

Newcastle University Faculty of Medical Sciences  
Flow Cytometry Core Facility **Health and Safety**  
**Information Booklet**

(Reviewed 4th August 2015)

Signed

*Andrew Filley*



**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 1<sup>st</sup> floor of the bioscience building at the centre for life (room B 110), and one within the institute of cellular medicine (ICM), on the 2<sup>nd</sup> 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>

ICM: <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>**

- 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/>
- 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>
- 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 1<sup>st</sup> floor

Facility Manager: Andrew Filby [andrew.filby@ncl.ac.uk](mailto:andrew.filby@ncl.ac.uk)  
**tel. 0191 241 8831/07976286119**

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

IGM Safety Officer Lisa Hodgson [lisa.hodgson@ncl.ac.uk](mailto:lisa.hodgson@ncl.ac.uk) tel.0191 2418699

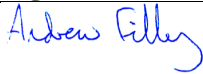

IGM Biological Safety officer John Sayer [j.a.sayer@ncl.ac.uk](mailto:j.a.sayer@ncl.ac.uk) tel.0191 241 8608

IGM Laser Safety officer Andrew Filby [andrew.filby@ncl.ac.uk](mailto:andrew.filby@ncl.ac.uk) tel.0191 241 8831

### Bioscience building 1<sup>st</sup> Floor

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

Fire Marshalls Holly Anderson/Steve Laval

Assessor		
Name	Signature	Date
Dr Andrew Filby		04/08/15
Responsible Person / Manager		
Name	Signature	Date
Dr Andrew Filby		04/08/15

Standard Operating Procedures with Risk Assessment (SOPRA) documents are available as printed copies within the lab and can also be found at:

Explanation of symbols found on MSDS can be found at

<http://www.hse.gov.uk/chip/phrases.htm>

## Key Safety Personnel: ICM & William Leech building 2<sup>nd</sup> floor

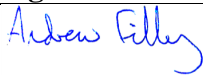
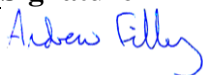
Facility Manager Andrew Filby [Andrew.filby@ncl.ac.uk](mailto:Andrew.filby@ncl.ac.uk) **tel.xt8831/07976286119**

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

ICM Safety Officer Timothy Robson [timothy.robson@ncl.ac.uk](mailto:timothy.robson@ncl.ac.uk) tel.xt7084  
ICM Biological Supervisor Julia Spoons [j.a.spoons@ncl.ac.uk](mailto:j.a.spoons@ncl.ac.uk) tel.xt7991  
ICM Laser safety Officer Trevor Booth [t.a.booth@ncl.ac.uk](mailto:t.a.booth@ncl.ac.uk) tel.xt6813  
ICM Fire Marshalls Carole Todd/Martina Elias/Trevor Booth tel.xt6813

### Wm. Leech Building 2<sup>nd</sup> Floor

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

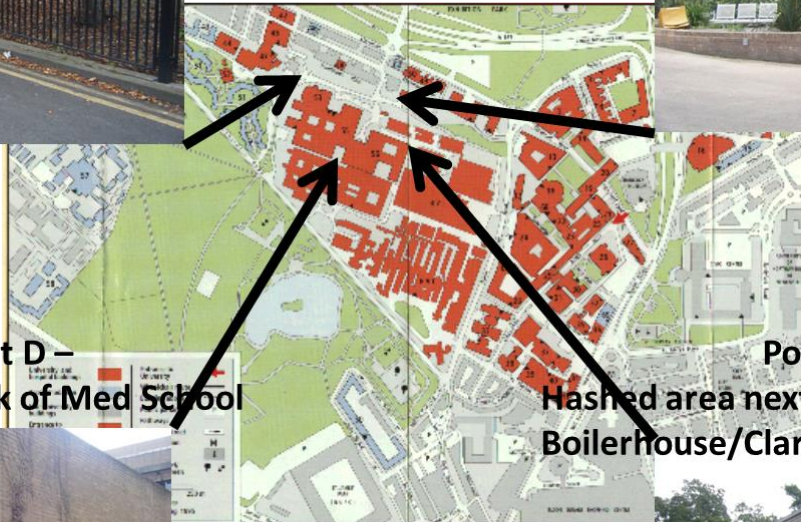
Assessor		
Name	Signature	Date
Dr Andrew Filby		04/08/15
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**Point A – Framlington Place Turning Circle**



**Point D –  
Fire Track at back of Med School**



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

