

---

# DECEMBER 2019 NEWSLETTER

---

## WELCOME TO NEW STAFF

Dr Jessica Carter, Clinical Research Fellow for Sally Hargreaves/Jon Friedland

Anna Deal, Research Assistant for Sally Hargreaves/Jon Friedland

Polly Fox, Project Officer for Paul Heath

Suzannah Gore, Research Technician for Kirsty Le Doare

Siti Ismail, Clinical Trials Co-ordinator for Sanjeev Krishna

Rakan Musleh, Project Officer for Kirsty Le Doare

Sara Van Den Berg, PIDRG Administrator

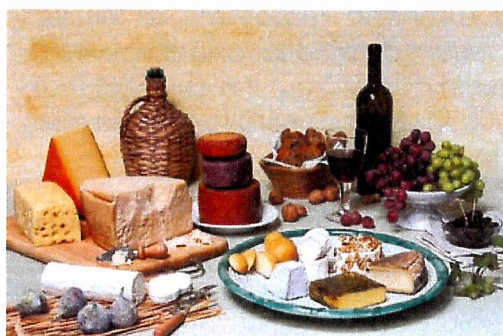
Dr Jonathan Youngs, Clinical Research Fellow for Tihana Bicanic

## INSTITUTE CHRISTMAS TREE LIGHTS ARE ON!



Thanks to our PhD students, Justice Boakye-Appiah, Melanie Grandits, Nicole Finardi, Ashleigh Clegg and Andy Tran for decorating the Christmas tree!

## INSTITUTE CHRISTMAS CHEESE & WINE RECEPTION



You are all invited to the institute Cheese & Wine Reception.

Friday, 20<sup>th</sup> December at 4pm.

Venue: Lambert Reception

# INSTITUTE FOR INFECTION & IMMUNITY

## UPCOMING EVENTS

### DECEMBER 20

Institute Christmas  
reception

## PAYROLL DEADLINE

Expenses claims via

Payroll: **Friday, 3<sup>rd</sup> Jan.**

Bring your expense claim forms to the admin office in Rm 2.137, 2<sup>nd</sup> Floor, Jenner Wing.

## YOUR WELLBEING AT WORK

Look after your team-mates.

Include wellbeing in your team talks.

Be active.

Connect with others.

Talk to someone.

## SAFETY AT WORK

Report any safety hazards at work. Log the fault by contacting estates and facilities helpdesk

Ext 1234. Option 2 or e-mail: [estates@sgul.ac.uk](mailto:estates@sgul.ac.uk)

## IMPORTANT TO NOTE: DATA AWARENESS/IG TOOLKIT TRAINING

This is advance notification, that we will soon be getting an e-mail to complete this annual data awareness/IG Toolkit training exercise. The information I have had so far, is that this will be done on CANVAS and there will be two items to complete.

Every member of staff will be required to complete this exercise and completions are monitored centrally. **So please ensure you take this seriously and complete it so that we avoid the constant chasing e-mails.**

New staff might need to register on the system. Further details with instructions should follow. There will be a deadline to complete this training.

## INCIDENT/NEAR-MISS/ACCIDENT REPORTING

The online forms should be used to report accidents/incidents and near misses at work. The link can be found here:

[Incident reporting](#)

## TAS RETURNS – THANK YOU!

A huge thank you to all the PIs for completing their TAS returns. We had a 100% completion rate!

## HEALTH & SAFETY REMINDER

Thanks to those who have already sent me their updated COSHH forms and for the actions already taken for putting local rules in place.

Here is a reminder of the requirements, therefore keep sending in your updated COSHH forms to me:

### COSHH Assessment Forms

- The institute collected all the COSHH forms from researchers last year. According to Health & Safety guidelines, all COSHH forms should be reviewed annually for Hazard 3 agents, Torch organisms (Torch - Toxoplasmosis, Paravirus, Syphilis, Rubella, CMV and Herpes Simples Viruses) and people working with *Neisseria meningitidis*, *Corynebacterium diphtheria*, and *Bordetella pertussis* or where the risk is higher. There may be no changes in content but it is essential that the forms are read and signed with the review date. For those that this applies to, please also send me a copy which is kept on a shared drive accessed by H&S.
- Any other updates to COSHH forms, a copy should always be sent to me.
- Others are encouraged to review their risk/COSHH forms on a yearly basis but is essential every 2 years.

### Local Rules

- All PIs are reminded that they need to have local rules in place. If you don't have them, you need to put them in place. Attached is the template and guidance to help you complete the form.

## INTERNAL EVENTS



## CENTRAL SERVICES UPDATES

Philippa Richardson has recently joined as the new Public Engagement Officer.

Philippe Lutchter is the new Category Manager replacing Phil Scott.

Louise Lincoln recently joined the BRF - (Qualified Animal Technician).

Natasha Marquiss has joined recently as the Internal Communications Manager in Communications & PR and replaces Claire Frost.

Carl Alexander is the new Press & Research Communications Manager replacing Sam Rey.

## INSTITUTE STATUTORY REQUIREMENTS

**Note: Individuals applying for institute funding will need to demonstrate they are compliant and up to date with requirements if they wish to apply for institute funding such as personal staff development funds.**

**Exceptions would be considered by the Director of the Institute.**

Service Area	Service Area Detail	Submit To	Time period for submission	Staff Category	Comments
Health & Safety	Completion of Biological Agents – Toxin - Blood Notification forms	RIM & H&S	Annually – February	All Principal Investigators	RIM to circulate a request
	Completion of COSHH Assessment forms	RIM & H&S	Annually in September for Hazard 3 agents, Torch organisms (Torch - Toxoplasmosis, Paravirus, Syphilis, Rubella, CMV and Herpes Simples Viruses) and people working with <i>Neisseria meningitidis</i> , <i>Corynebacterium diphtheria</i> , and <i>Bordetella pertussis</i> or where the risk is higher.  2 years for others.	All Principal Investigators	RIM to circulate a request
	Fire Training	RIM & H&S	Every 18 – 24 months.  Training available twice a year in January/July in the institute in addition to those provided centrally	All staff and students	RIM to circulate a request

Waste Training	RIM & H&S	Refreshed annually. Training available in March every year in the institute in addition to those provided centrally	All researchers	RIM to circulate a request
COSHH Awareness and workshop training	RIM & H&S	Updated every 2 years for COSHH awareness. COSHH workshops can be arranged directly with Colin Sandiford. Training will be available in March every year in the institute in addition to those provided centrally	All researchers	RIM to circulate a request
Display Screen Equipment Self-Assessment Checklist	H&S with copies to line manager	Annually - May	All staff and students	Central request. RIM to send out a reminder
First Aid Boxes	H&S	Annual reminder - April  In addition, area uses to check regularly and submit requests to H&S	All staff and students	RIM to send out a reminder

Human Resources	Personal Reviews	Online submission	Annually – November  Annual review within 12 months of review date	All staff	RIM to send out a request.  For new staff, PRs will be after 6 months following the completion of their probation.
	Diversity in the Workplace  Link <a href="#">here</a>	Online module	Once in employment	All new staff	HR will inform
	Unconscious Bias  Link <a href="#">here</a>	Online	Every 2/3 years - June	Primarily for managers	RIM to send a reminder
Teaching	All staff undertaking teaching to complete the Teaching Diary	Online	Annually – To be completed by 31 <sup>st</sup> July	All staff doing teaching	This information informs teaching income to the institute which forms a large element of our income
Information Governance	Data Awareness Training (IG Toolkit)	Online submission	Annually – January to February	All staff	Information Asset Owner to circulate request
	IG Spot Checks	N/a	Everyday  Compliance audit carried out annually at various times of the year	All staff	Compliance audit will inform relevant people where improvements required
Time Allocation Survey (TAS)	Completion of TAS forms for research	Online submission	Annually - October	SGUL funded academic staff and	Following instruction from finance, RIM to circulate a request

	and teaching			research staff who contribute to teaching	
Research Fish	Submissions for research grant outcomes	Online submission	Annually – around mid-March	Research staff with grants from UKRI, NIHR and specific other funders	JRES to circulate request.
Depositing peer – reviewed accepted manuscripts	Depositing peer-reviewed accepted version in SORA/CRIS	Online submission	Regularly and within 3 months of acceptance	All researchers with research articles	RIM and library to circulate reminders

If you have any item to add to the newsletter, please contact me, Melanie Monteiro.

Melanie Monteiro  
Research Institute Manager  
Institute for Infection & Immunity

<https://www.sgu.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff>  
**Institute Webpage**

