This document sets out in more detail the arrangements for compliance with University Health and Safety Policy at Budget Centre level and it gives guidance on how these requirements may be met. This document forms a part of the University Health and Safety Policy. It has been approved by the Safety Executive Committee, in consultation with the Joint Safety Advisory Committee, and it will be subject to review.
Safe Working With Animals
USP/93/SWA/26

Safety Rules
1. All people working with animals must be adequately trained, supervised and supplied with relevant safety information.
2. Adequate records must be kept as required by safety legislation.
3. Safety signs of appropriate design must be used to provide warning of significant risks. Access must be restricted.
4. People working with animals must receive health surveillance as appropriate.
5. Accommodation and working practices must be appropriate for the level of risk.
6. Persons working in animal accommodation must not eat, drink, chew, smoke, lick labels, apply cosmetics (other than handcream), take medication or store food and drink intended for human consumption except in rooms designated for these purposes.
7. Any quarantine requirements must be complied with.
8. The Director of BMSU (or Head of School etc if Unit is not under the control of BMSU), the Director of the Health and Safety Unit and the Occupational Health Physician must be informed of any intended new work involving radioactive substances, X rays, lasers, carcinogens, genetic modification, infection of animals with pathogenic organisms (even if there is no known risk to humans) or other significant hazards. Notification to other bodies (eg. MAFF) must be made if required.
9. Hazardous materials must be handled, stored and transported safely. Containers must be suitable and labelling adequate. Relevant legislation must be observed. Copies of risk assessment must be lodged with the Director of BMSU (or Head of School etc if Unit is not under the Control of BMSU) for Standard Operating Procedures (SOP) to be drawn up.
10. Appropriate measures must be taken to prevent the escape of animals from containment. Cages, tanks etc containing potentially dangerous animals must bear warning signs.
11. Animal carcasses, bedding and hazardous materials must be disposed of safely.
12. Emergency procedures must be made known to all concerned. Accidents must be reported promptly and medical advice sought if necessary.

Safety Guidance
Extensive guidance for persons using accommodation under the Control of the Biomedical Services Unit (BMSU) and entitled ANIMAL HOUSE SAFETY NOTES have been drawn up and should be widely available to people working in animal units.

Where work takes place in University premises not under the control of BMSU, similar guidelines must be produced by adoption or adaption of the BMSU document. Safe operating procedures must be drawn up where necessary for specific hazards.

Health Surveillance
The health surveillance of people working with animals must be appropriate to the risk. Where necessary, consultations with Occupational Health Service and the Director of BMSU and other interested parties must take place and agreement reached. The Occupational Health Physician is available for consultation on Occupational Health Matters. Specific guidance on the Control of Allergies to Laboratory Animals is given in USP/93/ALA/12.