87995 |

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**Out of normal working hours call
Security Services 01865 2 89999**

There are First Aid Kits throughout the Centre. There are Eyewash Stations, Emergency Showers, plaster dispensers & PEG 300 (Phenol Antidote for use on skin only) adjacent to the entrances and exits of the laboratories.

ACCIDENT RECORDS

If you have an accident or dangerous incident you must record it in the Accident book located at reception.

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ACCESS TO LABORATORIES

- Visitors must be escorted by a senior member of the Group they are visiting at all times when inside a laboratory.
- All visitors and staff must wear a laboratory white coat whilst inside a laboratory, and comply with other PPE regulations if working at the bench.
- The main laboratories in the Henry Wellcome Building for Genomic Medicine, Molecular Physiology and OPPF are Containment Level 2 laboratories.
- Visitor access to HWBPI, MRI and Level 3 must be authorised by the Laboratory/ Technical Managers in advance of the visitor arriving.
- There are biological, chemical and radiation hazards in laboratories within the Centre.
- The Group Head or other responsible scientist must give a full induction to any visitors who wish to carry out any laboratory work.

WTCHG Laboratory Rules

- **This is a Containment Level 2 laboratory as defined by ACDP**
- **Only authorized persons may enter and/or work in the laboratory**
- **Persons below the age of 16 must not enter the laboratory**
- **Lab coats & Safety Glasses must be worn at all times whilst working at the bench**
Only exceptions are: *i* people passing through the labs, and *ii* where risk assessment has shown that PPE is not required in a specific area e.g. write-up benches
- **Other PPE must be worn where indicated on task-associated risk assessments**
- **Sensible footwear must be worn e.g. open sandals are not appropriate**
- **Never eat, drink, smoke, chew gum or apply cosmetics**
- **No storing of food or drink for human consumption is allowed**
- **Always wash your hands after laboratory work, using the hand wash basins provided**
- **All cuts and abrasions must be covered by a waterproof dressing**
- **Personal headsets must not be used in the laboratory**
Radios are permitted but please consider the opinions of others working around you
- **All waste must be disposed of in accordance with the WTCHG policies**
- **All spillages must be dealt with appropriately**
- **All accidents and dangerous incidents must be reported**
Accident/Incident book is located in reception
- **All laboratory workers must be aware of the guidelines set out in the WTCHG Safety Manuals**
- **No person should undertake work activities for which they have not been suitably trained**

