Newcastle University Faculty of Medical Sciences
Flow Cytometry Core Facility Health and Safety
Information Booklet
(Reviewed 4th August 2015)

Signed

Andrew Filly

THE
Flow Cytometry
Core Facility
Newcastle University Faculty of Medical Sciences Flow Cytometry Core Facility

Safety policy

- This facility encompasses two laboratories, one located within the institute of genetic medicine (IGM), on the 1st floor of the bioscience building at the centre for life (room B 110), and one within the institute of cellular medicine (ICM), on the 2nd floor of the William Leech building at the medical school (room M2 099).

- Both of these institutes have comprehensive safety guidelines which must be adhered to when working at each respective site. IGM and ICM specific safety information is located online:
  - IGM: [http://www.ncl.ac.uk/igm/internal/safety/index.htm](http://www.ncl.ac.uk/igm/internal/safety/index.htm)
  - ICM: [http://www.ncl.ac.uk/icm/internal/safety/index.htm](http://www.ncl.ac.uk/icm/internal/safety/index.htm)

  All Accidents/Incidents on either site should be reported via [http://www.safety.ncl.ac.uk/event.aspx](http://www.safety.ncl.ac.uk/event.aspx)

- The names of all members of IGM and ICM staff with specific health and safety responsibilities are detailed within the web pages highlighted above. The contact details of key, local safety officers are can be found on pages 3 and 4 of this document and are also posted on prominent notice boards within the relevant flow cytometry core facility labs. Please contact one or more of these personnel should you have any safety concerns.

- Assessments of significant risks specific to the contents of and procedures carried out within this facility have been compiled. Hard copies of these risk assessments are kept within a folder in each laboratory. Please read these.

- This booklet is also stored online and can be accessed via this link: [http://www.ncl.ac.uk/fccf/internal/](http://www.ncl.ac.uk/fccf/internal/)

- Newcastle university safety policy requires all accidents, near miss incidents and dangerous occurrences to be reported to the safety office via an online form. This form and information relating to its function and use, can be found at the university safety office website by following this link: [http://www.safety.ncl.ac.uk/events.aspx](http://www.safety.ncl.ac.uk/events.aspx)

- If unsure, please ask a member of the core facility staff to show you the locations of the nearest first aid kit, break glass fire alarm point and fire extinguisher.
Key Safety Personnel: IGM & Bioscience building 1st floor

Facility Manager: Andrew Filby  
andrew.filby@ncl.ac.uk  
tel. 0191 241 8831/07976286119

Flow Cytometry Specialists:  
David McDonald  
david.mcdonald@ncl.ac.uk  
Andrew Fuller  
Andrew.fuller@ncl.ac.uk  
Gillian Hulme  
Gillian.Hulme@ncl.ac.uk  
Carly Foster  
Carly.Foster@newcastle.ac.uk  
Jack Wigham  
Jack.Wigham@newcastle.ac.uk

IGM Safety Officer  
Lisa Hodgson  
lisa.hodgson@ncl.ac.uk  
tel.0191 2418699

IGM Biological Safety officer  
John Sayer  
j.a.sayer@ncl.ac.uk  
tel.0191 241 8608

IGM Laser Safety officer  
Andrew Filby  
andrew.filby@ncl.ac.uk  
tel.0191 241 8831

Bioscience building 1st Floor

First Aider  
Lisa Hodgson/Robert Jackson  
tel. 0191 241 8673/8811

Fire Marshalls  
Holly Anderson/Steve Laval

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<td>Dr Andrew Filby</td>
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Standard Operating Procedures with Risk Assessment (SOPRA) documents are available as printed copies within the lab and can also be found at:

http://www.hse.gov.uk/chip/phrases.htm
Key Safety Personnel: ICM & William Leech building 2nd floor

Facility Manager  Andrew Filby  Andrew.filby@ncl.ac.uk  tel.xt8831/07976286119

Flow Cytometry Specialists:
David McDonald  david.mcdonald@ncl.ac.uk
Andrew Fuller  Andrew.fuller@ncl.ac.uk
Gillian Hulme  Gillian.Hulme@ncl.ac.uk
Carly Foster  Carly.Foster@newcastle.ac.uk
Jack Wigham  Jack.Wigham@newcastle.ac.uk

ICM Safety Officer  Timothy Robson  timothy.robson@ncl.ac.uk  tel.xt7084
ICM Biological Supervisor  Julia Spoors  j.a.spoors@ncl.ac.uk  tel.xt7991
ICM Laser safety Officer  Trevor Booth  t.a.booth@ncl.ac.uk  tel.xt6813
ICM Fire Marshalls  Carole Todd/Martina Elias/Trevor Booth  tel.xt6813

Wm. Leech Building 2nd Floor

First Aider  Dhanisha Lukka  dhanisha.lukka@ncl.ac.uk  tel.xt7188
Fire Safety co-ordinator  Kim Robson  k.a.robson@ncl.ac.uk  tel.xt6691

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http://www.hse.gov.uk/chip/phrases.htm
Point A – Framlington Place Turning Circle

Point D – Fire Track at back of Med School

Point C – Hashed area next to Trust Boilerhouse/Claremont Wing