


















This guidance note provides information on good hygiene practice and should be read in conjunction with the relevant Substance Information Notes (SIN).

All users must report any changes in health status to Occupational Health where they believe the health changes are related to the activities being carried out.

Personal Hygiene	
Refrain from smoking as you could ingest hazardous substances by transferring from your fingers/cigarette to your mouth	 <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p style="background-color: red; color: white; padding: 2px; font-weight: bold;">No eating</p> </div> <div style="text-align: center;">  <p style="background-color: red; color: white; padding: 2px; font-weight: bold;">No drinking</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p style="background-color: red; color: white; padding: 2px; font-weight: bold;">No smoking</p> </div> <div style="text-align: center;">  <p style="background-color: red; color: white; padding: 2px; font-weight: bold;">No naked lights</p> </div> </div>
Always remove PPE e.g. lab coat/overalls before washing your hands	
Wash hands (and forearms as appropriate) with soap and warm water before eating, drinking and smoking, and after each visit to the toilet	
Always dry hands thoroughly	
Use hand care products, pre-work creams, conditioning creams and scrubs as appropriate	
Always protect cuts and abrasions with waterproof dressing/plasters	
Always remove gloves before touching door handles	
Never touch your face, especially your mouth, when working as you could ingest hazardous substances from your hands to your mouth	
If you notice any changes in your skin condition such as dermatitis, immediately inform your line manager/supervisor and ask for an Occupational Health referral.	
Personal Protective Equipment Requirements	
Always wear appropriate PPE designed for the task and store appropriately when not in use so that it remains clean and fit for purpose	<p>Signage in blue circles refers to PPE which must be worn i.e. mandatory</p> <div style="display: grid; grid-template-columns: repeat(3, 1fr); gap: 10px;"> <!-- Row 1 -->    <!-- Row 2 -->    <!-- Row 3 -->    <!-- Row 4 -->    </div>
Respiratory Protective Equipment (RPE) is used as a last resort. It must be fit for purpose and in some cases be face-fitted prior to use.	
Always check PPE/RPE before use to ensure it is not damaged and remains fit for purpose. <u>Never</u> use damaged PPE/RPE	
Do not wear dirty or contaminated overalls/lab coats	
Replace disposable gloves regularly (in line with breakthrough times stipulated in the manufacturer's guidance)	

Workplace Hygiene

Always follow manufacturer’s instructions when using formulated materials, pay particular attention to the hazard information in the Safety Data Sheet (SDS)

Guidance on how to interpret a Safety Data Sheet (SDS) can be found on the [H&S website](#)

Dispose of any waste in line with University/Departmental procedures.

Do not place oily or contaminated rags in pockets



Health Hazards

Any activity which may result in contact with animals, bird droppings, discarded needles, or any perceived exposure to contaminants.

Health Hazard	Action Required
Animal bites & scratches: Feeling unwell, infection	Clean affected area and cover with dressing. Seek medical attention.
Animal droppings: Can contain micro-organisms which can lead to stomach upset and eye damage via contaminated hands	Skin contamination – wash thoroughly with soap and water, use nail brush. If skin is broken, seek medical attention.
Bird Droppings: Can lead to psittacosis (lung disease), stomach upset and eye damage	In addition to above, seek medical attention if illness develops after possible exposure.
Weils Disease/Leptospirosis: Infection transmitted by contact with infected rats’ urine, or contaminated water, soil or vegetation	Seek medical attention if illness develops after possible exposure
Compost / Soil / Growing Media: Infection transmitted via broken skin	Cover any cuts and abrasion prior to work. Cover with gloves. Seek medical attention if any illness develops after possible exposure
Discarded Needles: Unintentional injection by needles can lead to blood-borne infections which can cause serious illness or in some cases be fatal.	Do not touch needle with bare hands. Make safe, contact Security to arrange safe removal and disposal. Seek advice from your GP regarding tetanus inoculations
Insect Bites/Stings: Local inflammation, scratching can result in infection. Wasp and bee stings may lead to allergic reactions	Seek medical attention immediately if allergic reaction occurs.
Mould/Fungus Spores: Usually found in cellars and damp buildings. Inhalation of the spores can lead to respiratory illness	Seek medical attention if breathing difficulties occur following exposure.
Needle stick: Infection transmitted via accidental needle-stick injury with a known pathogen/infectious patient in a lab or hospital setting	Encourage the wound to bleed, clean wound, apply dressing and seek urgent medical attention.