

Amgen Biotech Experience kit loan

Health and safety advice

The Centre for STEM Education, the John Hammond Science Education Centre, the University of Cambridge (Cambridge hub), and the Teacher Scientist Network, Norwich (Norfolk hub) follow the Consortium of Local Education Authorities for the Provision of Science Services' (CLEAPSS) advice and guidance. All procedures associated with the Amgen Biotech Experience (ABE) programme have been explained in detail during ABE teacher and technician workshops. Guidelines and advice are included in the student and teacher guides which are available on the ABE area on the Centre for STEM Education website:

<https://www.herts.ac.uk/stem-centre/amgen/download-login>

Teachers and technicians are reminded their employer is responsible for health and safety within their institution. Risk assessments must be carried out for all practical activities using ABE kit at school or college, to include considerations of the particular laboratory, circumstances and group of students involved. Individual risk assessments should be carried out for each practical activity with each different group. A generic, model risk assessment will not suffice. If the risk assessment indicates that the practical activities are too risky to carry out in a particular situation, the employer is responsible for ensuring that it is not undertaken.

CLEAPSS guidance on practical work is regularly updated, including the guide to doing practical work during the Covid-19 pandemic (GL343). It is important to refer regularly to the advice and ensure that it is followed, including for ABE activities, in addition to all standard operating procedures for individual schools and guidance from employers.

Individuals handling ABE kits must ensure they are following standard safe manual handling procedures. A risk assessment must be completed for lifting heavy items that present a risk of injury. A trolley should be used for transportation where necessary and heavier items should be stored at an appropriate height, waist height is considered the most appropriate for heavier loads. Training in lifting techniques should be provided for anyone who undertakes lifting of heavy loads. Further information and guidance is at: <http://www.hse.gov.uk/pubns/indg143.pdf>

Schools and colleges should also refer to local guidelines about health and safety. This advice is based on the guidelines set out by CLEAPSS.

Liability and Insurance

Please be aware that whilst you are in possession of the equipment supplied by the University of Hertfordshire via the Cambridge Regional College (Cambridge hub), the Teacher Scientist Network (Norfolk hub), University of Hull (Hull hub), MidKent College (Kent hub) or directly from the university (Hertfordshire hub), it is your obligation to ensure the equipment is used appropriately to avoid any damage from misuse and to ensure that when not being used it is stored securely.

Neither the University of Hertfordshire nor the hubs will be held responsible for any loss of, or damage to, the equipment whilst the equipment is in your possession. For the duration of the kit borrowing period the responsibility for the kit (including breakages and theft) and its safe use remains with you.

The ABE programme in the UK is administered by

Centre for STEM Education, University of Hertfordshire, Hatfield AL10 9AB

Email: STEM@herts.ac.uk

www.herts.ac.uk/stem-centre

Twitter: [@STEM_UH](https://twitter.com/STEM_UH)

Please also note that all individuals transporting equipment in their personal vehicle must ensure they have the relevant 'business use' insurance cover in order that the kit is insured in case of an accident.

If you have any questions, please email: stem@herts.ac.uk

School acknowledgement

Name.....

School.....

I understand the health and safety advice about use of Amgen Biotech Experience equipment and will undertake individual risk assessments for each activity which take account of circumstances arising from doing practical work.

Signed.....

Date.....

I understand the need for appropriate insurance cover about use of Amgen Biotech Experience equipment.

Signed.....

Date.....

Please return the signed advice form to: stem@herts.ac.uk