



Practical information for leaders

Visiting the Wellcome Trust Sanger Institute

Once a booking has been agreed:

Sanger Institute provide:

- A visit of approximately two and a half hours (shorter or longer as negotiated)
- Access to skilled scientific or educational staff and resources
- Health and safety guidelines (below).

Visitors provide:

- Own transport
- Named Group Leader(s)
- Group supervision/responsibility
- Information about any special requirements
- Packed lunch (if appropriate)

Health and Safety at the Wellcome Trust Sanger Institute

Responsibility

Group Leaders are responsible for their group at the Institute.

Group Leaders/accompanying adults should remain with the group at all times for their health and safety, and to accompany them in case of evacuation. Groups must have the correct adult to pupil ratio for the activities they are attending at the Institute. For general visits we require 1:15.

First aid

The Institute has trained members of staff able to provide first aid treatment.

For first aid treatment while you are in the Institute you should ask any member of Institute staff.

Laboratory safety

Institute staff will brief the group on appropriate health and safety measures before visiting a laboratory. Personal protection equipment is provided where appropriate.

Risk Assessments

You should complete your own risk assessment if necessary. Please contact us if you need additional information.

There are **NO** facilities for group members to smoke on campus.

Accident reporting and investigation

An Institute first-aider attending to a casualty must complete an Accident and First Aid Report detailing the circumstances of the incident and any injuries sustained. If appropriate, accidents may be reported to the Health & Safety Executive.

Fire and evacuation

The Institute has a robust Evacuation Policy with clear responsibilities for Institute staff. Emergency Marshalls are trained to aid swift evacuation.

An alarm is used to alert staff and visitors of a fire/emergency evacuation.

Institute staff will accompany visitors to the nearest fire exit and to the appropriate assembly point. Lifts should not be used.

At the assembly point Group Leaders should report any missing persons to the accompanying Institute staff or Assembly Warden.

Group Leaders should brief the group about the evacuation procedure.