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Congratulations on joining Imperial College London, the only university in the UK to focus exclusively on science, medicine, engineering and business.

From Fleming’s discovery of Penicillin to Gabor’s invention of holography, Imperial has been changing the world for well over 100 years. You’re now part of this prestigious community of discovery and we hope you will take this opportunity to make your own unique contribution.

We’re committed to providing you with the very best academic resources to enrich your experience. We also provide a dedicated support network and a range of specialist support services to make sure you have access to the appropriate help, whether that’s further training in an academic skill like note taking or simply having someone to talk to.

You’ll have access to an innovative range of professional development courses within our Graduate School throughout your time here, as well as opportunities to meet students from across the College at academic and social events.

We actively encourage you to seek out help when you need it and try to maintain a healthy work-life balance. Our choice of over 340 clubs, societies and projects is one of the largest of any UK university, making it easy to do something different with your downtime. You also have free access to gym (following a one-off orientation fee of £40 in 2017-18) and swimming facilities across our campuses.

As one of the best universities in the world, we are committed to inspiring the next generation of scientists, engineers, clinicians and business leaders by continuing to share the wonder of what we do through public engagement events.

**Campus facilities and accessibility**

Location and facilities available at each campus can be found here [https://www.imperial.ac.uk/visit/campuses/](https://www.imperial.ac.uk/visit/campuses/) and information about the accessibility of our South Kensington Campus is available online through the AccessAble access guides [https://www.accessable.co.uk/imperial-college-london/south-kensington-campus](https://www.accessable.co.uk/imperial-college-london/south-kensington-campus)

Don’t forget to download the free Imperial Mobile app for access to College information and services, including College emails and a library catalogue search tool. [www.imperial.ac.uk/imperialmobile](http://www.imperial.ac.uk/imperialmobile)
**Doctoral Proposition**

Imperial College London will:

Provide a world-class research programme
- focused on performing cutting-edge research that makes a significant contribution to the knowledge base
- throughout which internationally-acclaimed academics support, inspire and challenge you as you develop into an independent researcher
- in a vibrant and diverse community united by the aims of advancing the frontiers of science, technology, medicine and business, and addressing key economic and societal challenges

Provide innovative and effective professional development
- equipping you with skills to increase your research and personal effectiveness
- that gives you an insight into a wide range of career opportunities
- helping to ensure that you have the necessary attributes to excel in your career

Deliver outstanding networking opportunities
- providing access to the elite international research community
- that arise from our extensive engagement with industry and business
- by organising a wide range of interdisciplinary meetings and social events within the College

Offer life-long membership of the Imperial community
- supporting you as a student and afterwards as an alumna/us
- enabling you to share your advice and experience with future students

[https://www.imperial.ac.uk/study/pg/graduate-school стратегия и управление/doctoral-proposition/](https://www.imperial.ac.uk/study/pg/graduate-school/strategy-and-governance/doctoral-proposition/)
Top Tips for new students

- **Get to know your department** –
  Get to know the departmental staff, including the admin staff. See the [Introduction to the Department](http://www.imperial.ac.uk/civil-engineering/people/) pages for an overview. For a full list of departmental staff, please refer to our website: [http://www.imperial.ac.uk/civil-engineering/people/](http://www.imperial.ac.uk/civil-engineering/people/)

- **Register** –
  Make sure that you visit the [Registry website](#), and follow all the requirements for [Registration](#).

- **Money matters** –
  Be aware of the financial assistance available to you, and your obligations – [Bursaries and Finance](#). Remember that you will need to register before you can access any bursary funding.

- **English Language requirements** –
  All non-native English speakers must meet the College’s [English Language Requirement](#). For more information, please refer to the Centre for Academic English website (CfAE): [http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/](http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/)

- **Doctoral Milestones** –
  Be aware of the [Doctoral Milestones & Dept. Requirements](#), and make sure that you know what you need to do and when. Please refer to the website for more information: [https://www.imperial.ac.uk/civil-engineering/intranet/research-students/](https://www.imperial.ac.uk/civil-engineering/intranet/research-students/)

- **Expectations** –
  College have set mutual expectations that apply to both you and your supervisor. Please see [here](#) for details.

- **Annual leave** –
  You are entitled to 8 weeks of annual leave throughout the year, including college closure days, which your supervisor must authorize and record. For further details on annual leave and sick leave, interruption of studies and religious observance, please see [here](#).

- **Look after yourself** –
  It is important that you look after your wellbeing. Imperial College has a number of services that can assist you with advice and support: [Wellbeing and Advice](#).

- **We welcome your feedback** –
  There are a number of ways in which you can feedback to the College matters regarding your education and wider student experience, including through the Student Representatives and the Staff-Student Committee. The College is committed to continual improvement of its services. For more details, see [here](#): [Student Feedback and Representation](#).
Welcome to Imperial College London and the Graduate School!

The Graduate School is responsible for the postgraduate experience at the College and we work closely with the Union and the Graduate Students’ Union to ensure that when decisions are being made, which affect your time at Imperial, your voice is heard. Another important aspect of our role is to offer you a free and exciting range of professional development opportunities which you can access from wherever you are in the world. Whether you wish to pursue a career in academia, industry or something else, professional development training will improve your personal impact and will help you to become a productive and successful researcher.

The Graduate School also runs a number of exciting social events and competitions throughout the year which are an opportunity to broaden your knowledge as well as to meet other students and have fun. You should regularly check the Graduate School’s website, blog, social media and e-Newsletters to keep up to date with all the latest activities available to you.

Finally, Imperial College is an extremely exciting, stimulating and diverse environment in which to work, to study and to research, do make the most of all that the College and your programme has to offer.
I would like to welcome you to the Graduate School’s programme of professional development for research students.

Our team of tutors have a wide variety of research and other career experiences. We understand the importance of developing professional skills whilst undertaking postgraduate research studies. Not only does our programme help you to progress in your academic studies, it can also be part of your preparation for your future career. We provide the opportunity for you to practice and develop your presentation skills, academic writing skills, and a wide range of other key skills. By attending our courses, you will also have the opportunity to meet students from a variety of subject disciplines from across the College, hence building your professional network.

We offer a range of interactive courses including face-to-face workshops, interactive webinars, and online self-paced courses. We also offer a choice of residential opportunities. We have 3 residential retreats including the Thesis Writing Retreat, the Team and Communications Retreat, and our Research Impact and Influence Retreat. We also have our Global Fellows Programme which provides you with an exceptional opportunity to spend an international week with researchers from across the world. I encourage you to explore and engage with the diverse range of opportunities on offer from the Graduate School and I wish you well in your studies.
The Graduate School’s Mission Statement and Strategic Aims (2013-2018)

Mission
The Graduate School plays a key role in delivering the postgraduate student experience as well as with postgraduate education, policy and strategy development. The Graduate School enriches the postgraduate student experience by delivering a tailored programme of professional skills training which enhances the professional impact and helps to ensure personal ambitions are realised. In partnership with academics, students across the College and the Graduate Students’ Union, the Graduate School provides opportunity for students to meet each other at a variety of social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations and creating supportive global research communities and peer groups.

Strategic Aims
The Graduate School will support and enhance the postgraduate student experience by;

- Providing innovative professional skills courses for Masters and research students, informed by research and developed in response to feedback from students and staff and taking into account the changing needs of employers.
- Listening to the views of postgraduate students and providing forums to represent their voice throughout College.
- Enhancing opportunities for students to communicate their science to a variety of audiences and to engage with the public, recognising the multiple perspectives of communities.
- Providing opportunities for Outreach activities, in consultation with Student Outreach and Recruitment.
- Encouraging cross-disciplinary interaction and collaboration by hosting networking activities, social and academic events.
- Providing opportunities for researchers to develop their global perspectives via the provision of international summer schools.
• Working with academics and students to facilitate the development of student peer support groups or cohorts and providing tailored events and activities for cohort specific groups.
• Facilitating innovative ideas for showcasing student research.
• Providing clear and succinct information about College policies and procedures and progression through programmes of study.
• Continuing to develop online support for postgraduate students, including online skills courses and guidance.
• Supporting students with an interest in teaching, via the provision of a comprehensive programme for GTA training, in consultation with the Educational Development Unit.
• Collaborating with the Educational Development Unit to ensure that research supervisors are provided with a comprehensive training programme.

**Imperial Success Guide**

The Imperial Success Guide is an online resource with advice and tips on the transition to PGR level study. More than just a study guide, it is packed with advice created especially for Imperial PGR students, including information on support, health and well-being and ideas to help you make the most of London. [http://www.imperial.ac.uk/students/success-guide/pgr/](http://www.imperial.ac.uk/students/success-guide/pgr/)

**Our Principles**

Imperial College London embodies and delivers world class scholarship, education and research in science, engineering, medicine and business, with particular regard to their application in industry, commerce and healthcare.

The College is diverse and international - it comprises academic staff, students and support staff of varied disciplines and backgrounds. It champions collaboration, actively opposes discrimination and recognises the importance of making a positive impact in the wider community.

This document defines the guiding principles of the Imperial community. It was developed by academic and support staff in partnership with undergraduate and postgraduate students and Imperial College Union and will be reviewed annually.

[http://www.imperial.ac.uk/students/our-principles/](http://www.imperial.ac.uk/students/our-principles/)
Introduction from the President of the Imperial College Union

Welcome to Imperial College Union! We are here to ensure your student experience is the very best it can be. University life is not just about academic achievement; the experiences you have, the friends you make, and the opportunities you take all contribute to forming you as a balanced, fulfilled individual.

Imperial College Union provides the community for you to explore your passions, pursue your interests and develop yourselves. Whether you join some of our 360+ Clubs, Societies & Projects, volunteer as a Rep in our Academic Representation Network, or simply enjoy dinner in one of our bars, the Union will be central to your time at Imperial. Furthermore, we are always here to listen and support you – there is no problem too small or too large! The Union team and I look forward to making your time at Imperial a truly brilliant one

union.president@imperial.ac.uk
Welcome from the Graduate Students’ Union (GSU)

I am delighted to welcome you to Imperial College! Let me introduce you to the Graduate Students’ Union (GSU).

We are the elected representative body standing up for your interests as a postgraduate student. In addition, we are here to help you to make the most of your time at Imperial. We work towards building a thriving and enjoyable postgraduate community, spanning across all faculties and campuses at Imperial College.

As a postgraduate student, there are facilities and events available just for you. The graduate school provides a range of invaluable courses ranging from communication to professional progression to business skills courses. Our student Union has over 100 different societies for you to get involved in, ranging from boxing to consulting. You also have your own, graduate only, bar (h-bar) which opens Monday to Friday from 5pm till late with tapas style food and events every week ranging from Karaoke to weekly pub quizzes.

So, what are we up to for this coming year? We are going to focus on these major areas of action:

- Develop the GSU to become central to the postgraduate community by improving the two-way flow of information, between the GSU and you across all campuses;
- Improve services at h-bar to your needs;
- Organise exciting events such as student well-being workshops and entrepreneurship opportunities throughout the year;
- Continue improving postgraduate well-being by increasing the quality of supervision, and by creating strategies to tackle common mental health challenges in higher education.

We are here to make your time here as enjoyable and beneficial as possible, if you have thoughts, ideas or feedback, make sure you get in touch! Finally, I hope that you have a fantastic time here at Imperial and take advantage of the richness of opportunities that await you.

Mohit Devgan
GSU President 2019-20

gsu.president@imperial.ac.uk

www.imperialcollegeunion.org/your-union/how-were-run/constituent-unions/graduate-students-union
Welcome from the Head of Department
A warm welcome to you all. I trust you have had a great summer (or winter for those of you from the southern hemisphere) and I hope that you are now ready to study again. You will be working alongside some of the brightest and most motivated students from around the world, taught by an exceptional group of internationally-leading experts.

A strength of our Department, and the College as a whole, is its national and cultural diversity and we don’t intend to allow Brexit, or any other outside influence, change that. London is a wonderful place to be a student. Please take full advantage of your once in a lifetime opportunity and strike a good balance between studying hard to fulfil your potential and enjoying the company of your fellow students and life in London.

Good luck for the coming year!

Professor Nick Buenfeld

Welcome from the Director of Postgraduate Research
You have taken the decision to study for a PhD, this could be one of the most character defining and exciting decisions you will ever make. The world of new scientific discovery is in front of you and with some hard work you will be able to break some new ground, develop further as an individual and forge a successful future career.

As Director of the Postgraduate Research in the Department it is my role to oversee the formal aspects of the PhD process for each of our research students. This involves working closely with the Director of Research, the Postgraduate Tutor, the Postgraduate Administrator and individual supervisor(s) to facilitate the best possible PhD experience and enable you to complete within the degree within the required time limit. Our objective is to ensure that each student has the necessary resources, information and all-round support in order to complete your research degree. The Department looks forward to the enthusiastic cooperation of each student in fulfilling the formal requirements and activities associated with their studies. These are not too onerous and are designed ultimately for the benefit of the student. I encourage you to interact as much as possible with your fellow researchers – Imperial and the Department of Civil and Environmental Engineering has an outstanding and world-leading reputation for research to uphold and the community of research students are the bedrock on which this is maintained. If you have any thoughts on how we can continue to improve our practices, we would be delighted to hear from you.

Welcome again to the research community and I wish you a successful and rewarding time with us.

Professor Ahmer Wadee, a.wadee@imperial.ac.uk
Welcome from the Director of Research
As Director of Research in the Department of Civil and Environmental Engineering, I would like to wish you all a very warm welcome to Imperial at the start of your research journey. My role is to help ensure that we have a flourishing research environment in the Department, that we attract the best researchers, that we secure the funds that we need to support our activities and ultimately that we continue our rich tradition for conducting world class research. As PhD students, you will be a big part of helping to continue this tradition of excellence, and you will benefit from a stimulating research environment as well as from working with many of the leaders in their fields.

PhD research requires hard work, dedication, meticulousness and vision. The next three years or so will be challenging but immensely rewarding. I hope you have an enjoyable and productive time at Imperial, and I wish you all the best in your endeavors.

Professor Leroy Gardner

Welcome from the Senior Tutor (Postgraduate)
Congratulations on the beginning of what I hope will be a wonderful experience for you as a PhD student in the Department of Civil Engineering. I look forward to getting to know you during your time here. I know you will achieve some amazing research feats and meet fantastic new colleagues and friends during your period here. I also know that you may encounter periods of frustration and encourage you to keep things in perspective and focus on the end goal. I am always happy to chat to PhD students and support you during your time here.

Dr Ana Ruiz-Teran, a.ruiz-teran@imperial.ac.uk

Welcome from the Postgraduate Research Administrator
As Departmental Research Administrator for the Department of Civil and Environmental Engineering, a key part of my role is providing support for research students throughout their degree, and managing all research student processes within the Department. I will be a point of contact for you from when you join the Department and complete your milestones, through to submitting your thesis and graduating. If you need any help, have questions however big or small, or need someone to talk to then I am here.

Sarah Willis, s.willis@imperial.ac.uk
Postgraduate Research Student Representatives

Each Research Section within the Department has at least one PGR student representative, along with a Department wide PGR Rep. Student Reps are there to support you, represent you at departmental Staff-Student liaison meetings, plan social events, and other Section specific activities. You can find your representatives here: https://www.imperial.ac.uk/civil-engineering/intranet/committees-and-representatives/student-representatives/ as well as below. Look out for emails from your Reps throughout the year.

Department Rep
To be confirmed at Department Induction afternoon

Centre for Systems Engineering and Innovation PGR Rep:
Alexander Zhou - shanjing.zhou18@imperial.ac.uk

Environmental and Water Resources Engineering Section PGR Rep:
Ben Krueger - benedict.krueger16@imperial.ac.uk

Fluid Mechanics Section PGR Reps:
Carolanne Vouriot - carolanne.vouriot12@imperial.ac.uk
Cleo Jongedijk - c.jongedijk17@imperial.ac.uk

Geotechnics Section PGR Reps:
Tara Sassel - tara.sassel17@imperial.ac.uk
Shawn (Shuai) Xue - shuai.xue17@imperial.ac.uk
Marios Koronides - marios.koronides17@imperial.ac.uk

Structures Section PGR Reps:
Luis Munoz Heinen - luis.munoz-heinen16@imperial.ac.uk
Kamil Riedel - kamil.riedel16@imperial.ac.uk

Transport Section PGR Reps:
Heather Hou huiqiao.hou16@imperial.ac.uk
Qiming Ye qiming.ye18@imperial.ac.uk

Materials Section PGR Rep:
Barney Shanks b.shanks18@imperial.ac.uk
### Academic and Administrative Staff in the Department

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<th>Email</th>
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<td>Ms. Tanya Clarke</td>
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<tr>
<td>Finance Assistant</td>
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**Department Structure**

The Department is recognised internationally as a leading centre of excellence for research and education. The Department is unique in having world leading research capabilities in laboratory-based experimentation, advanced modelling, field monitoring, and underpinning theoretical research, enabling a rigorous approach and hence confidence in our research discoveries. Strong links with industry and continuous involvement in real engineering projects are key characteristics of our research activities that ensure practical relevance.

The Department provides a highly stimulating environment for research, attracting outstanding applicants from a variety of academic backgrounds. Research students form an integral part of the Department’s research community.

The Department’s research is organised into five main sections - Environmental and Water Resources Engineering, Fluid Mechanics, Geotechnics, Structural Engineering and Transport Studies. Each research section has a dedicated research laboratory, providing state-of-the-art facilities, and are amongst the most up-to-date and best equipped in Europe.

**Departmental Information**

Explore our Departmental webpages for information on the Department, Research, Facilities, and Taught Programmes: [http://www.imperial.ac.uk/civil-engineering](http://www.imperial.ac.uk/civil-engineering)
Key dates 2019-20

Term dates
Autumn term: 28 September - 13 December 2019
Spring term: 4 January - 20 March 2020
Summer term: 25 April - 26 June 2020

Closure dates
Christmas/New year: 21 December 2019–01 January 2020
Easter holiday: 9 April 2020–14 April 2020
Early May bank holiday: 08 May 2020
Spring bank holiday: 25 May 2020
Summer bank holiday: 31 August 2020

Key events
Postgraduate Awards Ceremonies: 6 May 2020

Departmental Seminar Programmes
During the academic year there is a series of Departmental Seminars, held within each Research Section. These are usually advertised throughout the Department via the PhD Student Representatives and the Department Calendar and Events feed.
http://www.imperial.ac.uk/civil-engineering/news-and-events/

PGR Seminar Series
The Department runs a PGR Student Seminar series throughout the Spring and Summer terms with presentations by second year students. The PGR admin team will be in touch with you about this.

Department events
Regular social events are held throughout the year including PGR quiz nights, Christmas and summer parties. Look out for email notification.

Cross-College Research Seminars:
http://www.imperial.ac.uk/study/pg/graduate-school/events/research-seminars/
Facilities

Shared teaching space
The Faculty of Engineering is committed to utilising its facilities and teaching space, hence there are a number of shared teaching spaces between Departments/Buildings. Teaching space in the Skempton Building is often timetabled to accommodate lectures between the Civil and Environmental, Mechanical, and Aeronautical Engineering Departments.

The Civil and Environmental Engineering Department is contained in the Skempton Building. Most of the teaching areas are to be found on levels 0, 1, 2, 3, and 6, with the exception of the teaching laboratories which are located on levels 0, 1, 2, and 5.

http://www.imperial.ac.uk/engineering/students/current/teaching-spaces/

<table>
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<th>Room</th>
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<td>Lectures – tutorials – examinations – presentations</td>
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<td>Teaching Room 064A</td>
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<td>Lectures – tutorials – examinations – presentations</td>
</tr>
<tr>
<td>Teaching Room 064B</td>
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<td>30</td>
<td>Lectures – tutorials – examinations – presentations</td>
</tr>
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<td>Use</td>
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<td>Computing Lab 317</td>
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<td>Staff and PhD Students only</td>
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<td>Laboratory Room 528</td>
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<td>Geotechnics Laboratory</td>
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<td>Teaching Room 601</td>
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</table>

**ICT resources**

Find information on activating your College account, connecting to Wifi, using the Virtual Learning Environment (Blackboard Learn), and more ICT resources available for new students, visit: [http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/](http://www.imperial.ac.uk/admin-services/ict/new-to-imperial/students/)

**Equipment/computing**

Please speak to your supervisors regarding computing and other equipment. Equipment/computers purchased through the Department remain the property of Imperial College and should be returned/remain in the Department.

**PC laboratories**

The Building houses three PC laboratories located in rooms 208, 314, and 317. These facilities are open to all registered students of the Department from 08.00-22.30 daily, except when timetabled for classes. Further PC facilities are available in, and shared with, the City and Guilds Building, and the College’s Central Library. A full list of the College rules regarding computer use are available at: [http://www.imperial.ac.uk/admin-services/ict/](http://www.imperial.ac.uk/admin-services/ict/)

**Printing**

There are five multi-function printers in the Skempton Building. The first is in room 317, two are located in the BOSS Space on level 2, and a further two in room 218 adjacent the BOSS Space. Additionally the Service Point Print Shop is located in room 024 of the Sherfield Building. Service Point can be contacted by email at: [imperial.college@servicepointuk.com](mailto:imperial.college@servicepointuk.com)

There are networked printers across the South Kensington Campus, which you can access with your College ID card. [https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing-photocopying-and-scanning/](https://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/printing-photocopying-and-scanning/)
**Lost property**

If you think you have lost something within the Department your first port of call is the Reception. If it is not there you should check with the Security Office in Sherfield as it may have been handed in there. (If an item is handed in with ID, an email will be sent to the owner immediately to inform them).

All items found within the Department (e.g. keys/phones/bags) should be handed into the Reception. All items found outside the Department should be handed into the Security Office in the Sherfield Building in the South Kensington campus.  
[http://www.imperial.ac.uk/estates-facilities/security/lost-and-found-property/](http://www.imperial.ac.uk/estates-facilities/security/lost-and-found-property/)

**Facilities management**

Showering facilities are available within the Department and are located in the toilets on levels 0 and 3.

Bicycles are **not** permitted within the Department. This is College policy. The following link provides information on suitable bicycle storage within the South Kensington Campus:  
[http://www3.imperial.ac.uk/estatesfacilities](http://www3.imperial.ac.uk/estatesfacilities)

**Room bookings**

Room bookings on weekdays during term-time may be requested via Wufoo, or in person at the General Office. This form is to be used only for room booking requests in the Skempton Building.  
[https://skempton.wufoo.com/forms/room-bookings-20192020/](https://skempton.wufoo.com/forms/room-bookings-20192020/)

Please note: **We do not make room bookings for Imperial College Union Societies.** These need to be made via the Student Union.

Room booking requests outside of normal College hours should be made via the Conference Office.

**Shuttle bus**

A free shuttle bus runs between our South Kensington, White City and Hammersmith Campuses on weekdays. Seats are available on a first-come, first-served basis. You need to show your College ID card to board. Download the timetable at:  
[www.imperial.ac.uk/estates-facilities/travel/shuttle-bus](http://www.imperial.ac.uk/estates-facilities/travel/shuttle-bus)

**Smoke-Free Policy**

All Imperial campuses and properties are smoke-free. This means that smoking by staff and students is not permitted on or within 20 metres of College land. The policy covers all College properties, including student accommodation and sports grounds.  
[www.imperial.ac.uk/smoke-free](http://www.imperial.ac.uk/smoke-free)
Information on Department processes, useful forms and other sources of information can be found on our Research Student intranet pages-
https://www.imperial.ac.uk/civil-engineering/intranet/research-students/

Departmental Induction

Day one induction:
All new research students will be asked to attend a day one induction session to include an introduction to the Department, health and safety, first week essentials, and pastoral support.

Welcome lunches:
The Department holds welcome lunches at least twice per year to welcome new students and to welcome back current students.

Department PGR induction session:
All new research students must also attend the Department PGR Induction where all new students come together to meet their peers and key staff from the Department and across the College. This is separate from the Research Induction run by the Graduate School.

Induction is held twice during the year usually in October and March.

Induction is designed to introduce students to:

- The Department
- PhD Regulations and Timelines
- Turning Research into a Thesis
- English Language Support
- Student Welfare and GTA
- Graduate School
- Library Services
- Research in the Department
- Health and Safety

Registration
The College Registry website provides most of the information you need to know at different stages of your studies, and you should familiarise yourself with it as soon as possible.

http://www.imperial.ac.uk/admin-services/registry/
All new students are required to register online at the start of their course and all overseas students holding a Tier 4 visa sponsored by the College must attend an in-person registration at the Student Hub, Level 3 Sherfield Building.

**College Registration and Fees: Full and Part-Time Research Students**

All students record their attendance by completing the online registration process when they start their course of study, and at the beginning of each subsequent academic year. The amount of fees due is payable in advance. Fees for a portion of a year are calculated pro-rata. Students are warned that they cannot avoid these obligations merely by failing to register. Students will be deemed liable for fees unless they have given written notice of withdrawal or completion.

Students who fail to meet their fee liability, whether self-supported or sponsored, may have the College Regulations invoked against them. This means that they will not be allowed to register for a subsequent year, may not work in the Department or may not receive formal notification of progress, until the fee debt has been settled.

Invoices received in error should not be ignored. Please forward these to Sarah Willis advising on the nature of the error.

**College Registration: Research Staff Registering as Part-Time Students**

RAs wishing to register for the PhD degree should see Sarah Willis in the first instance. Research assistants registering for the PhD degree are liable for tuition fees at 33% of the full-time Home/EU rate.
Bursaries and finances

All students must be registered before they can receive a bursary and the payment has to be within their studentship period.

New Students
For all new students, if registered ahead of time, we endeavor to ensure that all paperwork is processed in advance of the start date, if possible. In order for bursary payments to be processed, you must input your bank account details in the “funding” tab in your e-service record.

Continuing Students
You will be contacted each year regarding re-registration. See the bursaries webpage for further details: http://www3.imperial.ac.uk/studentfinance/currentstudents/bursaries.

Emergency Funding
If students encounter financial difficulties at any stage of their course of study, they are advised to discuss their situation with their supervisor(s) and/or the Senior Tutor (Postgraduate) and the Department Research Administrator. Depending on circumstances, students may be advised to apply to The Student Support Fund. https://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/student-support-fund/

The Global Relief fund can help students who are in receipt of an award which has been taken away due to an event of a social or political upheaval, environmental or industrial disaster, or health or economic crises, or where a regional or national level institution has withdrawn their funding. https://www.imperial.ac.uk/students/fees-and-funding/financial-assistance/global-fund/

Council Tax, Statements of Attendance and Other Documentation
The College has set up a useful link for current students requiring standard official documentation: https://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/council-tax/

Council Tax Letters are available upon request from the Student Hub: student.hub@imperial.ac.uk

Funding for conferences

Travel Funding
There are two travel grants available to PGR students in the Department, the departmental travel fund and the Professor Milija Pavlovic Research Travel Grant.

- The department travel fund is available for grants in the region of £500. Students who wish to apply for this grant are required to complete a form giving details of the activity they wish to undertake, and how it will benefit their personal or professional
development. For further details or to request a copy of the form, please contact civilphdadmin@imperial.ac.uk.

- The Professor Milija Pavlovic Research Travel Grant is in memory of Professor Pavlovic, who worked at Imperial between 1978-2008. Students can apply for a travel award to enable them to undertake research activity that would not otherwise have been possible, such as presenting their work at an overseas international conference, or a period of overseas fieldwork. Small items of equipment specifically to undertake fieldwork can also be requested from this fund. Students must make a short application detailing the activity and costs, alongside a supporting letter from their main supervisor. This fund will launch in 2019/20 and information will be circulated to students.

Other sources of funding available to students are the City and Guilds College Association and the Imperial College General Fund.

Your supervisor will also able to advise on funding available for conference travel and attendance.
English Language Requirement

Postgraduate students who are not native speakers of English must fulfil the Imperial College London Doctoral Academic Communication Requirement in addition to meeting the English Language entry requirements. The aim of the requirement is to help, remind, and encourage you to work on your English language skills and to ensure that you receive the necessary writing support throughout your research studies. The first step is to take the Initial English Test EA1 as soon as possible after registering for your research programme.

More information on the College’s English language requirement policy is available here including exemptions: http://www.imperial.ac.uk/study/pg/apply/requirements/english/

Do you need to take an English Language test?

Upon arrival at college students should check with the Departmental Research Administrator whether they meet the exemption criteria. If yes, then they are ‘signed off’. If no, they proceed to the Centre for Academic English (CfAE) “Doctoral Academic Communication Requirement – Assessment 1”. This must be completed in the first 3 months. http://www.imperial.ac.uk/academic-english/current-students/doctoral/academic-communication-requirement/

1. DACR Assessment 1 - registration

- CfAE initial test, DACR1, as soon as possible after arrival.
- CfAE will report to departments the outcomes from these assessments
- All those who do not meet the criteria at the initial assessment will be tested again at eight months.

Following the test, there are a number of possibilities:

a) Having passed the initial assessment, the student is signed off.

b) Additional language teaching is recommended or required, with a further test at the Early Stage Assessment (ESA) stage.

2. DACR Assessment 2 - 8 months

In order to meet the nine-month Early Stage Assessment requirement, the CfAE will assess students who have not been previously signed off. The student will either be signed off at this stage or have to undergo further English training, with a further assessment at the 18-24-month stage.

3. Late Stage Review - 18-24 months

Failure to meet the requirement at the Late Stage Review point will mean the matter is referred to the College/Department for review.
Health and Safety Information (use of equipment, training etc.)

For full information on Departmental health and safety see the orange Safety Booklet at the back of this handbook.

Each student is responsible for looking after their own health and safety and that of others affected by their College-related work and leisure activities. To this end, each student must:

- Comply with all local and College policies, procedures and codes of practice and with the arrangements which the College has in place to control health and safety risks.
- Ensure that their activities do not present unnecessary or uncontrolled risks to themselves or to others.
- Attend appropriate induction and training.
- Report any accidents, unsafe circumstances or work-related ill health of which they become aware to the appropriate person.
- Not interfere with any equipment provided for Health and Safety.
- Where a student is not confident that he or she is competent to carry out a work or leisure activity safely, inform his or her supervisor or the person in charge of the activity rather than compromise his or her own safety or the safety of others.

The College’s Health and Safety Policy can be found at: https://www.imperial.ac.uk/estates-facilities/health-and-safety/

The College Safety Department

The Safety Department offers a range of specialist advice on all aspects of safety. This includes anything which you feel might affect you directly, or which may be associated with teaching, research or support service activities.

The College’s activities range from the use of hazardous materials (biological, chemical and radiological substances) to field work, heavy or awkward lifting, driving, and working alone or late. All College activities are covered by general health and safety regulations, but higher risk activities will have additional requirements. The Safety Department helps departments and individuals ensure effective safety management systems are in place throughout the College and to thereby comply with specific legal requirements. Sometimes the management systems fail, and an accident or a near miss incident arises; it is important that we learn lessons from such situations to prevent recurrence and the Safety Department can support such investigations. All accidents and incidents should be reported online at: http://www.imperial.ac.uk/safety
Your programme director, academic supervisor and departmental safety officer are the first people to whom you should report concerns or ask for advice, but you may also contact the Safety Department directly.

**Your Departmental Safety Officer is:** Dr Geoff Fowler  
Room 413, Skempton Building  
020 7594 5973  
g.fowler@imperial.ac.uk

**Occupational Health requirements**  
The College Occupational Health Service provides services to protect health at work, assess and advise on fitness for work and to ensure that health issues are effectively managed. The Service promotes and supports a culture where the physical and psychological health of staff, students and others involved in the College is respected, protected and improved whilst at work.  

[http://www.imperial.ac.uk/occupational-health](http://www.imperial.ac.uk/occupational-health)

**Communications**  
Please ensure that your student-e-service contact details are up-to-date at all times, including your next-of-kin-contact information.

The Department is not able to provide a postal or fax service.

It is not possible to provide a service for incoming telephone messages except in the case of emergency. Please ensure your family/next of kin are aware of the following contact:

00 44 (0) 207 594 1127 (Sarah Willis)

**Working alone and emergency contact numbers**  
It is prohibited under College safety regulations for any person to work alone in a laboratory or workshop at any time. At least one other person must be within calling distance. All members of the College must know how to contact emergency services.

Please save the following number in your mobile/cell phone for use in all emergencies anywhere on the College’s South Kensington campus – including where an ambulance is felt to be needed, the call will go direct to the College Security Control Desk: **020-7589-1000**

If using an internal College phone, the number to call is **4444**.

Any activity involving tools or machinery is deemed to be "working in a laboratory or workshop"; purely office or computing activities are excluded.
**Professional Skills Attendance Requirement**

All research students are expected to complete a number of the Graduate School Professional Skills courses as part of their research degree registration. Students registered after October 2016 must meet set requirements by the Early Stage Assessment (ESA) and the Late Stage Review (LSR). The attendance requirement is there to ensure that all students receive some generic skills training while at Imperial and have the opportunity to engage with the programme, alongside their laboratory and other work.

The College requires all doctoral students to achieve a minimum of four Graduate School credits, by the Late Stage Review (LSR). In addition to these credits, the online doctoral plagiarism awareness course must be completed by the Early Stage Assessment (ESA). Credits should be accumulated as follows:

- By the Early Stage Assessment (ESA) - 2 credits
- By the Late Stage Review (LSR) - a further 2 credits

For further details see: [http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/](http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/attendance-requirement/)

**UKVI requirements for overseas students**

The Government imposes a requirement on universities to monitor the attendance of Tier 4 student visa holders, and to report to UK Visas and Immigration (UKVI) any Tier 4 visa holders who cease to be in regular attendance. The College is required to notify the UKVI where a student visa holder has missed ten “expected interactions” with the College. It is therefore essential that students keep in contact with their supervisors and communicate any annual or sick leave to them.

All students regardless of whether they hold a visa or not, should inform their supervisor of any annual leave, sick leave, or other periods of absence.
4. Doctoral Milestones & Departmental Requirements

For information on milestones and for copies of the forms please see the Departmental Intranet [https://www.imperial.ac.uk/civil-engineering/intranet/research-students/](https://www.imperial.ac.uk/civil-engineering/intranet/research-students/).

The College requires that a student’s progress during PhD registration must be formally monitored at two key stages after the date of initial registration:

i. At 9 months for full time PGR students, 12 months for CDT students, and 18 months for part time (Early Stage Assessment)

ii. By 24 months for full time PGR students, 27 months for CDT students and 36 months for part time students (Late Stage Review).

PhD Early Stage Assessment

By 9 months from registration, students must submit a report for the ESA and demonstrate through a viva, that they understand their field of study in sufficient depth, are aware of the important literature and understand the advantages and limitations of their research methodologies. This milestone will assess progress since beginning the PhD, the candidate’s ability to undertake research and the viability of progression towards the LSR. The report submission deadline will be set at 7.5 months from initial registration with supervisors expected to arrange the viva by the end of the 9th month from initial registration (as above dates differ for CDT and part time). You will be emailed your submission deadline and sent diary reminders, along with your supervisor. The ESA assessment should include the following aspects:

i) Progress Report

The progress report should be no more than 10–15 pages (excluding references) and should include a definition of the research problem and background, a literature review, a summary of progress to date, methods employed and, a detailed plan for the next 9–15 months and more broadly for the duration of the PhD.

The report shall be a focused and short document specifically designed for this purpose. The essential aim of the report is to demonstrate that the proposed research is viable in the timescale adopted. Moreover, the candidate must demonstrate a sufficient level of performance and progress to date such that they can continue on the programme with confidence towards the proposed more substantial LSR milestone at the 24 month point.

- **Lay Introduction:** The nature of the work described such that it would be understood by any member of the Departmental academic staff. This section will finish with a definition of the research project and objectives. (2–3 pages)
- **Outline Literature Review:** An outline of the state-of-the-art for the proposed work and an indication of its potential significance. A critical summary of a handful of key articles should be provided that would form the starting point of the research project. (3–4 pages)
• **Progress/Methodology:** A concise description of the progress to date and research methods to be adopted in the study. The candidate must demonstrate understanding and relevance of the methods and explain why they are appropriate for their project and where any limitations lie. (2–3 pages)

• **Research Plan:** This plan should focus primarily on the detail of the next 12–15 months towards the LSR and more broadly the remaining PhD period. The normal period for the completion of a PhD study is three years after the initial registration. The College now sets a maximum of four years for the submission of the thesis. An appraisal of the future plans for the research with a clear summary of the future actions should be included. This must include a time-action (Gantt) chart of activities that would lead to successful completion. (3–4 pages)

ii) **Supervisor’s Statement of Performance**

The main supervisor will provide the ESA Assessor with a statement of performance over the first 9 months including comments on English proficiency.

iii) **Viva Voce Examination**

The candidate shall be given a viva on the report, normally by one and not more than two assessors selected from the academic staff of the Department or other Departments at Imperial involved in the research. The assessors may ask the candidate to prepare a short 10-15-minute presentation outlining the content of their report to aid assessment and questioning. The candidate’s performance in the first 9 months will be used as part of the assessment using the statement provided by the supervisor.

**Submission and Assessment**

Students who started their research degree on or after the 24 September 2019 will need to follow the College’s policy on using Turnitin as part of the Early Stage Assessment and Thesis submission process. Further information on what is required and how Turnitin will be used at ESA will be circulated to students.

Once the ESA (pre-assessment) Report is complete the report should be submitted by the set deadline, by email to the supervisors and Sarah Willis (civilphdadmin@imperial.ac.uk). Following the viva, the ESA form is to be submitted in paper copy or by email to Sarah. Please note students are now required to sign this form as well as the examiners.

Confirmation that the student has completed the Graduate School Courses, the Online Plagiarism Course and the English Language requirement (if stipulated) will be required at this stage. Once approved by the Director of Postgraduate Research, the College Records Office are informed that the student has completed this milestone.

**Assessment Outcomes and Recommendations**

The outcomes of the confirmation assessment will either be (a) continuation towards the PhD, (b) transfer of registration to MPhil or (c) withdrawal from Imperial College London.
Where either (b) or (c) are being recommended, the Supervisor(s) and Assessor(s) should first offer the student a further four weeks to bring to work up to an appropriate standard. Clear guidelines should be given, in writing, to ensure that the additional work required is clear, and that the potential outcomes and their implications are clearly understood.

**PhD Late Stage Review**

By 24 months from registration, the candidate must submit a report/paper for the LSR and provide a realistic PhD completion plan that is assessed by the supervisor and an independent academic (as above dates differ for CDT and part time). This milestone will assess progress since the ESA, the candidate’s ability to undertake research and the viability of the thesis completion plan. LSR report/paper submission deadline will be set at 22 months from initial registration, with the supervisors expected to arrange assessment by the end of the 24th month from initial registration. The LSR assessment should include the following aspects:

i) **Progress report**

A report should be submitted as the main body of the LSR. However, to avoid needless repetition of effort, a final draft/submitted/accepted/published journal article (or a substantial conference paper) may be submitted at the discretion of the academic assessor, where the candidate has either been the leading researcher or co-author responsible for the main body of the work. If a candidate submits a paper *in lieu* of a report, the paper must be demonstrably of direct relevance to their PhD project.

If a report is submitted, then this should be no more than 20–25 pages (excluding references) and include the following:

- **Abstract:** A brief summary of the work.
- **Introduction to the subject background:** A more substantive review of the literature than at the ESA, reflecting on 22 months of experience of the research area. A critical review of the state-of-the-art is essential.
- **Research Aims and Objectives:** Description of the research aims and objectives in detail building on the ESA and, if appropriate, how these aims and objectives may have evolved.
- **Progress/Methodology:** Detail of the progress to date and research methods that have been used, demonstrating not only their viability and suitability, but also their limitations and how the results are/will be independently verified/validated.
- **Results to date:** A detailed description of research progress achieved and a summary of the results that have been obtained. This should be compared (and contrasted where appropriate) with the objectives set out in the ESA.
- **Conclusions:** Any conclusions that can be drawn at this stage.

ii) **A completion plan for the PhD**

This should be no more than 4–6 pages and include:
• **For candidates submitting a paper:** There should be a brief description of how the objectives of the research work have evolved since the ESA (1–2 pages maximum).

• **Proposed Thesis Structure:** This section should describe the content of the proposed thesis. It should present a detailed and logical table of contents that will form the thesis with headings/sub-headings of chapters, sections and sub-sections, as far as is feasible at this stage.

• **Completion Plan:** This should indicate how and when the different outstanding activities and tasks necessary to complete the research and the thesis writing will be undertaken within the funding period of the PhD project. It should include information on when the various tasks will be completed in detail and will highlight any issues that may delay thesis submission. A time-activity (Gantt) chart including a summary of outstanding activities should be included alongside a statement with an expected completion date.

iii) **Assessment**

The paper/report and thesis completion plan would need approval from the candidate’s supervisor(s) and must be assessed by one other academic assessor – this will normally involve meeting with the student to discuss any issues arising from the report or completion plan.

**Submission and Assessment**

Once the LSR (pre-assessment) Report/paper is complete the report is to be by the set deadline, by email to the supervisors and Sarah Willis (civilphdadmin@imperial.ac.uk). Following the assessment meeting, the LSR form is to be submitted by email or in paper copy to Sarah. Please note students are now required to sign this form along with the examiners. Once approved by the Director of Postgraduate Research, the College Records Office are informed that the student has completed this milestone.

**Three Minute Thesis**

Three Minute Thesis (3MT®) is a research communication competition developed by The University of Queensland. The exercise challenges PhD students to present a compelling oration on their thesis topic and its significance in just three minutes. 3MT develops academic, presentation, and research communication skills, and supports the development of research students’ capacity to effectively explain their research in language appropriate to a non-specialist audience. It is a professional and highly engaging international competition.

For this Department, each student presents their research in their third year of studies: [https://www.imperial.ac.uk/study/pg/graduate-school/events/](https://www.imperial.ac.uk/study/pg/graduate-school/events/)

**Completion of Course of Study**

The minimum period of full-time study for a PhD degree is 24 months but, in reality, 36 months is usually the minimum. It is the responsibility of the supervisor to advise students as to when
sufficient work has been carried out. The maximum deadline for submitting a thesis is 48 months for full time students. Bursary funding usually terminates after three or three and a half years and it is also in the interest of the students to finish their studies at this stage.

**Completing Research Status (Writing up)**

To be eligible to register as a CRS student, a research student must have completed the minimum period of registration and completed all experimental and programming work. A formal 36-month precept milestone and precept is in place to ensure the student has completed all substantive research and that during the CRS period the student will be solely engaged in writing up the thesis. Once this milestone has been completed the CRS form must be returned to Sarah Willis (civilphdadmin@imperial.ac.uk) to be signed off by the Director of Postgraduate Research.

The CRS registration status cannot exceed 12 months and should usually follow immediately after the end of the student’s normal 36-month registration period. During Writing Up students will have the same privileges as they currently have and a fee of £200 will be charged for the 12 months.

At the end of the CRS period a student will be recorded as ‘Writing up Away from College’ until the thesis is submitted, they will not be registered during this period but will retain VPN access until thesis submission and for a further 12 months from the date of thesis submission.

For further information please see: [http://www.imperial.ac.uk/student-records-and-data/current-students/research-degrees/examination-information/completing-research-status/](http://www.imperial.ac.uk/student-records-and-data/current-students/research-degrees/examination-information/completing-research-status/)
5. Academic Support

There are many formal and informal ways of obtaining support, help and advice. The formal sources open to you include, but are not limited to:

- **Supervisor**
  The key role of a research degree supervisor is to assist and support a student throughout their academic studies.

- **Departmental Director of Postgraduate Research**
  Responsible for implementing postgraduate education policy as determined jointly in consultation with other members of the Department.

- **Senior Tutor- Postgraduate**
  Postgraduate Tutors provide a source of pastoral support to the postgraduate students in their Department.

- **Department Research Administrator**
  Responsible for the management and administration of the PGR programme, and pastoral support to PGR students.

- **Head of Department**
  Responsible for all activity and matters relating to the normal working of the Department.

- **Departmental student representative**
  The Departmental student representative collates information and suggestions and passes them on to the relevant staff.

- **Departmental Safety Officer**
  Responsible for the organisation and management of Departmental health and safety and is available to provide advice on all aspects of health and safety.

During the course of study, the student and supervisor should normally have detailed discussions once per week and see each other daily if the student is engaged in experimental research, or whenever close support or monitoring of progress is required. Students are expected to be in regular full day attendance and supervisors should ensure that they are available. The supervisor should ensure that the student does not work in isolation, has contact with other students, and attends departmental and group activities, including lectures and talks. The College Mutual Expectations document, outlines what students and supervisors should expect of each other during the PGR programme - [https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree-Student-Supervisor-Partnership.pdf](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree-Student-Supervisor-Partnership.pdf)

The **Senior Tutor- Postgraduate** will see all research students collectively during the induction at the beginning of the year and is available at the request of the student and regularly convenes meetings of the Postgraduate Research Staff-Student Liaison Committee to discuss matters of more general importance to postgraduate students such as: research facilities, departmental accommodation, out-of-hours working practices, etc. The Committee, chaired by the Postgraduate Tutor, usually consists of student representatives from each one of the Department’s research sections, the Departmental PhD Representative, the Director of the Postgraduate Research Programme and the Department Research Administrator.
6. Academic Regulations

Academic and Examination Regulations
The College academic and examination regulations for the award of research degrees can be viewed here: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/

Regulations for Students
All registered students of the College are subject to the provisions of these Regulations for Students, the College Academic Regulations, and such other Regulations and Instructions for Students as the College may from time to time approve. The Regulations for Students can be viewed here: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/

7. Examination Procedures

Examination Entry
Before you can submit your thesis or be examined on it you, your supervisor and your department will need to complete examination entry forms. You should aim to submit your examination entry forms at least four months before you would like to submit your thesis, or four months before your final submission deadline. This means submitting your forms no later than 44 months after your start date if you are a full-time student, or 68 months after your start date if you are a part-time student. Please note that submission of your thesis is not permitted until you have completed the minimum registration period. Before you submit the examination entry forms you should ensure that you have completed all your milestones and that the Registry has received all relevant documentation. Further details can be found here: http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/

Exam Entry Forms should be submitted to Sarah Willis s.willis@imperial.ac.uk
**Thesis Submission**

Once you have submitted your examination entry forms you will be told when your entry has been processed and you are able to submit your thesis. You will not be able to submit a thesis without a valid examination entry. Please read the submission requirements carefully to ensure you submit in the correct format. When you submit your thesis, you should make sure that you also email a copy of the Thesis Declaration Form directly to the Registry. Your thesis must be submitted electronically via the eThesis website [www.ethesis.co.uk](http://www.ethesis.co.uk).

Further details can be found here: [http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/](http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/examination-information/thesis-submission--vivas/)

Students who started their research degree on or after the 24 September 2019 will need to follow the College’s policy on using Turnitin as part of the Early Stage Assessment and Thesis submission process.

**Viva**

Once you have submitted your thesis, the Registry will ensure that copies are provided to your examiners, in advance of your viva examination. Your supervisor, or another member of staff in the department, will be responsible for organising the viva and making all the necessary arrangements. Please let Sarah Willis know the date of your viva.

**“Passing Your Viva” video**

This film has been created by the Graduate School and Dandylion Films to support research students with viva presentation.

For access to these videos, please email the Graduate School [graduate.school@imperial.ac.uk](mailto:graduate.school@imperial.ac.uk).

When your viva has taken place you may be informed of the outcome by the examiners. You will possibly be asked to make some minor corrections to your thesis before submitting the final copy and being awarded your degree. Once you have submitted the final thesis and your examiners have agreed that they are satisfied, the Registry will write to you confirming the award of your degree. Your degree certificate will be issued after this date.

**E-theses: requesting an embargo**

The College recognises that theses contain unpublished work created for examination and that in some circumstances it may be necessary to delay their public release. This is referred to as an embargo. An embargoed thesis will not be available to read, on Spiral or in print, until an agreed date. Students should discuss with their supervisor whether their thesis should be **embargoed** and tick the appropriate box on the Thesis declaration form.

For information on open access to research degree theses, and on how to apply for an embargo:
http://www.imperial.ac.uk/admin-services/library/find-books-articles-and-more/theses/

http://www.imperial.ac.uk/research-and-innovation/support-for-staff/scholarly-communication/open-access/theses/

Please contact the Research Degrees Team if you have any queries regarding the e-theses policy or an embargo- research.degree@imperial.ac.uk


Academic Integrity
As a student at the College you are expected to conduct all aspects of your academic life in a professional manner. A full explanation of academic integrity, including information on the College’s approach to plagiarism is available here http://www.imperial.ac.uk/student-records-and-data/for-current-students/undergraduate-and-taught-postgraduate/exams-assessments-and-regulations/plagiarism-academic-integrity--exam-offences/

Code of Practice for Research Students – Mutual Expectations for Research Degree student supervisor partnership
Students are required to comply with Imperial College London degree regulations and other College procedures and regulations, including following College safety requirements and procedures. The College has developed a Mutual Expectations document for research students and supervisors, which gives advice on all stages of a research degree: https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/codes-of-practice-for-research-degrees/Mutual-Expectations-for-the-Research-Degree--Student-Supervisor-Partnership.pdf

Code of Student Discipline
The Code of Student Discipline provides for the hearing of complaints concerning breaches of discipline by students, and for rights of appeal where appropriate, and sets down the penalties that may be imposed, including termination of membership of the College.

https://www.imperial.ac.uk/admin-services/secretariat/collegegovernance/charters/ordinances/students/

Complaints, Appeals and Disciplinary Procedures
The College aims to give the highest specialised instruction and provide you with the training, resources and administrative support you need to succeed. We also have rigorous regulations in place to ensure assessments are conducted with fairness and consistency. We recognise however, that students may believe that they have grounds for complaint about academic or administrative services or wish to appeal the outcome of an assessment or final degree.
Accordingly, we have laid out clear and consistent procedures through which complaints and postgraduate research student appeals can be investigated and considered:

http://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/complaints-appeals-and-discipline/

**Copyright**

Copyright guidance is available from the Library: http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

**Employment during studies**

The College recommends that full-time students do not take up part-time work during term-time. If this is unavoidable, we advise students to work no more than 10-15 hours per week, which should be principally at weekends and not within the normal working hours of the College. Working in excess of these hours could impact adversely on a student’s studies or health. International students should be advised that most visas allow students to work no more than 20 hours a week. Some sponsors may not permit students to take up work outside their studies and others may specify a limit. Students considering part-time work during term time are strongly advised to discuss this issue with their supervisor or Senior Tutor Postgraduate. International students should also seek advice from the International Office regarding visa limitations on employment. Please refer to the policy on employment during studies:

http://www.imperial.ac.uk/study/international-students/visas-and-immigration/work-rules-during-your-studies/

*Please note in order to start work as a GTA you must have undertaken the introductory training course, completed the required right to work checks, and if applicable the tier 4 student declaration. Please see the General Office for more information.

**Study Leave**

http://www.imperial.ac.uk/student-records-and-data(for-current-students/research-degrees/administration/)

It is possible that the course of study will require a student to collect or study material elsewhere than at the College; part of the time may need to be spent in other places. Study leave is not permissible during the first or last three months of your study. Adequate supervision must be in place where the student will be taking up their Study Leave prior to any application being approved. It is important to consider the risks involved.

Imperial has an “Off-Site Working” policy which the student’s academic department will need to follow, and which includes a specific approach (“placements”) when a third-party placement provider is involved. See http://www.imperial.ac.uk/safety
Where Study Leave is undertaken inside the UK, tuition fees are charged at the full rate. Where Study Leave is undertaken outside the UK, tuition fees are charged at the full rate if the period of absence is less than 3 months. If the period of Study Leave outside the UK is 3 months or more, a reduced fee may be charged at the discretion of the department. The fee for the Study Leave period will be charged on a pro-rata basis at the rate for part-time students, with fees being charged on a pro-rata basis as normal for the period of full-time attendance at the College.

Where the placement is undertaken outside the UK additional support is provided in the https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/placements/public/2019-20-Placements-Abroad-Handbook-(Version-2---August-2019).pdf

**Ethics**

Procedures for ethics approval, Home Office licences, etc.

The Imperial College Research Ethics Committee (ICREC) website gives information about ethical approval for certain types of proposed research and explains the avenues by which this approval can be obtained. http://www.imperial.ac.uk/research-ethics-committee

**Research Integrity**

The College expects that all research will be conducted with integrity. Research integrity is about your research practices, how you present the findings of your research and how your research impacts on society and the wider world. At Imperial College London, you will work with internationally renowned academic staff who will guide you to design rigorous, robust, and reproducible research methods. This will ensure that your research is lawful and that any adverse impact your research may have on society, natural environment, or animals is justified and minimised. Research integrity is also about presenting the findings of your research in a responsible manner.

The College has adopted the Council for Science and Technology's Universal Ethical Code for Scientists and upholds its three principles, which are:

- Rigour, Honesty and Integrity
- Respect for Life, the Law and the Public Good
- Responsible Communications: Listening and Informing

The College has signed the San Francisco Declaration on Research Assessment (DORA). The ethos behind DORA is to improve the ways in which the output of scientific research is evaluated by funding agencies, academic institutions, and other parties. The outputs from scientific research are many and varied, including: research articles reporting new knowledge, data, reagents, and software; intellectual property; and highly trained young scientists. Funding agencies, institutions that employ scientists, and scientists themselves, all have a
desire, and need, to assess the quality and impact of scientific outputs. It is thus imperative that scientific output is measured accurately and evaluated wisely.

As such the College has signalled that it will assess research based on quality rather than where it is published, for example journal impact factor. The Graduate School promotes the ethos behind DORA at the following professional development workshops:

- Writing for publication
- How to be an effective researcher
- Global Research Impact and Influence retreat
- Finish Up Move On
- Impact in academia webinars
- Understanding the reviewer

https://sfdora.org/

Investigation of Allegations of Research Misconduct

Regardless of discipline and institution, the fundamental factor in ensuring the quality of research and research practices has to be the honesty of the individual investigator. Investigators should be honest with respect to their own work, which means subscribing to proper scientific practices such as acknowledging the contributions of colleagues and collaborators, ensuring veracity of data, and acting with integrity in the depiction of results and conclusions. However, if investigators are also expected to be honest in relation to the work of their colleagues and peers. Colluding in, or concealing, the misconduct of others is not compatible with an environment which encourages intellectual honesty and is, therefore, in itself misconduct.

The College’s policy on, and procedures for, the investigation of allegations of research misconduct is intended to satisfy the requirements of those who fund research at Imperial College London that the College has proper mechanisms in place for the management of complaints of research fraud or misconduct. It is recognised that instances of misconduct are rare, and the procedures set out in this policy will consequently be implemented only in exceptional circumstances.

https://www.imperial.ac.uk/admin-services/secretariat/college-governance/charters/ordinances/staff/
Training
The Graduate School provide a number of courses to assist with maintaining research integrity:

- Plagiarism Awareness, mandatory for both Master’s and Doctoral students
- Copyright for Researchers (Doctoral)
- Intellectual Property (Doctoral)
- Introduction to Making your Thesis Open Access (Doctoral)
- Data Management (Doctoral)
- Science, Research and Integrity (Doctoral)

Please see here for further details http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/

Intellectual Property Policy and data management
Where students generate IP in the course of their study or research they will own that IP in their own right unless one of the following applies:

(i) they generate IP which is subject to governing term or an agreement with an external organisation whereby the IP vests with College or a third party; or
(ii) they generate IP which builds upon existing IP generated by College Employees or Associates; or
(iii) they generate IP jointly with College Employees or Associates; or
(iv) they are, or have the status of, College Employee (in which case they are treated by College and the law as employees).

In the above listed circumstances, students will be required to assign IP to College and, in respect of revenue generated by that IP, the student will be treated on the same basis as College Employees under the Reward to Investors Scheme.

Research data is managed by Department’s, and each Department has local practices for data management. Also, it is academic practice that the student own the copyright in the thesis and publication, but the research data is left within the lab – this is to allow the research group to carry on doing research in the field. The Graduate School offers a course on Research data management.

For further guidance, contact the Research Office. http://www.imperial.ac.uk/research-and-innovation/research-office/

Leave
Annual Leave
Postgraduate Research students do not have predetermined leave time and are entitled to 8 weeks annual leave throughout the year, which includes College closure dates. Supervisors must authorise and keep a record of annual leave. Each student should discuss this at the start of their research degree with their supervisor.
**Sick Leave**

Students must notify their supervisor and for longer periods of sickness the Postgraduate Administrator/Postgraduate Tutor as soon as possible. If they are absent due to illness or injury a medical certificate must be produced after seven days.

**Interruption of Studies**

http://www.imperial.ac.uk/student-records-and-data/for-current-students/research-degrees/administration/

This should be requested when a personal emergency or other circumstance arises which means that a student needs to take a break from their studies. No fees are payable for such a period, during which a student’s research registration is effectively suspended. It is vital that an interruption of studies is applied for immediately, so that the student’s registration and timeline can be suspended until they return and they do not unnecessarily exceed the maximum registration period, assessments and thesis submission deadlines.

Interruption of Studies (IOS) should be put in place for any compassionate leave, maternity and paternity leave, personal emergency, lack of funding, etc. Students can apply for Interruption of Studies using the IC/B form: http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/attendance-requirements-for-pgr/IOS-Form.docx

Please return this completed form to Sarah.

For fee-paying registrations, no fees are payable for such a period although it should be borne in mind that registered student status, and the payment of any stipend, will also be suspended for the duration.

Where an interruption of studies is taken on health grounds, a condition of the interruption being granted is that you will be required to provide medical evidence as to your fitness to return to your studies and you will need to arrange to be seen by the College Health Centre prior to your return.

If you are an international student on a Tier 4 student visa, you will have to leave the UK for the period of your interruption. An exception to this would be if you had been declared unfit to travel or your interruption is for a period of less than 60 days. Please see further information for international students on how your visa may be affected by an interruption of studies. http://www.imperial.ac.uk/study/international-students/visas-and-immigration/changes-to-course-of-study/

**Note** – only in exceptional circumstances can registration be suspended retrospectively.
Religious Observance

9. Plagiarism

Plagiarism

It is important that students learn about how to properly attribute and acknowledge the work, date and ideas of others. Plagiarism is scientific misconduct, and students whose thesis can be shown to contain plagiarism are subject to penalties as outlined in the College’s Cheating Offences Policy and Procedures which can be found here: http://www.imperial.ac.uk/about/governance/academic-governance/regulations/

However, in the case of PhD theses there are issues as to what should count as plagiarism. In particular, is a student permitted to re-use their own work (for example material from a previous publication that they have written)? There are considerable grey areas, that require academic judgement, but this document is intended to provide guidelines for students, supervisors and examiners.

In general it is acceptable academic practice for a PhD student to include in their thesis material that has been previously written and published by themselves (including figures and text); they should make it clear that they themselves have published this previously and reference appropriately. However, they must not include material written by others (including their supervisor) without proper attribution, even if they are authors on the publication.

Students should note that reproduction of published work may infringe copyright, as discussed in http://www.imperial.ac.uk/admin-services/library/learning-support/copyright-guidance/

It is not acceptable to reproduce material that has been submitted for an examination at Imperial or another university (for example from the student’s Master’s thesis). It is acceptable for students to reproduce text and figures that they have previously written and submitted as part of their early or late stage assessment and/or other reports to funders or other bodies. Any documents that are publicly accessible should be appropriately referenced.

It must be remembered that a thesis is more than a collection of publications. There may be considerable similarity between sections of a thesis and a publication, however, the level of detail and the nature of the discussion in a thesis is different than that in a journal publication.
It is good practice to indicate that parts of the thesis have been previously published, for example by including a statement like, “Some of the work described in this thesis has been previously published in **** and ***.”

There are some sections of a thesis that frequently show high similarity when put through TurnitinUK or similar programmes. For example, the Material and Methods of theses from the same discipline often show similarity. This may be because there are only a limited number of ways in which a particular method can be accurately described. While it is not good practice to simply cut and paste methods into a thesis, students should not contort their text simply to avoid similarity with another publication. Plagiarism is misappropriation of another person’s original ideas, thoughts or data. While it is important to cite those that have developed the methodologies used in a thesis, similarity in describing those methodologies is usually acceptable.

Plagiarism advice for postgraduate research students can be found on the Library website at: 
http://www.imperial.ac.uk/admin-services/library/research-support/plagiarism-awareness-for-researchers/

**TurnitinUK Plagiarism Detection Service at Imperial College London**

TurnitinUK is an online plagiarism detection service that enables plagiarism comparison.

Submission on Turnitin will be a College requirement for PhD level students starting on or after 28th September 2019 for the ESA and thesis submissions. More information will be communicated to students directly.

**Plagiarism Awareness Online Course**

The Graduate School, in conjunction with the Library, has developed an online course designed to provide you with guidance and information about proper citation and attribution in writing. After completing the course you should be able to explain what plagiarism is, be familiar with the concept of academic integrity, be able to explain how to avoid plagiarism and learn what the College’s policy concerning plagiarism is. **This course is a requirement for all Postgraduate Research students and should be completed by your early stage assessment.**

http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/research-integrity/
### 10. Wellbeing and Advice

**Student Support**
The student support webpages (Student Support Zone) are the central point for information on health and wellbeing. [http://www.imperial.ac.uk/student-support-zone](http://www.imperial.ac.uk/student-support-zone)

**Director of Student Support**
The Director of Student Support has overall responsibility for all matters relating to student support and wellbeing. [http://www.imperial.ac.uk/people/d.wright](http://www.imperial.ac.uk/people/d.wright)

**Faculty Senior Tutors and Departmental Support**
Faculty Tutors operate outside of any department. They provide guidance and assistance to students in regard to welfare issues and are also involved in College disciplinary matters involving students. For more information see: [http://www.imperial.ac.uk/student-space/here-for-you/faculty-senior-tutors/](http://www.imperial.ac.uk/student-space/here-for-you/faculty-senior-tutors/)


**Senior Tutor- Postgraduate**
The Department’s Senior Tutor- Postgraduate can offer pastoral support and advice. You can arrange to have a confidential meeting with her at any time during your studies-

The Senior Tutor- Postgraduate for your Department is
Dr Ana Ruiz-Teran, a.ruiz-teran@imperial.ac.uk

**Department Wellbeing Advisor**
The Wellbeing Advisor can provide support for students with a range of mental health issues and additional learning needs and provides training and events for staff and students.
Michelle Langan, m.langan@imperial.ac.uk
Imperial College Union (ICU) Advice Centre
The ICU Advice Centre offers advice and support on a wide range of issues. Imperial College Union runs the Centre independently of the College. The Student Advisor provides free, confidential, independent advice on welfare issues including housing, money and debt, employment and consumer rights, and personal safety.

https://www.imperialcollegeunion.org/welfare-and-advice

Student Counselling and Mental Health Advice Service
The Student Counselling and Mental Health Advice Service offers short-term counselling to all registered students of Imperial College London. It is free and confidential.

http://www.imperial.ac.uk/counselling/

Disability Advisory Service
The Disability Advisory Service offers confidential advice and support to students with a disability, specific learning difficulty, enduring health or mental health condition.

http://www.imperial.ac.uk/disability-advisory-service/

Departmental Disability Officers
Departmental Disability Officers are the first point of contact within your department. They can apply for additional exam arrangements on your behalf and will facilitate support within your department.

More information on Departmental Disability Officers is available at:
http://www.imperial.ac.uk/disability-advisory-service/support/ddos/

More information on procedures for the consideration of additional exam arrangements in respect of disability is available at:

Your Departmental Disability Officer is:

Mrs. Louise Green, Undergraduate Office, Room 401 l.green@imperial.ac.uk

If you have any issues regarding a disability that you would like to discuss with your Department, or if you believe you will require special examination arrangements due to a disability, please feel free to speak to Mrs. Louise Green in Room 401, or email for an appointment.
**NHS Health Centre and Finding a Doctor**
Even if you’re fit and healthy we recommend that you register with a local doctor (GP) as soon as you arrive in London. For help finding your nearest GP see the Student Space website:

http://www.imperial.ac.uk/student-space/here-for-you/find-a-doctor/

There is the Imperial College Health Centre on our South Kensington Campus which you may visit during clinic hours if you’re feeling unwell. Students living within the practice catchment area are encouraged to register with the Centre.

http://www.imperialcollegehealthcentre.co.uk/

**NHS Dentist (based in the Health Centre)**
The dental team provides the full range of NHS treatments. The surgery can also provide private treatment.

http://www.imperial.ac.uk/student-space/here-for-you/dentist/

**New Students**
Information on how to settle in and find your way around.

http://www.imperial.ac.uk/students/new-students/

**Religious and Faith Support**
The Chaplaincy Multi-Faith Centre is a place of resource, help, advice and information relating to issues of faith and spirituality. The Chaplaincy service provides prayer rooms, information about local places of worship, and people from different faiths you can talk with about issues of spirituality and religion.

http://www.imperial.ac.uk/chaplaincy/

**11. Student Support**

**Careers Service**
The Careers Service has strong links to your Department and you will have a named Careers Consultant and Placement and Internship Adviser who will run both group sessions and individual meetings within your Department. You can arrange to meet with your linked Careers Consultant or Placement and Internship Adviser either in your Department or centrally on Level 5 Sherfield where the Careers Service is based.

http://www.imperial.ac.uk/careers

The Careers Service offers resources and advice on successful career planning.

http://www.imperial.ac.uk/careers/exploring-your-options/career/

To book a careers appointment –

http://www.imperial.ac.uk/careers/services/book-an-appointment/
Centre for Academic English
The Centre for Academic English provides free in-sessional English courses for international students while they are studying. These include classes and workshops on academic language, social language, the four skills of reading, writing, listening and speaking, 1-1 consultations with a tutor to work on a piece of academic writing or an oral presentation, self-study resources in the VLE Blackboard, and the Conversation Project, which partners students with a native-speaker volunteer to practise social and conversational English.

www.imperial.ac.uk/academic-english

The Graduate School
Every postgraduate student at Imperial is a member of the Graduate School. In partnership with academics, students across the College and the Graduate Students’ Union, the Graduate School provides opportunities for students to meet each other at a variety of social and academic events, promoting interdisciplinary knowledge exchange, encouraging collaborations and creating supportive global research communities and peer groups. The Graduate School runs a Professional Skills Development programme for Master’s students.

http://www.imperial.ac.uk/study/pg/graduate-school/

Information and Communications Technologies (ICT)
ICT provides all the central IT systems across Imperial and provides IT support for students.

If you need help, you can contact the ICT Service Desk on 020 7594 9000, find help online at www.imperial.ac.uk/ict or visit the Service Desk on Level 4 Sherfield Building, open Monday – Friday from 8.30am until 6pm.

http://www.imperial.ac.uk/students/online-services/

You should also familiarise yourself with the Conditions of Use of IT Facilities:
http://www.imperial.ac.uk/admin-services/ict/self-service/computers-printing/staff-computers/conditions-of-use-for-it-facilities/

International Student Support
Students from outside the UK make up around half of our student population, so our International student Support team offers year-round support to help our international students settle into Imperial life. This includes UK visa and immigration advice and trips to different places of interest.

http://www.imperial.ac.uk/study/international-students/
Library Services
Our Library Services deliver a wide range of resources to support students’ needs. The Central Library at South Kensington offers over 1,300 study spaces, many with PCs, while our campus libraries support the research needs of medical students and those based at Silwood Park. Alongside these physical spaces the Library also provides over 170,000 electronic books, journals and databases available both on and off campus. Subject librarians provide expert advice and training and are always on hand to help – just drop in! http://www.imperial.ac.uk/admin-services/library/

Departmental Liaison Librarian:
Nicole Urquhart
Central Library
020 7594 1889
n.urquhart@imperial.ac.uk

Departmental library
The Civil Engineering Library is open exclusively to students and staff of the Department. Funded by the Department, the Library hosts a collection of around 15,000 books, 400 online and print journal titles, a large collection of reports from industry, and historical collections. It is open from 9.30 to 17.00 on weekdays (20.00 on Thursday) with opening extended to 21.00 during examination periods.

Our dedicated Librarian offers support with coursework in one-to-one or group format, including how to find the best information for your study. The Library engages with students via Twitter @CivEngLib.

Further information about the library and its services is available from the library staff and from the Departmental Library webpage: http://www.imperial.ac.uk/civil-engineering/about-us/library/

Registry
Registry: http://www.imperial.ac.uk/admin-services/registry/

The Registry is split into sections with different responsibilities:

Student Records and Data
The Student Records and Data team are responsible for the administration and maintenance of the student records for all students studying at the College. This includes enrolments, programme transfers, interruption of studies, withdrawals and processing of examination entry for research degree students. The team also use this information to fulfil reporting duties to the Student Loans Company, Transport for London and the UKVI; as well as other external bodies.
The team is currently responsible for the processing of student results and awards on the student record system as well as the production and distribution of academic transcripts and certificates of award.

Student Records and Data produce a variety of standard document requests for both current and previous students including council tax letters, standard statements of attendance and confirmation of degree letters.

Appeal administration also sits within the team, as does the responsibility for confirming qualifications via the Higher Education Degree Datacheck service.

Student Records and Examinations: student.records@imperial.ac.uk or +44 (0)20 7594 7268
Degree Certificates: certificates@imperial.ac.uk or +44 (0)20 7594 8037

**Student Financial Support**
The Student Financial Support team is responsible for a variety of funding schemes to help support prospective and current students.

For student support fund see: [http://www.imperial.ac.uk/students/fees-and-funding/](http://www.imperial.ac.uk/students/fees-and-funding/)

*Postgraduate Scholarships and Research Council Studentships*
scholarships@imperial.ac.uk or +44 (0)20 759 48047/48130

*US Federal Loans, Hardship funding and Emergency loans*
scholarships@imperial.ac.uk or +44 (0)20 759 48122

**Student Hub**
The Student Hub is the one stop shop for all key information and support that students need for everyday life at Imperial. All the student support departments are brought together here, so that you can get answers to your most frequent queries in one place.

The Student Hub team can help you with enquiries on:

- Accommodation (including checking contracts for private accommodation)
- Admissions
- International student enquiries
- Research degrees
- Student financial support
- Student records
- Tuition fees

[http://www.imperial.ac.uk/student-hub/](http://www.imperial.ac.uk/student-hub/) student.hub@imperial.ac.uk
Accommodation

For information on halls and private accommodation see:
http://www.imperial.ac.uk/study/campus-life/accommodation/

Sport Imperial

Since the establishment of the Sport Imperial brand in 2005, Sport Imperial has maximised investment in state-of-the-art facilities, scholarships and the promotion of sporting excellence and participation, including the ‘Get Active’ campaign to increase sport participation throughout the Imperial community. For more information see:
http://www.imperial.ac.uk/sport/

Success Guide for Doctoral Students

The Success Guide is a free online resource which offers you helpful tips and advice to excel as a doctoral student at the College. More than just a study guide, it is packed with guidance specifically designed for doctoral students, including advice on effective research, writing reports and presentations, and how to make the most of your time at Imperial through enhancing your professional development.
12. Student Feedback and Representation

Feedback from students
The College and Union is committed to continually improving your education and wider experience and a key part of this is your feedback. Feedback is thoroughly discussed by your student representatives and staff.

Imperial College Union
Imperial College Union is devoted to the educational interests and welfare of its members. All students at Imperial are members of Imperial College Union:
https://www.imperialcollegeunion.org/about-us

Graduate Students’ Union
The Graduate Students’ Union is the postgraduate arm of Imperial College Union and is concerned primarily with the affairs of all postgraduate students at Imperial.

Student Representation
Student Representatives are recruited from every department to gather feedback from students to discuss with staff. You will be advised of the processes, both on self-nomination for the positions, and the selection processes. More information about the role, and instructions on how to become an academic representative, are available on the Imperial College Union (ICU) website.

https://www.imperialcollegeunion.org/your-union/your-representatives/academic-representatives/overview
Staff-Student Committee
The Staff-Student Committee (SSC) is designed to strengthen understanding and improve the flow of communication between staff and students and, through open dialogue, promote high standards of education and training, in a co-operative and constructive atmosphere. College good practice guidelines for staff-student committees are available here:

www.imperial.ac.uk/about/governance/academic-governance/academic-policy/student-feedback

There are three committees: Undergraduate, Master’s and Research Students/Staff. They meet once each term, and their remit is as follows:

- To provide a forum for debate about important matters.
- To receive feedback from students.
- To initiate enquiries or investigations on matters of concern to students.
- To represent the interests and requirements of the student body.
- To air grievances.

The membership is drawn from the student body, with members being elected by their peers at the beginning of term, the Student Union, the Graduate Student Association and relevant Departmental Officers.

The PhD SSC is chaired by the Postgraduate Tutor, with the Departmental Postgraduate Representative acting as Deputy Chair.

13. Student Surveys

Your feedback is important to your department, the College and Imperial College Union. Whilst there are a variety of means to give your feedback on your Imperial experience, the following College-wide surveys give you opportunities to make your voice heard:

- Student Experience Survey (SES)
- Postgraduate Research Experience Survey (PRES)

The Student Experience Survey (SES) is another opportunity to leave your views on your experience. This survey will cover your induction, welfare, pastoral and support services experience.

The Postgraduate Research Experience Survey (PRES) is the only national survey of research degree (PhD, EngD) students we do and so the only way for us to compare how we are doing against the national average and to make changes that will improve our research students’ experience in future.

PRES concentrates on your study experience and includes questions on:
PRES last ran spring term 2017 and will run again in 2019.

All these surveys are anonymous and the more students that take part the more representative the results so please take a few minutes to give your views.

The Union’s “You Said, We Did” Campaign at https://www.imperialcollegeunion.org/you-said-we-did shows you some of the changes made as a result of survey feedback.

If you would like to know more about any of these surveys or see the results from previous surveys, please visit: http://www.imperial.ac.uk/students/academic-support/student-surveys/pg-student-surveys/

For further information on surveys please contact the Registry’s Surveys Team on surveys.registriesupport@imperial.ac.uk

14. Personal Development Opportunities for Research Degree Students

**Graduate Teaching Assistants (GTAs)**

PhD students have the opportunity to work as Graduate Teaching Assistants (GTAs) in the Department. Working as a GTA provides you with an opportunity to broaden your experience at Imperial, and develop further skills.

For more information about GTAs see:

https://www.imperial.ac.uk/engineering/staff/education-and-teaching-support/gta-training

https://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/gta/

All those registered for the PhD degree are expected, during the course of their time in the Department, to participate in the teaching activities within the Department as related to the Undergraduate and Master’s Programmes. Normal (basic) activities falling within the remit of Graduate Teaching Assistants would be assisting with tutorials, laboratories, workshops, and design classes.
In order to understand these activities students must undertake a basic training course, run by the Graduate School with the Department. Students are also eligible to extend their training in order to earn a certificate from the Faculty. Basic training involves one half day session. Advanced training involves the basic training plus a further three discussion sessions and a piece of written work. It may be possible for students to use this advanced training to become an Associate of the Higher Education Academy, which is the professional body for lecturers in Higher Education Institutions in the UK. Students who have not enrolled on the basic training for GTAs are not permitted to work as GTAs. The basic training is held throughout the year. The training is free.

Further or advanced work undertaken by GTAs, all of which requires further attendance at advanced training levels, are as follows:

Field Trips: Training given as required.

Exam Invigilation: Training sessions are run once per year, covering GTAs to invigilate at both undergraduate and Master’s level.

*Please note in order to start work as a GTA you must have undertaken the introductory training course, completed the required right to work checks, and if applicable the tier 4 student declaration. Please see the General Office for more information.

Imperial Outreach
Imperial has a long-established reputation for delivering excellent outreach activities to school and college students. Opportunities on offer range from open days for prospective students, inspirational science-based hands-on activities, summer schools, mentoring programmes in schools, exciting lectures and schools visits to raise awareness of Higher Education.

http://www.imperial.ac.uk/be-inspired/student-recruitment-and-outreach/

Outreach Postgraduate Ambassadors (OPA)
The Outreach Postgraduate Ambassadors Scheme provides enthusiastic postgraduates with training and the opportunity to communicate their research or experiences to school-aged audiences. Talks and demonstrations can take place in schools or at events on campus including Demonstration Lectures, Taster Days and summer schools. There are no restrictions or requirements other than a willingness to inspire and delight a young and captivated audience! You can do as much or as little as you want. The emphasis is on fitting it flexibly around your work and study commitments.

Professional Skills Development Programme

Professional Skills Training
The Graduate School at Imperial provides an internationally renowned and award winning Professional Development Programme for Postgraduate Research and Postgraduate Taught students.

Funders of doctoral programmes, including governments, industry and research councils expect that you spend time on your professional development (RCUK, 2013), and developing generic research, personal and professional skills is an important part of your postgraduate training.

Our Professional Development Programme offers you support in your study and research, as well as the opportunity to develop skills relevant to your Doctorate and your future career whether inside or outside academia. These skills can improve your ability to undertake focused and successful research, present your work to a variety of audiences, and enhance your overall experience at College. Postgraduate alumni, academics and employers have noted the value of the programme.

The Graduate School work across College with academic and support departments, alumni, students and externals to enable and enhance joined up opportunities. This has a social benefit, fostering networking and collaboration, as our courses, events and activities provide fora for students to interact with others from different departments and divisions.

The Postgraduate Development Unit (PDU) ensures that the Programme is educationally relevant, developing new initiatives and safeguarding quality and relevance. Our Programme is underpinned by educational research focused on the postgraduate student experience.

The Programme
The Graduate School Professional Skills Development programme is one of staged learning to ensure that you acquire basic research skills at the start of your doctoral studies and continue to develop as a well rounded researcher, gaining the skills and experience to successfully complete your research degree and move on. The programme is an integral part of your research degree and you should use it to support your personal development. The courses vary in length and format, from one-hour lectures, webinars and on-line courses, to three-day interactive residential workshops.

The short programme is divided into “innovation” areas as follows:

- Writing for Success
- Perfecting Presentations
- Ensuring Integrity
- Information Landscape
- Maximising Management Skills
- Understanding Yourself and Others
- Successful Interactions
- Entrepreneurship
- Teaching
The Programme is regularly reviewed and updated and new courses added throughout the year. Courses are free but we do have a cancellation policy.

**Why does the Graduate School offer 'professional skills' courses?**

Research funders, including: Research Councils, Governments and Industrial sponsors require universities to invest in your professional development. This requirement stems from the 2002 Report of Sir Gareth Roberts’ *Review SET for Success* which discussed the changing nature of doctoral programmes and recommended skills training for doctoral students. The report found that doctoral graduates were often too narrowly focussed on their area of research and had difficulty adjusting to work (which involves a broader range of skills) whether inside or outside of academia. (On a national basis only 3.5% of domestic science doctoral graduates go on to become permanent academic research staff (Royal Society report (2011).

Following the 2002 report the RCUK *Joint Skills Statement* recommended that skills including “Personal Effectiveness, Communication Skills, Networking and Teamworking, Career Management” should be covered (as well as “Research Skills and Techniques, Research Environment and Research Management” available via departmental provision).

The Joint Skills Statement has now been replaced by the more elaborate *Researcher Development Framework (RDF)*

**Writing, Presentation & Careers Help sheets**

Some online help sheets have been developed as back up to workshops provided by your Department and the Graduate School. These help sheets provide general, generic guidance and some tips for getting started. However, they do not replace the detailed and practical information given in workshops, by tutors or supervisors.

[http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/](http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/)

**Online Resources**

Some online courses have been developed as back up to workshops provided by your Department and the Graduate School. These provide general and generic guidance on a growing number of topics. However, they do not replace the detailed and practical information given in workshops, by tutors or supervisors.

[http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/](http://www.imperial.ac.uk/study/pg/graduate-school/students/doctoral/professional-development/)
15. **Alumni Services**

When you graduate you will be part of a lifelong community of over 190,000 alumni, with access to a range of alumni benefits including an online account, alumni email service, networking events, access to the Library and online resources, Careers support, and our Alumni Visitor Centre. Explore your new community and find out what other alumni have done, search for a local group and join the conversations in our LinkedIn group and on our Facebook page. Above all, please keep in touch! We would love to hear about what you are getting up to and would like to help and support you as much as we can. You can always drop us an email at alumni@imperial.ac.uk.

[http://www.imperial.ac.uk/alumni/](http://www.imperial.ac.uk/alumni/)

Explore the Departmental Alumni Profiles to find out what previous graduates have gone on to achieve: [http://www.imperial.ac.uk/civil-engineering/alumni/alumni-profiles/](http://www.imperial.ac.uk/civil-engineering/alumni/alumni-profiles/)
Appendix A: Monitoring Attendance

All students undertaking programmes of study are required to attend in accordance with the following, extracted from the College’s Academic and Examination Regulations. Full details may be found at: http://www3.imperial.ac.uk/registry/information/academicregulations

Academic and Examination Regulations

Extract from Regulation 9.4: A student admitted to any course of study must attend to the satisfaction of the Head of Department.

In addition to this, the College is required by a number of authorities and organisations including the Higher Education Funding Council for England (HEFCE), the United Kingdom Visa and Immigration Service (UKVI) and Sponsors, to monitor the attendance of all students, and to regularly report those failing to attend. This is reflected in the College’s regulations and procedures to ensure the welfare and academic progress for all students.

The procedure for compliance adopted for the PGR Programme within the Department of Civil and Environmental Engineering is to base the monitoring of attendance around a number of ‘check points’, the first of which will be:

- Attendance at PhD Induction.
- Completion of Health and Safety Induction, at which a checklist must be completed, and signed by the student and a member of staff.
- Attendance at other compulsory sessions throughout the programme.
- Attendance at Graduate School Training Programmes.
- Attendance at English Language classes (if required).
- GTA work undertaken.
- Submission of documentation required according to timelines.
- Random checks and other upcoming events.

In addition to these, the following further check points will apply:

- Scheduled meetings and contact with project supervisors.
Appendix B: Disabilities Statement

Information for students with disabilities, specific learning difficulties or long-term health issues

At Imperial College we recognise that studying at university can be a challenge, especially if you have a disability. We are keen that you have every opportunity to fulfil your potential and graduate with the degree you deserve. It is therefore important that you let us know about any disability, specific learning difficulty or health problem as soon as possible so that we can arrange expert advice and support to enable you to do this.

Some people never think of themselves as having a disability, but students who have experienced any of the issues listed below have found that a little extra help and support has made all the difference to their study experience.

- Specific learning difficulties (such as dyslexia, dyspraxia, AD[H]D).
- Autistic spectrum disorder (such as Asperger’s).
- Deafness or hearing difficulties.
- Long term mental health difficulties (such as chronic anxiety, bipolar disorder, depression).
- Medical conditions (such as epilepsy, arthritis, diabetes, Crohn’s disease).
- Physical disabilities or mobility impairments.
- Visual difficulties.

Where to find help:

Departmental Disability Liaison Officer Mrs. Louise Green
l.green@imperial.ac.uk Room 401
020 7594 6045

Mrs. Green is your first point of contact within your Department and is there to help you with arranging any support within the Department that you need. She is also the person who will apply for special examination arrangements on your behalf. You need to contact her without delay if you think that you may need extra time or other adjustments for your examinations.

Special examinations arrangements:

https://www.imperial.ac.uk/disability-advisory-service/support/exams/
**Disability Advisory Service**

The Disability Advisory Service works with individual students no matter what their disability to ensure that they have the support they need. They can also help if you think that you may have an unrecognised study problem such as dyslexia. Our service is both confidential (information about you is only passed on to other people in the university with your agreement) and individual in that any support is tailored to what you need.

Some of the sorts of things we can help with are:

- Being an advocate on your behalf with others in the College such as your departmental liaison officer, senior tutor or exams officer, the accommodation office or the estates department.
- Checking that your evidence of disability is appropriate and up-to-date.
- Arranging a diagnostic assessment for specific learning difficulties.
- Help with applying to the College for the cost of an assessment.
- Help with your application for the Disabled Students Allowance (DSA), see below.
- Helping students not eligible for the Disabled Students Allowance in obtaining support from other sources.
- Help with arranging extra Library support.
- Supporting applications for continuing accommodation for your second or later years.

http://www3.imperial.ac.uk/disabilityadvisoryservice

**Disabled Students Allowance**

The Disabled Students' Allowance (DSA):

- Is a grant, not a loan and does not have to be paid back.
- Does not depend on a student's income or the income of their parents, guardians or carers.
- Does not affect entitlement to other benefits.
- Is available to both undergraduates and postgraduates who are UK residents and pay home fees.
- Helps disabled people to study in higher education on an equal basis with other students.

https://www.imperial.ac.uk/disability-advisory-service/prospective-students/das-help/
We hope you enjoy your time in the Department and if you have any questions please ask!

**Research Student Intranet pages**

You should bookmark these pages for future use. They include a wide range of information on the PGR programme, pastoral support and wellbeing, forms and processes for milestones, and much more

[https://www.imperial.ac.uk/civil-engineering/intranet/research-students/](https://www.imperial.ac.uk/civil-engineering/intranet/research-students/)
PhD Student
Health & Safety Handbook
Department of Civil & Environmental Engineering
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This handbook is updated annually

If you find any errors or need clarification of any of the information contained within, please contact the Department Safety Officer, Dr Geoff Fowler, room 413, Ext 45973.
Email: g.fowler@ic.ac.uk
SKEMPTON BUILDING

HEALTH AND SAFETY CONTACT INFORMATION

Emergency procedures:

- **MEDICAL, FIRE or SECURITY EMERGENCIES** - DIAL 4444 or 020 7589 1000
- **FIRST AID** – Contact the nearest First Aider (see separate sheet)
- **BUILDING EVACUATION** – Know your evacuation route, use the nearest staircase (east, west or central stairs). **DO NOT USE THE LIFTS.** Leave the building quickly and safely. Do not return to collect personal belongings.
- **ACCIDENTS + DANGEROUS OCCURRENCES** – All accidents and near misses, however minor, MUST BE REPORTED using the online system “SALUS”

### Department Emergency Control Team

<table>
<thead>
<tr>
<th>Position</th>
<th>Office</th>
<th>Name</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>442</td>
<td>Prof N. Buenfeld</td>
<td>45955</td>
</tr>
<tr>
<td>Department Safety Officer</td>
<td>413</td>
<td>Dr G. D. Fowler</td>
<td>45973</td>
</tr>
<tr>
<td>Technical Services Manager</td>
<td>417</td>
<td>Mr B. Whiting</td>
<td>46895</td>
</tr>
<tr>
<td>Department Operations Manager</td>
<td>440A</td>
<td>Mrs L. A. Cumming</td>
<td>42715</td>
</tr>
</tbody>
</table>

### Building Health and Safety Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Office</th>
<th>Name</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman of Department Safety Committee, Fleet Manager</td>
<td>417</td>
<td>Mr B. Whiting</td>
<td>46895</td>
</tr>
<tr>
<td>DSO; COSHH, DSE, Radiation, Fieldwork &amp; Biological. Safety Advisor</td>
<td>413</td>
<td>Dr G. D. Fowler</td>
<td>45973</td>
</tr>
<tr>
<td>Manual Handling Assessor</td>
<td>236</td>
<td>Mr T. Stickland</td>
<td>43224</td>
</tr>
<tr>
<td>First Aid Coordinator</td>
<td>413</td>
<td>Dr G D Fowler</td>
<td>45973</td>
</tr>
<tr>
<td>EWRE Section Academic Safety Representative</td>
<td>413</td>
<td>Dr G. D. Fowler</td>
<td>45973</td>
</tr>
<tr>
<td>Fluid Mechanics Section Academic Safety Representative</td>
<td>328A</td>
<td>Dr H. Burridge</td>
<td>45201</td>
</tr>
<tr>
<td>Geotechnics Section Academic Safety Representative</td>
<td>528B</td>
<td>Dr J. A. H. Carraro</td>
<td>46038</td>
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<tr>
<td>Materials Section Safety Representative</td>
<td>239</td>
<td>Dr M. Yio</td>
<td>43495</td>
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<tr>
<td>Structures Section Safety Representative</td>
<td>320</td>
<td>Mr A Pullen</td>
<td>45978</td>
</tr>
<tr>
<td>Transport Section Academic Safety Representative</td>
<td>337</td>
<td>Dr P. Angeloudis</td>
<td>45986</td>
</tr>
<tr>
<td>UG Student representative (Dept. Rep.)</td>
<td>411</td>
<td>Mr T. Schuscheim</td>
<td></td>
</tr>
<tr>
<td>PG (Research) Student representative</td>
<td></td>
<td>Mr C. Zoghieb</td>
<td></td>
</tr>
<tr>
<td>Post-Doctoral Research Staff Representative</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Skempton Building Manager (Office in City &amp; Guilds Building)</td>
<td>C&amp;G 260</td>
<td>Mr G. Fairhurst</td>
<td>49639</td>
</tr>
<tr>
<td>Assistant Skempton Building Manager (Office in City &amp; Guilds Building)</td>
<td>C&amp;G 260</td>
<td>Mr Z. Rahman</td>
<td>50186</td>
</tr>
<tr>
<td>Department of Aeronautics DSO (Office in City &amp; Guilds Building)</td>
<td>C&amp;G 222</td>
<td>Dr N. MacCarthy</td>
<td>45043</td>
</tr>
<tr>
<td>Department of Mechanical Eng. Deputy Safety Officer (Office in C&amp;G Building)</td>
<td></td>
<td>Ms E. Bekiri</td>
<td>42490</td>
</tr>
<tr>
<td>Department of Mechanical Engineering, Teaching Workshop Manager</td>
<td>150</td>
<td>Mr A Wallace</td>
<td>47015</td>
</tr>
<tr>
<td>Wohl Reach Out Laboratory</td>
<td>100</td>
<td>Ms S. Konnur</td>
<td>41924</td>
</tr>
<tr>
<td>Faculty of Engineering Safety Manager (Desk in Faculty Building L2)</td>
<td></td>
<td>Mr S. Greenwood</td>
<td>40821</td>
</tr>
<tr>
<td><strong>Imperial College Safety Department (level 4 Sherfield Building)</strong></td>
<td></td>
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</tr>
<tr>
<td>Director of Safety</td>
<td></td>
<td>Dr S. Johal</td>
<td>49420</td>
</tr>
<tr>
<td>Safety Department Deputy Director</td>
<td></td>
<td>Ms A. Pedrero-Llamas</td>
<td>49573</td>
</tr>
<tr>
<td>Safety Department Office Manager</td>
<td></td>
<td>Mr D. Hickey</td>
<td>49423</td>
</tr>
</tbody>
</table>

Any changes to this list should be notified immediately to Dr G. D. Fowler.

Email: g.fowler@imperial.ac.uk
# First Aid

In the event of an accident or medical emergency contact the NEAREST first aider without delay! Your Nearest First Aiders are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>David de Ruyter</td>
<td>010b</td>
<td>45925</td>
</tr>
<tr>
<td>Darren Jupp</td>
<td>010c</td>
<td>45957</td>
</tr>
<tr>
<td>Shreya Konnur (Reach Out Lab)</td>
<td>100</td>
<td>41924</td>
</tr>
<tr>
<td>Fionnuala Ni Dhonnabhain</td>
<td>118</td>
<td>45929</td>
</tr>
<tr>
<td>Neal Beadle</td>
<td>Mech. Eng. Teaching Workshop</td>
<td>41671</td>
</tr>
<tr>
<td></td>
<td>L1</td>
<td></td>
</tr>
<tr>
<td>Aslan Kutlay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stefan Algar</td>
<td>236</td>
<td>43169</td>
</tr>
<tr>
<td>Paul Crudge</td>
<td>236</td>
<td>45902</td>
</tr>
<tr>
<td>Gordon Herbert</td>
<td>236</td>
<td>45948</td>
</tr>
<tr>
<td>Rebecca Naessens</td>
<td>328</td>
<td>45990</td>
</tr>
<tr>
<td>Tina Mikellides</td>
<td>401</td>
<td>45965</td>
</tr>
<tr>
<td>Dr Angel Nievas-Pino</td>
<td>507</td>
<td>41214</td>
</tr>
<tr>
<td>Dr Antonio Carraro</td>
<td>528B</td>
<td>46038</td>
</tr>
<tr>
<td>Alexandra Williams</td>
<td>613</td>
<td>45995</td>
</tr>
</tbody>
</table>

## Mental Health First Aiders

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucy Chivers</td>
<td>441</td>
<td>46098</td>
</tr>
<tr>
<td>Fionnuala Ni Dhonnabhain</td>
<td>118</td>
<td>45929</td>
</tr>
<tr>
<td>Prof. Catherine O’Sullivan</td>
<td>501</td>
<td>46117</td>
</tr>
<tr>
<td>Dr Ana Ruiz-Teran</td>
<td>324</td>
<td>46005</td>
</tr>
<tr>
<td>Alexandra Williams</td>
<td>613</td>
<td>45995</td>
</tr>
<tr>
<td>Sarah Willis</td>
<td>443</td>
<td>41127</td>
</tr>
<tr>
<td>Mr Charles Zogheib</td>
<td>411</td>
<td></td>
</tr>
</tbody>
</table>

**All first aiders are defibrillator (AED) trained**

If you cannot get hold of a local first aider or need First Aid outside of normal working hours, contact Security on: 4444 or 020 7589 1000

<table>
<thead>
<tr>
<th>Nearest First Aid Box</th>
<th>General Office (118)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nearest AED</td>
<td>SAF Building - Foyer</td>
</tr>
</tbody>
</table>

Please notify Dr G D Fowler of any changes or updates to the contact details on this list (g.fowler@ic.ac.uk; tel ext. 45973; Office Skempton 413)
<table>
<thead>
<tr>
<th><strong>IMPORTANT SAFETY INDUCTION INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evacuation procedure:</strong> Evacuate the building on sound of the claxon sounder and evacuation voice and go to the assembly point on the steps of the Queen’s Tower</td>
</tr>
<tr>
<td><strong>Campus emergency number</strong> 4444 (from an internal telephone) 020 7589 1000 (from all other telephones).</td>
</tr>
<tr>
<td><strong>Frequency of fire drills</strong> Annual (usually during the first 4 weeks of the autumn term)</td>
</tr>
<tr>
<td><strong>Frequency of alarm testing</strong> Weekly at around 8am on Tuesday mornings</td>
</tr>
<tr>
<td><strong>Locations of:</strong></td>
</tr>
<tr>
<td>Fire alarm call points <em>Five</em> per floor located between each set of fire doors</td>
</tr>
<tr>
<td>Emergency exits See map in this book</td>
</tr>
<tr>
<td>Evacuation routes Follow the green arrows located on the back of all office and lecture theatre doors and in the corridors</td>
</tr>
<tr>
<td>Assembly point On the steps of the Queen’s Tower</td>
</tr>
<tr>
<td>Fire extinguishers etc Located throughout the building, at least three sets per floor, normally adjacent the emergency exits, plus in all laboratories (look for the Red location signs)</td>
</tr>
<tr>
<td>Safety Notice Boards Located on Level 4 on the wall outside the room 415</td>
</tr>
<tr>
<td>Dept. Safety staff See the list enclosed in this book, in the lifts and on noticeboards in lecture rooms, offices and around the building</td>
</tr>
<tr>
<td>First Aid Arrangements Accident reporting Use SALUS – the online reporting system. This can be accessed from the Safety department web pages on the College intranet: <a href="http://www3.imperial.ac.uk/safety">http://www3.imperial.ac.uk/safety</a></td>
</tr>
<tr>
<td>Safety Unit Provides advice on Safety issues. Located in Sherfield Building, L4.</td>
</tr>
<tr>
<td>Occupational Health Provides advice and support (including vaccinations and health screening) for all College personnel. Located in Sherfield Building, L4.</td>
</tr>
<tr>
<td>Security Provides a 24 hour, college-wide service relating to building security, first aid and emergency support.</td>
</tr>
<tr>
<td>Web site information The College intranet contains all the detailed information required to help staff &amp; students understand College policies &amp; procedures.</td>
</tr>
<tr>
<td>Key Web site addresses Imperial Home Page: <a href="http://www3.imperial.ac.uk/">http://www3.imperial.ac.uk/</a> Use the bookmarks along the top to locate the required department and service. For support services (non academic issues) use the A-Z index under “Admin and Service” to locate the required area. Safety is indexed under “S”. All Staff issues are located under: <a href="http://www3.imperial.ac.uk/staff/">http://www3.imperial.ac.uk/staff/</a></td>
</tr>
<tr>
<td>Building Access Hours 7am-12pm every day except Christmas Day and Boxing Day.</td>
</tr>
<tr>
<td>Normal Working Hours 8am-6pm weekdays.</td>
</tr>
<tr>
<td><strong>Departmental Hazards</strong> All department labs are considered to be high hazard areas. Do not enter any laboratories until you have been inducted for the lab and completed a risk assessment for the planned work. The department has a <strong>No Lone Working</strong> policy for laboratories, which applies outside normal hours.</td>
</tr>
<tr>
<td><strong>PPE</strong> You will be provided with all the PPE necessary for your research.</td>
</tr>
<tr>
<td><strong>Dept. Safety Committee</strong> Meets three times per year to consider all matters relating to Departmental Health and Safety. All Research and Teaching activities are discussed. Research students are represented by the PG (Research) rep.</td>
</tr>
<tr>
<td><strong>General Advice on Safety</strong> If you have any safety related questions, please contact the DSO: Dr Geoff Fowler, room 413, ext 45973, email: <a href="mailto:g.fowler@imperial.ac.uk">g.fowler@imperial.ac.uk</a></td>
</tr>
</tbody>
</table>
INTRODUCTION

The Health and Safety of all research students whilst studying at Imperial College is a primary concern to the Staff and College. There are several major pieces of legislation that dictate the implementation of Health and Safety Policy and Practise. We must ensure that you are not put at risk during your time at Imperial College. However, there is also a responsibility upon you to follow, to the best of your abilities, all instructions and guidance provided and to assist your Supervisor, the Department and College to comply with the legal requirements. This booklet has been written to provide an outline of Health and Safety arrangements within the Department and to provide you with guidance on your own responsibilities.

The Safety policy statement for the department is shown below. Safety is a high priority and we expect all researchers within the department to abide by the local rules at all times.

GENERAL INFORMATION

Health and Safety within the Department is organised and managed by the Departmental Safety Officer, Dr Geoff Fowler (room 413, ext. 45973; g.fowler@imperial.ac.uk). He is always available to provide advice and guidance on all aspects of Health and Safety. All major Health and Safety decisions are made by the Skempton Building Safety Committee, which meets every term. The committee comprises representatives from all the Sections in the Department, Student representatives, plus staff with specialist advisory roles for particular activities that may present a risk. The Orange Health and Safety and Green First Aid/Lifesaver notices provide Health and Safety guidance and list the members of staff with specific safety-related duties and responsibilities. Copies of these notices are included inside this book and further copies are spread throughout the Skempton Building. These signs are updated regularly. You must make yourself familiar with their content.

The Organisational Structure for Safety Management in Civil & Environmental Engineering Department is shown on the following page.

The College has a significant amount of safety-related information available via its web site: http://www.imperial.ac.uk/safety.
SAFETY INDUCTION AND COMPULSORY SAFETY TRAINING

You should have received a “day one” safety induction when you arrived at College. If you have not received this induction, please tell your supervisor or contact the DSO who will arrange this. There are several online courses which are offered by the College and all PhD students are able to complete. Some courses (denoted by **) are compulsory.

MOST: Month One Safety Training*

All department PhD students must complete and pass this online course as soon as possible after registering for their research degree.
Please use the link below to reach the MOST course:

http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/month-one-safety-training-most-/ 

**RAFT: Risk Assessment Foundation Training**

All PhD students must complete and pass this online course within 3 months of registering for their PhD. You will not be able to start any laboratory or fieldwork components of your research if you have not successfully completed this course.

Please use the link below to reach the RAFT course:

http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-/risk-assessment-foundation-training-raft/ 

**Fire Safety Training**

All researchers working in the College are required to take this online course. It must be completed and passed within 2 months of joining the department. Action will be taken against researchers who do not fulfil this requirement.

Please use the link below to reach the Fire Safety learning course:


**Laboratory Induction**

You will not be able to start lab work until you have been inducted for a laboratory. Each laboratory will provide you with a safety induction for the area. Your supervisor should make sure this occurs in consultation with the laboratory manager.

**DEPARTMENT SAFETY SHAREPOINT SITE**

The Department operates an electronic safety registration and risk assessment system. It is based around an online resource for H+S using the Microsoft SharePoint platform. This system provides a single resource for safety management, from initial safety registration, laboratory registration through risk assessment creation and final approval. As research students, you must use this system for preparing and submitting all risk assessments associated with your research. Your supervisor must approve your assessment and it should be checked by an appropriately-qualified person in the department (see the Section on SharePoint).
The Organisational structure for Safety in the Department of Civil and Environmental Engineering
DEPARTMENT SECURITY

Security and safety are closely linked. Please help us keep the building secure and safe by following the following simple rules:

**ALWAYS** wear your College Security/ID card whilst at College. Belt clips or neck lanyards are available from the general office.

**DO NOT** allow strangers to enter the building out of hours (deliberately or via tailgating)

**NEVER** lend your ID card to anybody, if they cause damage or present a risk to security or safety, **YOU** will be liable.

DEPARTMENTAL WORKING HOURS

The nature of the College is such that it appears to operate 24 hours per day - research stops for nobody! However, there are times of the day which the College considers are “outside normal hours” or access is limited and so special safety procedures including specific risk assessments and or lone working approval may be needed for your work to continue. In addition, there are times of the day when the College “closes”. The Department opening and closed hours are as follows:

- **Normal opening hours:** 8am – 6pm Monday to Friday
- **Swipe card access only:** 7am – 8am & 7pm – 12pm, Weekdays
  - 7am- 12pm Weekends and Public Holidays
- **College “Closed” (swipe inactive):** 12pm to 7am every day and during selected days during College Closure at Christmas and Easter

Please ensure that you leave the building by Midnight. The building is locked and if you are on the premises and there is an incident or you need assistance in an emergency, the likelihood of you receiving prompt attention are much reduced. After midnight, your swipe card will cease to work on the doors and you will be locked in the Building. Security patrol the building overnight and if they will remove anybody found on the premises during building closure, plus they will make an incident report which will require department action.

SAFE BEHAVIOUR IN THE DEPARTMENT

This is a large and busy building where many varied and potentially dangerous processes occur. You should always be careful when in the building, to ensure that you do not put yourself or others in way of harm. For example, be aware of people around you when walking down corridors, so that you do not obstruct them or inadvertently release a door into their path. All doors on the corridors are fire doors and have automatic closer devices fitted which cause the door to swing back, almost instantaneously, to the closed position. Please note that some of these doors (mainly on Level 5) have a delayed close and should not be forced to close – this will damage the closer device.

Also, please note:

- Do not run in the corridors.
- The wearing and use of roller blades, inline skates and the use of scooters in the building is forbidden. They are a hazard to other people and damage the floors.
- You must not enter any of the laboratories or workshops without prior permission.
• Bicycles are **not allowed** in the building – this is a College-wide policy. Bicycles must be stored in the racks provided on Campus. Bikes found in rooms in the department will be removed without warning.
• If you accidentally spill liquid in the corridors, please **wipe it up** – this minimises the risk to other people slipping on the spillage and hurting themselves.

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LIQUID SPILLS IN THE BUILDING CORRIDORS
Please mop-up any liquid you see or spill in the corridors. These are major slip hazards and by ignoring the spill, you may cause somebody else to fall and suffer severe injuries.

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WASTE DISPOSAL

There are very strict laws governing waste disposal. The College is proactive with regard to waste management and recycling, there are numerous recycling points around the building. Certain wastes generated in the department are separated for recycling/safety reasons. The following is a brief guide to the recycling and waste disposal mechanisms operating throughout the campus and applied within the department.

The College is striving to recycle as much of the waste it generates. One way to achieve this is by segregating waste as source. To achieve this the College has a number of different waste bins in use, which are colour-coded, each one designated for different wastes:

<table>
<thead>
<tr>
<th>Waste</th>
<th>Bin Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste domestic Glass (not broken glass)</td>
<td>Use the red-topped bins</td>
</tr>
<tr>
<td>Paper and Card (no paper cups or food wrappers)</td>
<td>Use the blue-topped bins</td>
</tr>
<tr>
<td>Cans and plastic bottles</td>
<td>Use the green-topped bins</td>
</tr>
<tr>
<td>Non-recyclable waste</td>
<td>Use the black-topped bins</td>
</tr>
</tbody>
</table>
Special arrangements exist for non-domestic, electronic and laboratory wastes. If you produce any of these wastes as part of your research activity, their disposal must form part of your risk assessment. Procedures for handling wastes not accepted by the coloured bins are described below:

Batteries

A dedicated bin for batteries is located on level 2 (BOSS area) in the area near the photocopiers.

Chemical wastes

All wastes or substances arising from laboratory activity which are contaminated or classified as hazardous must be disposed of in a controlled manner. Your COSHH assessment for working with these materials must include this information. Different classes of chemical wastes must be separated due to the risk of reactions which can cause fire or explosion. Each Laboratory has special containers for segregating these wastes. These containers may include non-halogenated solvents, flammable waste, oils, halogenated solvents, corrosive materials, powders, etc. Please follow your COSHH assessment and specific guidance in each laboratory appropriate for the waste requiring disposal.

Clinical waste:

Any waste arising from work with biological agents must be discarded through the College’s clinical waste system. If your research work involves work with biological agents, your Bio1 form will detail the necessary procedures for managing this waste. Other clinical materials of concern which you may encounter outside of a research environment are syringe needles and bodily fluids (blood etc.). If you find anything which may fall into this category around the department, please contact the Department Safety Officer immediately.

Electrical equipment:

Waste electrical equipment must not be disposed of via the non-recyclable waste route. Please refer to the electrical safety policy later in this booklet or contact the DSO for details of the procedures which exist for disposing of these materials.

Laboratory waste

Every laboratory has specific procedures regarding the disposal of general laboratory waste. You will be advised by laboratory staff what is expected in each laboratory.

Laboratory Glass:

The College operates special disposal systems for laboratory glassware which is contaminated or made from Pyrex – it must not be put into the red recycling bins in communal areas. The laboratory staff will explain the procedures to you.

Toner cartridges

There is a bin on L2 (BOSS area) and L4 outside room 403, dedicated to printer and toner cartridges.

If you have any doubts regarding the best way to dispose of a laboratory waste, ask the Laboratory staff, your Supervisor or the Department Safety Officer. Your risk assessment should specify all waste disposal procedures required for your work.
FIRE EQUIPMENT AND ESCAPE ROUTES

The Department has several means of escape in an emergency. The plan below shows the building in relation to the rest of Imperial College.

Emergency exit locations and Assembly point for Skempton Building

\[
\text{The Department's assembly point is around the base of the Queen's Tower}
\]

\[
\text{The emergency evacuation assembly point is the stepped area around the base of the Queens Tower}
\]

<table>
<thead>
<tr>
<th>THERE ARE FOUR PRIMARY EXIT STAIRS FROM THE BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td>The East Stairs adjacent Mechanical Engineering/Unwin Road</td>
</tr>
<tr>
<td>The link-bridge from the Level 2 BOSS area into the City and Guilds Building</td>
</tr>
<tr>
<td>The West Stairs which are part of Electrical Engineering</td>
</tr>
<tr>
<td>The Main (Central) Stairs beside the lifts, through reception</td>
</tr>
</tbody>
</table>

All the corridors in the building must be kept clear. Do not put chairs or tables into corridors, as they reduce the width and cause an obstruction. Similarly, because all the doors in the Department corridors are fire doors, they must NEVER be propped open with wedges, fire extinguishers or by any other means.

You MUST know which way is the quickest emergency escape route from your location in the building. All the emergency escape routes are indicated with an “arrow and running directional figure” green sign. The evacuation alarm is a Claxon sounder with voice instructions. If this
activates you must stop what you are doing and leave the building IMMEDIATELY by the nearest emergency escape route in an orderly manner, making sure that you close any doors behind you.

There are evacuation notices in every room in the building (please see the following page for an example) indicating with a green arrow the preferred exit route from that part of the building. This may not appear to direct you towards the nearest exit from the building, based upon your own knowledge. The reason for this is simple: during a normal day there are over 1000 people in the Skempton building. When an emergency evacuation occurs, most occupants will try to leave the building via the most familiar route (e.g. the main staircase). This staircase becomes very congested and delays the evacuation. Thus, by distributing the evacuation towards other staircases, the building is evacuated more quickly. Hence, please follow these arrows as they will ensure that you can evacuate from the building with the minimum of delay. Please try to avoid using the main staircase during an emergency evacuation.

There will be a fire drill during the first term, to familiarise you with emergency procedures.

IF THE FIRE EVACUATION ALERT SOUNDS, DO NOT:

- Wait or return to collect any belongings
- Leave the assembly point until instructed to do so
- Return to the building until the all-clear is given

ACCIDENTS AND DANGEROUS OCCURRENCES

The College has a policy that ALL accidents or dangerous occurrences, however small, MUST be reported. This is because there is a very strict law with regard to reporting accidents to the authorities. There is an online system “SALUS” available for reporting all accidents or dangerous occurrences. A dangerous occurrence is an incident that does not result in personal injury.

SALUS is accessible from a link in the central box of the Safety department web page via a quick link:

http://www.imperial.ac.uk/safety

Typical accidents in the Department tend to occur due to “slips, trips, falls” and poor lifting practise. Many of the corridors in the Department are linoleum or terrazzo. When wet, the floors are slippery. If you see a wet floor, or cause a floor to become wet, for example by spilling coffee or tea, please do not walk away, clear it up with paper towels (these are available from the Undergraduate and General office). Alternatively please tell the Building manager of the spillage, so it can be removed.

FIRST AID & LIFESAVERS

The College has a very well organised First Aid system. There are several qualified First Aiders working within the building. The offices of these staff are identified by the Universal first aid sign (a Green & White cross). If you feel unwell or need First Aid assistance please contact any of the staff identified on the list in the front of this book for assistance. In addition, most of the College
Security staff are trained in First Aid and can be contacted by calling the College emergency number 4444 or 020 7589 1000. There are supplies of sticking-plasters and bandages available to treat minor injuries (cuts, scrapes and bumps). Any injuries which cannot be readily treated by a First-Aider must be looked at by the Health Centre, who may decide that hospital treatment is necessary.

For further details see the Department Safety notices

This notice must NOT be removed from this room
ELECTRICAL EQUIPMENT

The Department has a very strict policy regarding mains-powered portable and desk-based electrical equipment brought onto the premises. This is detailed below. The key aspect of this policy requires that any electrical equipment in the building must be either new or safety tested prior to use. The periodic testing of electrical equipment in the Department is undertaken by external contractors. Thus, unless your electrical equipment meets any of the conditions below, you are NOT PERMITTED to plug it into the department electrical 240V sockets.

New equipment brought into the Department

New equipment brought into the Department may be used for the first year without the need for a Portable Appliance Test (PAT). The user is asked to perform a simple visual check on all equipment prior to use. Records of the equipment purchase, usually through the College finance system, must be kept to be able to prove the date of purchase. It must also be marked with a European CE mark or an otherwise equivalent international directive.

Personal equipment brought into the Department

Personal equipment brought into the Department will be PAT tested as Departmental equipment. To ensure that personal equipment is tested within an acceptable timeframe (limit of one year of safe usage), only new personal equipment may be brought into the Department. Proof of date of purchase will be required. Under no circumstances may old equipment be brought into the Department. If old equipment is found then it will be confiscated and may be destroyed. The exception to the above is personal. Low-voltage mains chargers for devices such as laptops, tablets and phones, etc. for which there is no age restriction.

Unauthorised electrical equipment

The list below gives some examples of unauthorised electrical equipment which must not be brought into the Department:

- Electric fires and heaters of any form
- Any form of equipment used for cooking or warming food (kettles, toasters etc.)
- International equipment which is not compatible with the UK mains voltage (220-240V)
- International equipment which is not marked with either the European CE mark or an equivalent international standard.

Electrical equipment belonging to visitors

Electrical equipment belonging to visitors and brought into the Department will be subjected to the normal Departmental rules.

Electrical equipment belonging to third parties

Electrical equipment belonging to third parties, such as contractors working within the Department, are the responsibility of the third party who will be required to demonstrate that their
policies and procedure are at least in accordance with and of a standard compatible to those of the Department.

**Design, construction, checking and testing of electrical equipment**

Those involved in the design and construction of electrical equipment will be required to ensure that such equipment is suitably tested to ensure that it performs within the general conditions of the Departments “Electrical Equipment – Policy and Code of Practice”.

**Repair, installation or modification of electrical equipment**

Unless otherwise directed, staff and students in the Department are not allowed to undertake any repair, installation or modification to electrical equipment.

**Disposal of electrical and electronic equipment**

Consult the Facilities Management web pages to arrange for the collection and disposal of unwanted College Equipment (there may be a charge for this service).

http://www3.imperial.ac.uk/estatesfacilities/reportrequest/onlineforms/waste/weee

**LABORATORY ACTIVITIES**

Your research may involve laboratory work. The Department is very unusual within the College in that it operates all major classes of laboratories with many diverse activities, which include the traditional mechanical and engineering testing through to specialised chemical and biological work. Each laboratory has their own specific safety procedures which will be explained in detail before any work commences. There are some basic laboratory rules which MUST be followed:

<table>
<thead>
<tr>
<th>Laboratory “Do and Do not”</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DO</strong></td>
</tr>
<tr>
<td>Follow all instructions from the lab staff</td>
</tr>
<tr>
<td>Wear all necessary personal protective equipment, especially your safety glasses or Safety Boots, at all times in all laboratories</td>
</tr>
<tr>
<td>Tie back long hair</td>
</tr>
<tr>
<td>Wear appropriate clothing and stout (or safety) shoes</td>
</tr>
<tr>
<td><strong>DO NOT</strong></td>
</tr>
<tr>
<td>Wear long/dangly clothing or jewellery which may become snagged in moving machinery</td>
</tr>
<tr>
<td>Wear sandals or open-toed shoes</td>
</tr>
<tr>
<td>Run or fool about in the laboratories</td>
</tr>
<tr>
<td>Eat or drink in ANY laboratory</td>
</tr>
</tbody>
</table>
Each laboratory in the department has its own local rules for the permitted hours of work. Some laboratories only permit work during normal office hours (9am-6pm), with at least one other person in sight at all times.

There are College procedures for seeking approval for lone working. Only under very rare occasions and for low-risk activities will permission be given. It is Department policy that lone laboratory working will not normally be given. The lone working system is available for seeking permission for lone working and can be reached via the following link:

https://www.imperial.ac.uk/safety/safety-by-topic/lone-working/applying-for-lone-working-consent/

The preferred means of working outside of normal hours is to have a “buddy” working with you in the laboratory. The idea behind this process is that you and a colleague both plan your work to ensure that you understand each other’s experiments and know emergency procedures both in the laboratory and in the College, being familiar with the working environment so that if you need to isolate a service or make safe an experiment in an emergency, you know what to do.

RISK ASSESSMENTS

Risk assessment is the cornerstone of Health and Safety management. To be able to perform a risk assessment you need to know what you are going to do and have an understanding of the steps and processes required in the task being assessed. If all the information is at hand, the assessment should be a straightforward task. If the risks are considered to be too high, this does not mean that the activity cannot be completed but it may mean that a different approach or better control measures are required to reduce the potential risks.

Who should undertake a risk assessment?

Risk assessments should be completed by the most appropriately qualified individual(s): qualified does not necessarily mean best educated, it should be the person most familiar with the planned activity and with the best understanding of the risks and suitable individual for the task being undertaken or assessed. If you (a student) are being asked to complete a risk assessment but you do not know what you are meant to be doing, you must tell your supervisor and training will be provided.

The risk assessment must be completed before work can commence within a laboratory or in the field. This is a legal requirement. Failure to do so is an offence and could lead to criminal prosecution. The department has an online risk assessment management system which uses the “SharePoint” operating environment. It allows you to create a risk assessment and to attach any required supporting information, prior to submitting it for your Supervisor to read and approve the assessment. Please be aware that your Supervisor is ultimately responsible for your well-being in the laboratory and responsibility for authorising your work belongs to your supervisor.

APPROVERS AND CHECKERS IN SHAREPOINT
YOU MUST PUT YOUR SUPERVISOR AS THE APPROVER AND THE LAB MANAGER AS THE CHECKER
For complex experiments (where a specific apparatus has been built etc.) there needs to be a review of the assessment by a qualified engineer or other member of staff. It is then forwarded to the Lab Manager for checking.

What is a Risk assessment?

A risk assessment is a documented analysis of a planned task, activity or event to establish if there is any potential for problems to arise during it, which may result in staff, students or visitors coming to harm or damage occurring to the College premises or possessions. There are many categories of these endeavours which require an assessment. These can include: a conference trip, field expedition, laboratory experiment, office reorganisation etc.

Regular tasks will have generic assessments prepared, but specialist or one-off activities will need to have an assessment undertaken. There are forms, guidance notes and courses available to help with this. If you are unfamiliar or have not been trained in conducting risk assessments or the implementation of assessments, please contact your supervisor and/or the Department Safety Officer in the first instance. Anybody who prepares risk assessments must have completed and passed the online “RAFT” course mentioned previously.

Competence & Risk assessment

Competence is a term commonly used within Health and Safety. It is notoriously difficult to assess or measure competence, but by using a simple series of checks/questions to answer, competence can be gauged. These questions include:

- Does the task have a written protocol or operation guide (the risk assessment may be this document)?
- Has the individual undertaking the activity been trained to perform it?
- Have all necessary training courses been completed and passed to a satisfactory level?
- Does the individual understand the task and the risks involved?

If the answers to the above questions are positive, then a suitable level of competence is probably proven.

When undertaking a risk assessment the outcome of the assessment needs to be implemented; otherwise what is the point of the assessment? The main outcome of an assessment will be a reduction in or removal of the risk associated with the task. A risk assessment should not result in the task being discounted or prevented, but it will help the task to be completed in a safer and (perhaps) a better managed manner. A key output of the assessment will be control measures – steps to reduce or eliminate the risks identified. There is a well-established hierarchy of control measures which are listed in order of preference below: (1= most desirable, 2 (e) = last resort).

Many of the control measures above occur as a matter of course, due to the nature of our fieldwork or work being performed in our laboratories (e.g. PPE is mandatory: Safety boots, eye protection). Nevertheless, it is important that this hierarchy is applied to each risk assessment. In the eyes of the law, just using PPE without considering other means of controlling the risks is not acceptable and may result in punitive action by the regulatory bodies. (see information on “fees for intervention”).
**Hierarchy of Control Measures for Risk Assessments**

1. get rid of the harm or prevent the risk (e.g. redesign the experiment)
2. if this is not possible:
   a) replace with something less harmful (different material or substance?)
   b) separate people from the harm (enclose the test/experiment)
   c) change work processes or the physical work environment, e.g. by redesigning work, plant, equipment, components or premises
   d) apply administrative arrangements, e.g. limit entry or time spent in a hazardous area
   e) use personal protective equipment. (final option)

**Fees for Intervention explained**

HSE’s inspectors can visit workplaces, undertake spot-checks and investigate incidents or complaints. If, when visiting a business (or University) they see material breaches of the law, a fee will be charged. The fee is based on the amount of time that the inspector has had to spend identifying the breach, helping to put it right, investigating and taking enforcement action.

A material breach is where health and safety law has been broken and the inspector judges this is serious enough for them to issue a written notification. This will either be a notification of contravention, an improvement or prohibition notice, or a prosecution.

**Preparation of Risk Assessments**

The department utilises an electronic risk assessment production, submission and approval system operating through the “SharePoint” platform. All risk assessments for work in the department must be processed using this system. Paper-only risk assessment forms will not be accepted.

**A short guide to accessing and using the SharePoint Health and Safety System**

**Introduction**

SharePoint is an electronic form, file storage and management system. This system has been adopted by the Department to improve and streamline the Risk Assessment and Health & Safety Management activities. It means that the creation of all risk assessments, their approval and storage will become paperless – with all information stored on the Department SharePoint site.

The process used for accessing SharePoint is summarised in the following paragraphs and is also explained in the PowerPoint presentation provided in the PhD induction session (and shown in Appendix 1). This provides a short guide to accessing the system, using the various forms and
retrieving/viewing the stored data. If you encounter any difficulties or problems with the system please contact the DSO in the first instance.

**Accessing SharePoint**

SharePoint is a web-based system and is accessible from all internet browsers. However, it works best and has most functionality when accessed via Internet Explorer (version 10 or below). It works with Firefox, but not all functionality (e.g. file conversion to PDF) is supported. We know it has very limited compatibility with Linux – data is not always saved and information lost – it is advised that you do not use Linux to access the system.

To access the SharePoint system:

1. Open your Internet browser.
2. Type: [https://imperiallondon.sharepoint.com/sites/foe/CivilEng/HealthandSafety/default.aspx](https://imperiallondon.sharepoint.com/sites/foe/CivilEng/HealthandSafety/default.aspx) in to the main navigation bar and press “return”.
3. You will be asked to log into Office 365. Make sure you enter your username in the “username”@ic.ac.uk format. It will not recognise you “@imperial.ac.uk”.
4. The Department SharePoint Safety Site will open.

**Using the SharePoint Safety site**

Once you have accessed the SharePoint system, the next step is to prepare risk assessments for all your laboratory or field-based activities and submit them using the SharePoint site, to enable your work to be assessed and approved from a safety perspective.

**Risk assessments for work in Departmental Engineering labs**

The SharePoint form helps you to identify the different tasks which may present risks whilst you undertake your experiment(s). To undertake a competent risk assessment, you need to be very aware of what you are planning to do. This means that you should have planned the experiment, determined the parameters of the test (e.g. structural design, load calculation, flow rates, chemicals being used, manual handling or special lifting tasks etc.). As you fill in the SharePoint risk assessment form, each box on the form needs to be completed. Any empty boxes will be registered by the SharePoint system and mean that the form will not be ready for submission until all the boxes are complete. Also, you should attach ALL supporting documents for the work (this may include but not be limited to: A detailed experimental programme; Standard Operating Procedures for equipment being used; experimental design drawings and calculations for the tests being done; COSHH assessments; an approved Bio 1 Form; proof of specialist training completed (e.g. fieldwork first aid qualification) etc.) In APPENDIX 1 there is a PowerPoint guide to completing the SharePoint form.

**How to prepare a COSHH assessment**

A COSHH assessment is focussed on the hazards and risks from hazardous substances (Chemicals) in the laboratory. These sorts of hazards must have their own, separate risk assessment which must be attached to the General SharePoint Risk Assessment form.

When undertaking a COSHH assessment, it should not just be limited to substances labelled as ‘hazardous’. Some harmful substances can be produced by the process you use, e.g. fine dust
from sanding, gaseous fumes from chemical reactions etc. There are a number of steps required to complete a COSHH risk assessment which should be followed in a methodical manner:

Identify the Hazards

- Identify which substances are harmful by reading the product labels and Material Safety Data Sheets (MSDS) (use the GHS H & P phrases to better understand your materials). 
- If you are in doubt, contact the chemical or material supplier

Remember to think about harmful substances produced by your processes, such as via heating or decomposition, cutting or grinding or reaction by-products which may result in exposure.

Decide who might be harmed and how

- How might you be exposed to the harmful substances? Think about the route into the body (whether the substance can be breathed in, get onto or through the skin or can even be swallowed) and the effects of exposure by each of these routes
- Think about how much and how often you will be working with the substance and for how long
- Think about anyone else who could be exposed
- Don’t forget that you are not working alone in the lab and maintenance workers, contractors and other visitors or members of the public could enter and be exposed
- What about accidental exposure to others (e.g. while cleaning, or what happens if controls fail)

# The GHS System

The "Globally Harmonized System (GHS) for classification and labelling" standard was created by the United Nations at the 1992 Rio Conference on Environment and Development. Its purpose being to replace all the diverse classification systems for chemical hazard representation and present one universal standard which all countries could (and should) follow. In the longer term, the GHS is expected to improve knowledge of the chronic health hazards of chemicals and encourage a move towards the elimination of hazardous chemicals, especially carcinogens, mutagens and reproductive toxins, or their replacement with less hazardous ones.

The old “R” (risk) and “S” (safety) phrases are being phased out along with the old “orange square” pictograms, to be replaced with “H” (Hazard) and “P” (Precautionary) statements (comprising either an “H” or “P” suffixed by three numbers). Appendix 1 provides a list of the current H and P numbers and their meaning. There is also images of the pictograms currently approved for use by the United Nations.

All Material Safety Data Sheets issued by chemical suppliers should be using the GHS system. Many of the chemical bottles in the Laboratory will pre-date the GHS system, so will not have GHS symbols or H or P phrase numbers. You will need to refer to the most recent MSDS for the relevant information. Be aware that not all the suppliers of chemicals used by the labs have exactly the same MSDS. As a general rule, an MSDS from Sigma Aldrich (Part of MERCK) tends to present a more hazardous message than VWR or Fisher MSDS for the same chemical.
Evaluate the risks and decide on precautions

The first step of the COSHH/risk assessment should have identified which harmful substances are present-going to be used/produced and how you & other could be harmed or exposed to the chemicals. Next you need to think about preventing exposure.

- Do you really need to use a particular substance, or is a safer alternative available?
- Can you change the process to eliminate its use or avoid producing it? If this is not possible, you must put in place adequate control measures to reduce exposure.

The measures you adopt could include the following:

**Changing the process to reduce risks**
- Consider whether you can change the process you use to reduce the risk of exposure. For example, you could reduce the temperature of a process to reduce the amount of vapour getting into the air or use pellets instead of powders as they are less dusty.

**Containment**
- Enclose the process or activity as much as possible to minimise the escape or release of the harmful substance
- Use closed transfer and handling systems and minimise handling of materials
- Extract emissions of the substance near the source/use a fume cupboard

**Systems of work**
- Restrict access to those people who need to be there
- Plan the storage of materials, and use appropriate containers. Check that storage containers are correctly labelled and that incompatible materials, for example acids and caustics, are separated
- Plan the storage and disposal of waste

**Cleaning & Spillages**
- Exposure to hazardous substances can occur during cleaning, so plan and organise the workplace so that it is frequently cleaned to minimise the accumulation of chemicals or hazardous materials.
- Have the right equipment and procedures to clear up spillages quickly and safely
- Clean regularly using a ‘dust-free’ method – vacuum, don't sweep, use damp tissues etc.

**Risk Assessments and their Review**
- The SharePoint enables electronic records and full access to all risk assessments. It also provides for period review of assessments. Up to 36 months can be chosen as the review period. It is suggested that you set a review period which is equivalent (or slightly longer) than the duration of planned activity (assuming it is of a recurring nature. Common sense should be applied – if you have a project of 6 months duration, having a 3 monthly review is only appropriate if the risks associated with the project are considered significant.
• Following any accident or near miss, the Risk assessment relevant to the activity MUST BE REVIEWED. The reason for this is simple — and unforeseen event means the assessment was not comprehensive and lessons should be learned from the event and included in a revised (or new) risk assessment. A SALUS report should also be filed.

**Periodic Reviews or Enforced Reviews of Risk assessments**

Risk assessments, particularly for recurring tasks, should be subjected to review both periodically or after unexpected events involving the tasks. The review is important because it makes the people doing the tasks revisit the activities to ensure that the assessment is still appropriate for the job. Reasons for revising an assessment include:

1. Changes to personnel (e.g. are they suitably trained?)
2. New/alternative chemicals being used or different suppliers (e.g. have the Hazard phrases changed?)
3. New location for task (e.g. a different working environment may have new or other risks)
4. Incidents associated with the task (e.g. accidents, difficulties completing the task)
5. Change to methodology (e.g. with experience, better ways of achieving the output have been identified, new machinery etc.)

A good manager will ensure that reviews are undertaken before or alongside changes occurring, not after the changes have happened.

**Work involving Chemicals, microorganisms or off-site activities**

The SharePoint system will enable most (but not all) risk assessments to be completed using the “general risk assessment form” contained within the site. Nevertheless, there are certain specialist assessments which must be completed using dedicated forms. Where a dedicated form is required, this should be downloaded from the link in SharePoint and populated as required. Once complete, it should then be attached to a General risk assessment form in SharePoint and submitted for approval:

Work with Chemicals or biological agents/materials (**see below**):
Control of Substances Hazardous to Health (COSHH) – a dedicated departmental word form exists for this purpose.

Fieldwork: There are dedicated College forms (FW1) which should be completed as required. This form must be completed when any of the following criteria are met or expected:

The trip involves actual work in the field (not desk/office based).
A country will be visited which is on the FCO list of countries at risk.
An advisory notice has been issued by the College Insurance provider.

It is also a requirement that the College insurance is told where you will be visiting and for how long (for trips outside of UK). The form to register overseas trips at this link should be completed (right hand side of the page at this link): [http://www.imperial.ac.uk/finance/financial-services/insurance/](http://www.imperial.ac.uk/finance/financial-services/insurance/)
Attendance at conferences should not normally require an FW1 form to be completed. Common Sense should be applied to attendance at conferences – are any of the above criteria expected to be applicable?

**Biological work**

This is regulated within the College by the Safety Department. ANY work which involved culturing or propagating of microorganisms or biological materials requires the completion and submission of a Bio1 form. If you are planning any work with microorganisms or propagating organisms, **please speak to the DSO as soon as possible** as approval for this work may take some time (several weeks).

FIELDWORK

There is a dedicated College form for Fieldwork risk assessments (FW1). This can be accessed from a link in the SharePoint system under “Special Risk Assessment Forms”. It is also visible when the box in the “General Risk Assessment Form” for “Any Offsite Working” is ticked. This opens an additional section which provided extra information in the form.

The completed Fieldwork forms need to be attached to the general risk assessment forms for approval using the SharePoint system.

Visits Abroad

Trips outside the UK are a feature of some research. However, depending on the reason for your trip abroad, the College’s insurance may not cover all eventualities (i.e. terrorism and war zones). There may be particular risks which must be considered alongside the normal risks discussed above.

If you are travelling outside of the UK, the College Insurance Office requires you to complete and submit a short form which tells them where you are travelling and when. Please use the link on the previous page and follow the instructions to the form which must be completed and submitted BEFORE you travel. Failure to complete this form may mean you do not have valid College travel insurance.

The most obvious hazards when abroad are from disease, both insect and water-borne, which will generally be regional specific i.e. tropical climates – Malaria, so advice on the require vaccinations will be needed. The availability of clean drinking water cannot be overlooked.

The College’s occupational Health Department will provide you will necessary health advice and immunisations when travelling on College business (not for your vacations!)

There may also be hazards due to wildlife, for example, predators such as large cats, venomous creatures (snakes, spiders, fish etc.), Sharks, Polar Bears and so forth.

Despite the growth of global communications, some parts of the world do not have very comprehensive satellite coverage, so communications with other part of the country or globe may be limited. In addition, battery life on mobile telephones must be carefully managed as you cannot guarantee to be able to find a suitable electrical supply to boost your telephone’s charge
A further factor to consider is the political stability of the country you will be visiting. The risk of kidnap is a real threat in some countries. It is advisable to register with your national Embassy when you arrive in a foreign country, so that they know you are there. There are some countries around the world where organised society has broken down or is badly eroded due to Civil war or natural disasters. There must be very compelling reasons to travel to countries with these particular problems and comprehensive risk assessments will be required.

There are several sources of information:

The UK Foreign & Commonwealth Office web pages contain all the information to help make your trips as safe and enjoyable as possible: [http://www.fco.gov.uk/](http://www.fco.gov.uk/). Follow the links for “travel advice”.


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**OVERSEAS TRIPS TO COUNTRIES ON THE DO NOT TRAVEL LIST OF THE FCO**

If you intend/need to visit countries which the FCO advises against visiting, the Head of Department is required by College rules to approve the trip. Thus, you **MUST** ensure that you complete the risk assessment for the trip and seek approval to travel well in advance of booking flights. The risk assessment must be your first task.

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Finally, it is very important to recognise that no travel insurance is truly and fully comprehensive. There are limits to what an insurance company can do to recover you from danger or protect you from harm. [International Rescue (“Thunderbirds”) do not exist].

**DRIVING ON COLLEGE BUSINESS**

There are many accidents which involve company vehicles or company drivers. Thus, the College recognised the need to provide a coherent policy in relation to vehicle use for College purposes. Commuting from home to College is **NOT** considered a “College Business” activity, but travelling to away-days, collecting samples, attending research meetings or delivering paperwork is “College Business”.

The full policy is available to download and read from the College Safety Department web pages. See link: [http://www.imperial.ac.uk/safety/safety-by-topic/driving-on-college-business/](http://www.imperial.ac.uk/safety/safety-by-topic/driving-on-college-business/)

The key points which must be noted are as follows:

**Driving at Work (Driving on College Business) Policy**

The College has a responsibility to ensure that persons who drive in connection with the business of the College maintain a high standard of driving, in a safe and legal vehicle, and by doing so reduce the risk of death, serious injury or prosecution to themselves and other road users. Staff and others have a responsibility for their own safety and that of other road users.
This policy applies to the use of College vehicles, lease and hire vehicles and private vehicles when used for work purposes. It covers work-related driving. It does not apply to commuting to and from the normal place of work. However all employees and students who drive are encouraged to familiarise themselves with the College’s policy and procedures for “Driving on College business”. See link: http://www.imperial.ac.uk/safety/safety-by-topic/driving-on-college-business/

Who is effected by the policy and procedures?

- **Full-time Drivers** employed solely as College Drivers
- **Role-specified Drivers** whose job description may include driving (a College vehicle)
- **Occasional Drivers of College vehicles** (including students), who sometimes hire commercial or use College vehicles at home or abroad
- **Grey Fleet Drivers** (including students), who use their own vehicles routinely or occasionally on College business. (The term “Grey Fleet” means vehicles NOT owned by the College or & NOT Hired for the purpose of the trip).

Main requirements:

1) **Everyone must have appropriate insurance:**
   a) College vehicles are covered by College insurance;
   b) Hired vehicles are covered by the hire companies’ insurance (in the UK).
   c) For vehicles hired abroad, if unsure, check insurance is appropriate with the College Insurance Manager.
   d) Grey Fleet drivers must have occasional business use or business use cover.

2) **Everyone must have an appropriate and valid driving licence for the class of vehicle they are driving** (and for the UK if they have obtained their driving licence abroad). This is an insurance requirement.
   a) College-owned vehicles: Fleet Managers (Mr B Whiting) are responsible for undertaking licence checks for drivers wishing to use College-owned vehicles, and for undertaking routine licence checks for existing drivers of College-owned vehicles. https://www.gov.uk/check-driving-information
   b) Vehicle hire companies are responsible for checking validity of driving licences.
   c) Grey fleet drivers must notify their insurers of any changes to their licences or their health status (e.g. driving offences, and specified health conditions)

3) **Everyone driving on College business must be fit to drive**
   a) For any driver, if your health is affected by an illness such as flu or other medical condition, or extreme tiredness, medicine, alcohol or drugs, or have already worked a full day prior to driving longer distances, then the risk assessment states you may not drive on college business.

4) **Everyone must be competent to drive the particular vehicle**
   a) Fleet managers are responsible for ensuring that drivers of College-owned vehicles, are given a full vehicle induction followed by a competency checks (accompany a new driver around the campus).
   b) Full-time drivers or role-specific drivers of College vehicles, will need to undertake driver awareness training (BRAKE), and specific training/refresher training (depending on their existing competencies for the particular vehicle, country in which they obtained their driving licence).
5) **All vehicles must be fit for purpose when used on College business**  
   a) Fleet managers are responsible for ensuring College-owned vehicles are maintained, and for liaising with the College Insurance Manager if there are concerns.  
   b) They are also responsible for conducting pre-use vehicle checks, training potential users to undertake and record the same checks, report faults and concerns, arrange for repairs  
   c) In addition, Fleet managers are responsible for checking (and probably recording) the reason for use if it is being “hired” internally, and reminding users that vehicles are only insured when in use on College business.

6) **All drivers must know what to do in an emergency**  
   a) Fleet managers are responsible for ensuring drivers of College vehicles know exactly what to do in the event of a vehicle break-down or accident. The procedure detailed in the COP should be included as part of vehicle induction.  
   b) Grey fleet drivers should also be aware of the breakdown and accident procedures, although they should contact their own insurers as the College vehicle insurance is not applicable.

7) **Offences committed whilst driving on College business**  
   a) For College-owned vehicles, any offences must be notified to the Fleet manager as soon as possible. Who pays fines will depend on the nature of the offence (department if related to vehicle condition, generally the driver if related to driving offences).  
   b) For Grey Fleet drivers, and offences must be notified to your own insurers as soon as possible. Fines incurred by Grey Fleet drivers are the responsibility of the vehicle owner.

8) **Mobile phones (even hands-free), or other hand-held devices must not be used** whilst driving on College business. Fleet Managers (and line managers), are responsible for highlighting this to drivers of College-owned vehicles.

9) **A risk assessment must be in place for all journeys**  
   a) We have undertaken a generic risk assessment which covers most journeys, and there is a flow chart to identify exceptions not covered by the generic risk assessment (i.e. carrying hazardous loads, driving abroad, or undertaking a long journey).  
   b) Drivers (in conjunction with line managers if directed to drive by them), will need to either add to the existing risk assessment, or undertake additional risk assessments for these exceptions.  
   c) The hierarchy of controls applies: find a safer alternative to driving (such as Skype, public transport, using couriers); if not possible plan your journey carefully; plan overnight stay; consider your competence to drive a particular vehicle, your own health; the vehicle condition and appropriateness, loading the vehicle; during and after the journey, at the end of the trip. Include rout, lone/late working, offsite working. Transporting and moving hazardous loads.  
   d) Drivers should be familiar with the risk assessment, but probably only need to read through it once if an employee who is an experienced driver with a valid licence, fully insured and serviced vehicle with no problems likely to affect driving, and are making a short journey (less than 120 miles or two hours).
Risk Assessment Process

Use the flow chart to determine whether the generic risk assessment is sufficient or if a more detailed assessment is needed – or any specific assessments or procedures. You must document your risk assessment and review it for each repeat journey.

“Are you going to drive abroad? Do you need information on road conditions and requirements?
If you are, then it may be helpful for you to have country-specific guidance on the expected road conditions, regulations and other requirements.
The College has now obtained the Road Travel Reports created by the Association for Safe International Road Travel (ASIRT).

To access the web page and download reports, click here:
https://www.imperial.ac.uk/safety/safety-by-topic/driving-on-college-business/
Please note the following:

- ASIRT is an international organisation, so the reports are not always written using UK terminology.
- Reports contain information on local requirements and customs, but some of content is based on the travellers’ impressions or opinions.
- The reports have been created by academic travellers, specifically for academic staff and students travelling abroad, and are updated every couple of years.
- Please could you inform safetydept@imperial.ac.uk if you find there are errors or significant changes so we can notify ASIRT accordingly.
- Please let us know if you encounter problems with accessing the ASIRT site or downloading documents.

PERSONAL PROTECTIVE EQUIPMENT

If you need PPE for any aspect of your research work, this will be provided by the laboratory or Supervisor. Your risk assessment will indicate what PPE is needed. Some PPE is compulsory in laboratories, but PPE is not a substitute for a risk assessment and is regarded as the “Last Line of Defence”, when all other means of hazard control have been used and the risks from the hazards still require additional control measures.

WEB RESOURCES FOR HEALTH AND SAFETY AT THE COLLEGE

The College Intranet, which is accessible for all College networked PC’s, has comprehensive health and safety information covering most aspects of the activities undertaken by the College. This information can be readily accessed from either the Safety Department or the Occupational Health web pages, which can be reached under the “A-Z” tab (admin and Services) on the right-hand side of the College Home Page.

Some of this information is protected and you will need your College username and system password to view all the information contained within. You can access SALUS for reporting accidents and dangerous occurrences (as described above) from this site, plus view the College policy on health and safety and guidance on many aspects of safety.

MANUAL HANDLING - SAFE LIFTING

Lifting and carrying is a common cause of injury at work. Good manual handling techniques can significantly reduce the risk of injury.

Almost all researchers at some time get involved in manual handling in College: whether it’s carrying a pile of books, shifting a computer or moving equipment in an office or laboratory.

This guidance describes the basic techniques of good lifting practice to help you avoid unnecessary injury.
Principles of safe lifting practice

Before you start:

- Think about the job
  → Does it need carrying, or can a trolley or other equipment be used instead

- Think about what you are going to do before you do it:
  → Where is the load going?
  → Does it need more than one person to lift it safely?
  → Is there enough room?
  → How can you avoid having to twist when lifting or putting the load down?

- Think about you
  → Are you dressed for the job? Tight clothing can restrict movement. High heels are never suitable.
  → Do you have a health problem that might make you vulnerable to injury

- If you are not sure of how heavy a load is, test it out before you try to lift it. Gently rock the load to test the weight and its distribution

- If you have not been trained, you should not lift >15Kg without advice from your local Manual Handling Assessor

- Remove any obstructions/tripping hazards from the route

- Work out where and how to take a rest if moving a heavy load over a long distance

- Are there any sharp edges? If so, then you may need to wear gloves to protect yourself

- If load is too bulky, look at ways in which to break it down

Lifting technique:

- Place your feet apart to make a stable base for lifting

- Placing one leg forward in front of the other will help improve balance and control

- If you have to reach out to the load, try sliding it towards you before attempting to lift it

- If lifting from a low height, bend your knees, NOT your back

- Stand correctly, keeping your back straight and your chin tucked in

- Keep your shoulders level and facing the same direction as your hips

- Lift smoothly, avoiding jerking movements
Department of Civil and Environmental Engineering

- Lift your head first – your back then straightens automatically
- Grip the load with your palms, rather than just your fingers – If you need to change your grip, rest the load first.
- Keep your arms close to your body to help support the load
- Do not allow the load to obstruct your view – seek assistance if it is too large.

Moving the load

- When carrying, keep the load as close to the body as possible
- Keep the heaviest side of the load closest to your body
- When pulling or pushing, use your body weight to move the load – if possible, let the momentum of the load do some of the work e.g. when pushing trolleys
- When pulling, keep your back straight and your arms as close to your body centre line as possible
- Avoid twisting your body when turning

Lifting and Manual Handling: College Policy

The College has a specific safety policy on safe manual handling.

Any heavy lifting or carrying tasks in College which cannot be avoided by, for example, using lifting or transport equipment should have a risk assessment completed before it is carried out. The person in charge is responsible for this.

Each College department has a Manual Handling Assessor who can help with risk assessments and advise on safe techniques

You should always follow instructions given on how to carry out a manual handling task in accordance with its risk assessment
If you are expected to lift or move loads in your work or studies, but are unsure whether the task is within your capabilities, speak with your manager/supervisor before trying.

If you have recently strained a muscle, or have a history of back problems, or there are other personal circumstances e.g. you are pregnant, which you think means a task is outside of your capabilities and/or requires a risk assessment, speak with your manager or supervisor.

**Training in Manual Handling**

If your work regularly involves manual handling then you should be trained in manual handling techniques. Your Departmental Manual Handling Assessor may provide this or recommend that you attend a courses organised by the College Staff Development Centre. Speak to your Supervisor in the first instance if you think you need to be trained.

An A-Z list of safety training courses is available at:

http://www.imperial.ac.uk/staff-development/safety-training/safety-courses-

Injuries or accidents
You must always report any injuries, accidents or near misses involving manual handling Via SALUS and also to your supervisor.

You can find further information on the College Policy, lifting techniques, risk assessments and manual handling aids on the Occupational Health web pages www.imperial.ac.uk/occhealth/guidanceandadvice/manualhandling

**COMPUTER USE**

**COMPUTER USE – Healthy Working**

All researchers will use computers to a greater or lesser extent. The College has produced detailed guidance on ways of minimising/eliminating potential problems from DSE use. Extracts of this information is shown below. A more detailed description of “working healthily with your computer” is available on the College Occupational Health web pages (http://www.imperial.ac.uk/occupational-health/health-protection-at-work/computer-health/).

Please read and apply this information, it will help to prevent long-term problems developing and may save you much discomfort later in life. You should undertake a simple DSE assessment of the workstation you are using. The “Computer Health & Safety Checklist” (DSE assessment) form is available to download from the above link.

It is becoming increasingly common for people who use computers or “display screen equipment” (DSE) for long hours to start to suffer from eye and skeletal/musculature problems, particularly if you use a laptop rather than a “fixed” desk computer. This may result in eye strain, back, neck and shoulder pain, problems with wrist and arm joints. The set-up of your computer workstation is very important. A poor set-up may cause the above health issues. Once you have completed self-assessment of your workstation using the above form, the departmental Computer Health Assessor (Stephen Hullock) should be your next point of contact for any questions or concerns you have with regard to healthy computer usage.
If your arms or shoulders start aching/tingling, take a break and then reorganise your work to give yourself more breaks in the future and reorganise your workstation to ensure that your equipment is correctly set-up for you. If symptoms persist or keep occurring then you should contact the experts.

Who are the experts:

1. Your department will have a DSE Assessor who knows about computer ergonomics & can help you check your workstation. They'll help you with the computer checklist if you do not feel confident enough to complete it yourself. They will also assist you if you identify problems through the checklist which you can't solve yourself or which may affect your or others safety.

2. The College Safety Unit holds regular health & safety training sessions for computer users. Contact your DSE assessor or the Safety Unit for details.

If you are unable to solve the problem by re-organising your workstation and are experiencing difficulties, your local Occupational Health Service can assess and advise on how to overcome them.

Adjusting Your Workstation To Suit You

You should make full use of the adjustment facilities for your computer and work environment to get the best from them and avoid potential health problems. Here are some useful tips:

A. Workstation Set-up:

**Tip A1:** Adjust your chair and computer to find the most comfortable position for your work. As a broad guide, your arms should be approximately horizontal and your eyes at the same height as the top of the computer casing.

![One: Adjust seat height to ensure hands are perpendicular to keyboard (height adjustment is usually achieved by a handle to the left underside of the chair).](image)

![Two: If, with the chair set at the correct height feet cannot be placed flat on the floor, ask for a footrest. A footrest will be provided for you if required.](image)

**Tip A2:** Make sure there is enough space underneath your desk to move your legs freely. Move any obstacles such as boxes or equipment.

**Tip A3:** Position your screen at a comfortable viewing position, height and distance. As a general rule, the top of the screen should be roughly at eye level. The screen should be positioned at about 350 - 600 mm away from you. Adjusting the swivel and tilt mechanism will allow a comfortable viewing angle and will help avoid neck muscles becoming fatigued.

**Tip A4:** Adjust your keyboard and screen to get a good keying and viewing position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists while not keying.
Tip A5: You should ensure that you sit ‘face on’ to your computer screen. This will avoid you twisting your body and placing unnecessary strain on muscles and tendons.

Tip A6: Arrange your desk and screen so that bright lights are not reflected in the screen. You shouldn’t be directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light. Ideally your screen should be at 90 degrees to the source of the reflection / glare. Screens that use dark characters on a light background are less prone to glare and reflection. If these measures do not work then you should consider anti-glare screen filters.

B. Workstation use:

Tip B1: Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable, but avoid repeated stretching movements.

Tip B2: Screen-based work should be broken up by other tasks such as filing, photocopying, etc. Computer work should be organised so that you do not work for periods of one hour or more on a computer without a change to some other work or a 5 minute rest break. This is especially important if the computer work is particularly intensive or requires a high degree of concentration. It is recommended that you should have a break of at least 5 minutes for every hour spent doing screen-based work.

Tip B3: With the chair set to the correct height it should not be too high to create pressure under your thighs nor too low to give no thigh support. As a rough guide, your knees should be at right angles. Remember about a footrest if you cannot touch the floor.

Tip B4: The seat back height should be adjusted to provide support for the small of your back when you are sitting erect but comfortable. Seat back height adjustment should be independent of chair height adjustment and is often adjusted by loosening control to rear of chair. Adjust to correct height and then re-tighten control.
Tip B5: Be aware of your posture at all times. Don’t slouch as this could lead to back problems.

Tip B6: Make sure the characters on your screen are sharply focused and can be read easily. They shouldn’t flicker or move. If they do then you should get your screen serviced or replace it.

Tip B7: Make sure there are no layers of dirt, grime or finger marks on the screen (or your glasses, if you wear them.)

Tip B8: Use the brightness control on the screen to suit the lighting conditions in the room. These controls can be found on the lower front side of the monitor itself.

Tip B9: Don’t bend your hands up at the wrist when keying. Try to keep a soft touch on the keys and don’t overstretch your fingers. Good keyboard technique is important. Don’t rest your forearms on the edge of your desk as this can lead to health problems in the forearms.
Tip B10: Ensure that you use your mouse correctly. The mouse should be positioned close to your body to avoid excessive reaching to operate it. Your fingers should be placed down the body of the mouse to reduce movement at the knuckles and operation should be from the elbow to limit bending and twisting at the wrist.

Tip B11: Try different layouts of keyboard, screen and document holder to find the best arrangement for you.

Tip B12: Make sure you have enough workspace to take whatever documents you need. A document holder may help you to avoid awkward neck movements.

Example of Workstation Set-Up

The following checklists should help you determine the ideal workstation set up and seating arrangement.

**Figure 1: Workstation Layout**

1. Adequate Lighting
2. Adequate contrast - no glare or distracting reflections
3. Distracting noise decreased to a minimum
4. Leg room and clearances to allow postural changes
5. Window covering
6. Appropriate software
7. Screen: stable image, adjustable, readable, glare or reflection free
8. Keyboard: usable, adjustable, detachable, legible
9. Work surface: allow flexible arrangements, spacious, glare free
10. Work chair: Adjustable Footrest

Figure 2: Seating Arrangement

Personal Safety For Laptop Users

1. Do not endanger your health by carrying too heavy a total load with the addition of your laptop.
2. Take precautions to avoid theft while your laptop is in transit and check your insurance cover. Your personal safety is more important than loss of your laptop.

Dr G. D. Fowler
Departmental Safety Officer
September 2019
Appendix 1: A quick guide to using the Department SharePoint Safety Site

Risk Assessments

- All research activities undertaken in the College **MUST** have a risk assessment.
- Risk assessments **MUST** be done **BEFORE** the work starts.
- All the necessary forms and processes are available via a SharePoint system.
- Academic Supervisors must approve the assessment and electronically sign it off.
- Secondary Checker also approves (Lab manager or DSO)
The SharePoint Site

- An automated system to enable the creation of risk assessments and manage their approval and archiving

- Accessible from any Networked PC or VPN connection – use College ID and Logon

- Works with most internet browsers. It does not work in Linux

The SharePoint site allows you to attach extra information linked to your General Risk Assessment:

- COSHH Assessment

- Computer use (DSE)

- Fieldwork Risk Assessment

- These separate Word forms are all on Blackboard & SharePoint for download
Risk Assessment – A Step-by-Step guide

• Log onto SharePoint:
  https://imperiallondon.sharepoint.com/sites/foe/CivilEng/HealthandSafety/default.aspx

• The Microsoft SharePoint logon page may open first, asking for your College username (‘USERNAME’@ic.ac.uk). Enter your details and then you will be transferred to the Imperial College SharePoint logon page. Enter your College Password and then:

• The Department H&S SharePoint site will open

Use Explorer v10, Firefox or Chrome. It does not work in Linux or Explorer v11

Logging on to SharePoint – Initial 365 sign in

Enter your College username. Use ‘@ic.ac.uk’ as the address identifier. The site will automatically forward you to the Imperial College SharePoint Office 365 (cloud-based) main login page.
Logging into SharePoint – Imperial 365 site

Enter your College password. Then click the "sign in" button. The department Health and Safety site should open.

Department SharePoint Site

The menu on the left hand side of the page shows the site structure and the site functionality. Use this to navigate around the site.

Department of Civil and Environmental Engineering

Safety Site

- "New starters": Registration contains a link to the Day 1 induction, which your supervisor or designee will take you through. When you know what work you are doing, you must then complete the Departmental Induction. The Departmental Code of Practice must be read and followed by all.
- "Risk Assessments": Go to "Create Risk Assessment" - click "General Risk Assessment form" to start one. If you work in a laboratory, get the "Laboratory Risk Assessment form" for chemicals. Do a biological work - get the "Risk Assessment and SOP template".
- "Lifting for Scientists": You can access your own risk assessments, record your engineering skills and write risk service levels.

"Safety Site" will get you to the main College safety support pages, e.g. control safety, fire safety, occupational health and safety training.
Using the Site

• 1\textsuperscript{st} step: Complete a General Risk assessment:
  • This covers many activities, but occasionally you will need to use special forms for certain tasks (COSHH, Fieldwork, Biological work)
  • You need to identify all the risks and quantify them
  • Attach extra information including Engineering/experimental designs, SOPs etc.

• 2\textsuperscript{nd} Step: submit your form(s) for approval:
  – Approvers may include: Your Supervisor, the Laboratory Manager, A qualified 2\textsuperscript{nd} engineering academic (for Structures), the HoD (for hazardous fieldwork) & the DSO.

• 3\textsuperscript{rd} Step: Forms are assessed and approved (or rejected) by your Supervisor & Lab Manager

SharePoint General Risk Assessment
How to complete the form (1)
Starting the form & selecting the assessors

Enter all requested information
Blank spaces or unanswered questions will prevent the form from being submitted for approval

Your name
Your Supervisor
Lab Managers or DSO

Ticking this box allows for an extra assessor to be included (useful for complex assessments, hazardous fieldwork where a Specialist assessment is required e.g HoD etc.)

Enter the title of the project and put your initials (in brackets) at the end to create a unique file reference. This entry becomes the file name.

Provide a brief description of the planned work. Enough detail for the reviewers to know what the project is about, but do not provide details on methods or risks. Attach method files, COSHH assessment etc. & complete the risk matrix below.
SharePoint General Risk Assessment
How to complete the form (2)
Lone Working & Hazard identification

Lone working is a significant issue of concern for the College. This section must be completed accurately & honestly.

Use these options to help identify hazards. Ticking a box opens a guidance section with links to a specific specialist risk assessment forms. The specialist forms (COSHH, Fieldwork etc.) must be completed and attached to this form for submission and approval as part of this risk assessment process.

SharePoint General Risk Assessment
How to complete the form (3)
Risk assessment

Raw risk:
Probability is always 4
Severity is selectable (1-4)

Use the help box to understand what severity and probability mean and the difference between each numerical value (1-4).

Identify each hazard on a separate line (lines can be added using the "insert another hazard box")

Attach all supporting documents here. These can include: COSHH forms, Fieldwork Forms, method descriptions, Biot approval forms, experiment design notes and other supporting documents.

Complete all the sections. Any un-answered parts will prevent submission of the form.

Read the guidance & advice to understand what is needed here.

Residual risk: Probability should have reduced
Severity is unlikely to change

Do not leave an empty line in this table – it will prevent the form from being submitted.
SharePoint General Risk Assessment
How to complete the form (4).
Completion and Submission

Answer all these questions. Use the risk analysis outputs to ensure that you do not overlook any required measures.

Select a review period longer than the planned length of the project. If the assessment is for a 3 month MSC project, pick at least 6 months as the review period etc.

You do not need to complete the form in a "single sitting". You can save the form at any time and return to it later.

Additional Safety Control Measures

Emergency Procedures

Review of the Risk Assessment

Risk assessment needs a review every 6 months.

Save Form Only
Submit for Checking and Approval

This box will remain unavailable until you have completed all the required sections/boxes.

Once you have completed the form and are happy with the content. You should submit it and await the assessors' opinion. Hopefully, they will approve it. If they do not, you should receive feedback on the rejection email stating what improvements are required. You will need to make the changes and resubmit the form.

You CANNOT start work until the form has been approved.

The SharePoint site allows you to attach extra information linked to your General Risk Assessment:

- COSHH Assessment (Dept specific form)
  - Legally required for any work involving harmful substances, Acids, glues, gases, solder, flux, dyes, etc.

- BIO1 form
  - College requirement for any work involving biological agents. Any Biological work MUST be discussed with the DSO before you do any preparation work.

- Fieldwork Risk Assessment (FW1)

- Each of these forms are separate WORD documents available through SharePoint.
5 Steps for undertaking a risk assessment

• Step 1: Identify the hazards
• Step 2: Decide who might be harmed and how
• Step 3: Evaluate the risks and decide on precautions
• Step 4: Record your findings and implement them
• Step 5: Review your assessment and update if necessary

Hazard & Risk Defined

• HAZARD: anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;

• RISK: the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
Lone Working

• There must be at least one other person in a laboratory with you outside of normal hours.

• That person **must know** what to do in an emergency (A “BUDDY”).
  – How to stop the experiment
  – Emergency procedures
  – Who to call

• The best way to avoid lone working concerns is to **plan your work**

Research Specific Training

• It is **essential** that you know how to perform your research competently and safely.

• You are **forbidden** to use any item of Laboratory equipment or undertake a procedure until you have been appropriately trained

• If you have any doubts or concerns about the equipment or methods, even after training, then you **must ask for more instruction**.

• Failure to do this may result in harm to you, your colleagues and/or the equipment.

• This may result in prosecution of the College, your Supervisor and you.
FINALLY…

• If in doubt about any safety issue, ALWAYS ask somebody:

1. Your Supervisor

2. Laboratory Staff

3. Department Safety Officer

If you have any questions about using the SharePoint Site, need assistance to complete a risk assessment or have any other safety-related questions, please contact the department Safety Officer:

Dr Geoff Fowler
Room 413
g.fowler@ic.ac.uk