GUIDANCE NOTE 2: TRAINING AND SUPERVISION

Persons working with biological materials must be competent to do so without undue risks to themselves, others or the environment.

The amount of training required will depend on the competence of the individual. Supervisors should not assume competence until it has been demonstrated. Training within the University will take place at two levels:

1. **Central**: Safety Services run courses every term on the regulatory framework surrounding the use of biological materials and their safe handling. All new research staff, technical staff and research students handling biological materials should attend unless they have received similar instruction elsewhere. More specialised courses may be run from time to time.

2. **Within the College**: The training requirements of each individual must be assessed by their supervisor and an appropriate training programme drawn up locally. The individual should be monitored closely and expected to demonstrate the following:
   - Awareness and understanding of the codes of practice, risk assessments and standard operating procedures for the work;
   - Technical competence for the work. Procedures should be carried out under close supervision initially and then independently;
   - Competence in use of equipment, e.g. safety cabinets, centrifuges, and its subsequent disinfection;
   - Knowledge of the appropriate Personal Protective Equipment and its correct use. The individual should also be aware of its limitations;
   - Knowledge and understanding of disinfection arrangements;
   - Knowledge and understanding of waste disposal procedures;
   - Knowledge and understanding of emergency procedures;
   - Awareness of the safety structure within the College/School/Institute, i.e. the individual should be able to identify their Safety Co-ordinator and Biological Safety Officer and be familiar with the internal procedures for accident and near miss reporting.
   - Awareness of the University biological and GM risk assessment approval system.

**Training records**
Much of the training for work at containment level 2 can be given at the bench under supervision. Where work at a higher level is involved training must be more systematic and the individual should be expected to demonstrate full understanding of risk assessments and procedures as well as the required technical competence.
It is **mandatory** that training records are kept for persons working at containment level 2 and above. This may take the form of a checksheet, against which trainer and trainee sign to confirm that training has been carried out, and the trainee has demonstrated competence in each assigned task. Work at containment level 3 will require rigorous training against approved Standard Operating Procedures. Again, trainer and trainee need to sign documentation to certify that training has taken place, and the individual has attained the required level of competence.