

Developing Skills,

Adding Value and Improving Culture

IGMM Health, Safety and Wellbeing Strategy: 2018-2022

Executive Summary & Introduction

The Institute of Genetics and Molecular Medicine (IGMM) aims to “...carry out excellent genetic, genomic, cellular and clinical science...” and “...be world class in key themes, bringing innovation and unique twists to IGMM discovery and translation”¹

To achieve excellence in its science and be world class in key areas, the management systems and internal support available within the Institute must also aspire to excellence and be world class in key areas. One of those “key areas” ought to be the Health and Safety Culture of the Institute. This must be supported by a world class, and innovative, management system which adds value, develops skills and improves the culture of the Institute. The Health and Safety Management System must seamlessly integrate into, and support, the vision, aims and day-to-day work of the Institute.

In addition, excellence in health and safety performance can be linked to fewer errors and mistakes. As such, this is not just good business but good scientific practice.

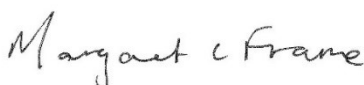
To achieve these aims, this strategy, and its accompanying Delivery Plan, sets out three main themes: **Integration & Alignment; Health & Wellbeing** and **Skills and Support** together with accompanying projects to address and support these themes.

Integration & Alignment aims to further the integration of the Health and Safety Management of CRUK EC, MRC HGU and CGEM into one coherent system for IGMM. To achieve this all health, safety and wellbeing related documentation, guidance and processes will be reviewed, documented, streamlined and brought within a Quality Management System (QMS). In addition, a compliance assessment will be undertaken to ensure compliance with the prevailing law and the University of Edinburgh Policies and Guidance.

Health & Wellbeing aims to manage the long term impacts of work on the individual. In 2016/17 workplace ill-health cost the UK Economy £14.9 Bn. On top of this, there were approximately 13,000 deaths from the latent effects of exposure to substances at work (excluding lung disease from asbestos and coal mining). In addition, 44% of the 1.3 million working days lost to workplace ill-health were due to workplace mental health². Projects to address these issues and reduce and minimise the impacts on IGMM will include tackling the Laboratory Safety Culture, quality and implementation of risk assessments and the physical and mental health of staff and students.

Skills & Support will aim to equip all staff and students with the skills and knowledge to both operate safely in a 21st Century research environment and integrate safe actions and behaviours such that safe and healthy working is second nature and substandard working practices and behaviours are not tolerated. In addition, this will be accompanied with the very best support and advice from a highly skilled, embedded and integrated Health and Safety Team.

Underpinning the development themes above, a system of targeted, evidence-based inspections and audits will be implemented and monitored by the Institute Health and Safety Committee. Periodic progress reports on the Strategy and compliance and assurance reports will be provided to the Executive.



Prof. Margaret Frame OBE
Director, IGMM
23rd January 2018



Prof. Tim Aitman
Chair, IGMM Health and Safety Committee
23rd January 2018

¹ <https://www.ed.ac.uk/igmm/about> Retrieved 17th November 2017

² <http://www.hse.gov.uk/statistics/overall/hssh1617.pdf> Retrieved 17th November 2017

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Integration and Alignment

The first strategic theme aims to further the integration of the Health and Safety Management of CRUK EC, MRC HGU and CGEM into one coherent system for IGMM. To achieve this, all health, safety and wellbeing related documentation, guidance and processes will be reviewed, documented, streamlined and brought within a Quality Management System (QMS). In addition, a compliance assessment will be undertaken to ensure compliance with the prevailing law and the University of Edinburgh Policies and Guidance. This will be achieved through pursuing the following targets:

- 1 A Health and Safety Management System is to be created that integrates the approach to health and safety across the business and scientific units of IGMM and integrates seamlessly with the day-to-day science and support operations.
- 2 An electronic document management system will be consulted on and subsequently implemented that is both flexible enough and scalable to support not just Health and Safety but any other business function that could reasonably make use of the system.
- 3 All Health, Safety and other relevant compliance activities will be designed and documented in line with internationally accepted business practices while minimising any negative impact to science delivery to better evidence the legal compliance and performance of IGMM to the Executive to aid their decision making.
- 4 Engagement with internal and external Stakeholders such that IGMM procedures and policies dovetail with those of key Stakeholders and promote closer collaboration.
- 5 Communication with the Institute, internal and external stakeholders is to be integrated into all Health and Safety Activities to both promote Health and Safety Engagement, contribute to, and compliment, the wider Communications approach within the Institute.

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Health and Wellbeing

The second strategic theme aims to manage the long term impacts of work on the individual and build upon the body of work already undertaken in IGMM. In 2016/17 workplace ill-health cost the UK Economy £14.9 Bn. On top of this, there were approximately 13,000 deaths from the latent effects of exposure to substances at work (excluding lung disease from asbestos and coal mining). In addition, 44% of the 1.3 million working days lost to workplace ill-health were due to workplace mental health³. Projects to address these issues and reduce and minimise the impacts on IGMM will include tackling the Laboratory Safety Culture, quality and implementation of risk assessments and the physical and mental health of staff and students. This will be achieved through pursuing the following targets:

- 1 IGMM Staff and Students will be engaged to think about their own health and wellbeing through innovative, targeted events and campaigns around pertinent Public Health themes.
- 2 The risks of exposure to chemical, biological and physical agents will be competently assessed and the findings of assessment clearly communicated and implemented.
- 3 The results of self-inspections and audits will be used to take an evidence based approach to creating campaigns and events to address the Health and Safety Culture of IGMM.
- 4 A holistic approach, in partnership with Human Resources and Occupational Health will be taken to the physical and mental wellbeing of all IGMM staff and students recognising the inexorable link between physical and mental health.
- 5 A Human Factors centred approach will be taken to all campaigns, initiatives and investigations into non-conformances.

Skills and Support

The final strategic theme will aim to equip all staff and students with the skills and knowledge to both operate safely in a 21st Century research environment and integrate safe actions and behaviours such that safe and healthy working is second nature and substandard working practices and behaviours are not tolerated. In addition, this will be accompanied with the very best support and advice from a highly skilled, embedded and integrated Health and Safety Team. This will be achieved through pursuing the following targets:

- 1 Health and Safety Training will support the vision of IGMM. Evidence from consultations, inspections and audits together with any other formal or informal submission to the Health and Safety Team will be used to inform a training and skills needs analysis. Training, where at all possible, will be tailored and appropriate to the needs of the Institute and will be justified on a risk basis. In cooperation with other business units, a Training Matrix will be produced and agreed.
- 2 The Health and Safety Team (including Area Safety Advisers) will maintain the appropriate skills and knowledge to give accessible, timely and proportionate advice and assistance to the staff and students of the Institute.
- 3 A proportionate and coherent emergency management system will be implemented which integrates with University, College and NHS response and business continuity plans.

³ <http://www.hse.gov.uk/statistics/overall/hssh1617.pdf> Retrieved 17th November 2017