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| NOVEMBER 2020 Newsletter |
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## **Welcome to new STAFF**

INSTITUTE FOR

INFECTION &

IMMUNITY

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| **Events**  December 2  Research Day  **INTERNAL DEADLINES**  Capital equipment bids: 12noon, 27th November   |  | | --- | |  | | **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)   |  | | --- | |  | | **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](https://portal.sgul.ac.uk/she/Accident%20Reporting)  journey. | | |  | |
| **Monthly Deadlines**  **Expenses Claims:**  7th March 2018 |

Dr Alberto Ramos, Clinical Research Fellow for Paul Heath

Dr Jonathan Menary, Postdoctoral Research for Sebastian Fuller

Dr William Hurt, Clinical Research Fellow for Tihana Bicanic

**Rolling Six monthly REVIEW for LABoratory ASSESsMENTS**

Following up on the recent announcement for the requirement of a six-monthly review of laboratory assessments, please can you review the following laboratory forms and send your updated forms by 1st December to me, Melanie Monteiro:

Your laboratory risk assessments

Local rules

Laboratory self-lab inspections (6 months from previous date)

Link to the documents can be found here:

* + [New risk assessment for your laboratory areas](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/Phase-1-covid-19-guidance-Local-Areas-Risk-Assessment-template-20200528-v2.2-with-guidance.docx) (Word)
  + [New local rules for your laboratory using the updated template](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/Local-rules-template-Covid19-Final.docx) (Word)
  + [A laboratory inspection checklist](https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/staff-only/Lab-inspection-checklist-February-2019-v2.xlsm) (Excel)

Please note that a record is being kept for all completions.

**NEW PERSONAL DEVELOPMENT REVIEW PROCESS**

HR are launching a new Personal Review process for academic and professional services staff and the new forms will be available in [MyWorkplace](http://georgesweekly.sgul.ac.uk/l12e7ur1npu15hx93zsix8/external?a=6&p=57993913&t=28568509), for completion from January 2021. Examples of some of the changes include two forms created; standard and academic requirements and staff training records in My Workplace will automatically be populated into the PDR form.

To bring staff up to date with the new system, we will be holding an information session in the institute on the new PDR system. Details will follow in due course.

Staff should be aware that HR have arranged training sessions to support staff for completing the new PDRs and this is running from November 2020 to January 2021. Further training will be added should additional sessions be needed. The following sessions are currently available:

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| **Date** | **Training session** | **Timing** | **Facilitator** | **Who is it for** |
| Thursday 10th December 2020 | **Getting the most from your Personal Development Review – staff** | 13.00pm – 16.00pm | Ruth Webster from Shepherd Associates | All Staff |
| Wednesday 16th December 2020 | **Getting the most from Personal Development Reviews – Manager (Prof.Services)** | 9.30am – 12.30pm | Ruth Webster from Shepherd Associates | Professional Services Managers with line management responsibility |
| Wednesday 16th December 2020 | **Getting the most from Personal Development Reviews – Managers (Academics)** | 13.30pm – 16.30pm | Louise Shepherd from Shepherd Associates | Managers – Academics with line management responsibility |
| Tuesday 26th January 2021 | **Getting the most from Personal Development Reviews – Managers (Prof.Services)** | 9.30am – 12.30pm | Ruth Webster from Shepherd Associates | Professional Services Managers with line management responsibility |
| Tuesday 26th January 2021 | **Getting the most from Personal Development Reviews – Managers (Academics)** | 13.30pm – 16.30pm | Louise Shepherd from Shepherd Associates | Managers – Academics with line management responsibility |

To book onto these sessions please go to the [staff development webpages](https://www.sgul.ac.uk/about/our-professional-services/staff-development/staff-development-event-schedule).

**PLan S and Wellcome Trust’s 2021 Open ACCESS policy**

You will all have seen various communications on Plan S and may be wondering what this is about. Plan S was launched by a coalition of European funders which comes into effect on 1st January 2021. The principle is that all research publications from funders who have signed up to Plan S, must be made available open access immediately on publication. You can view the list of funders signed up to Plan S via this link: <https://www.coalition-s.org/about/>

Wellcome Trust is one of the funders who have signed up to Plan S and have aligned its new open access policy with Plan S, which means all their research articles submitted for publication from 1st Jan 2021 which arise from WT funding, will need to made freely available immediately at the time of publication.

**Need help?**

* For assistance with grants & funding, contact JRES at [research@sgul.ac.uk](mailto:research@sgul.ac.uk)
* For assistance with open access compliance, contact the Library at [openaccess@sgul.ac.uk](mailto:openaccess@sgul.ac.uk)

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| **Travelling on**  **Business**  Record all business travel on [MyWorkplace](https://myworkplace.sgul.ac.uk/) under ‘other absence’ to ensure you are covered on your business trip AND you must complete the  [travel certificate](https://www.sgul.ac.uk/about/our-professional-services/finance/documents/Travelcertificate-v3.xlsx)  for each travel occasion and [email the completed form](mailto:travcert@sgul.ac.uk) prior to the start date of the  **Your WELLBEING AT WORK**  Look after your team-mates.  Include wellbeing in your team talks.  Be active.  Connect with others.  Talk to someone.  Staff counselling free service: [counselling@sgul.ac.uk](mailto:counselling@sgul.ac.uk) |

**Security on SITE**

To keep the premises safe and secure, do not allow tailgating, lock doors and windows in offices when not in use and question people you do not know in the area. If in doubt, contact security (ext. 0909).

**INTERNAL EVENTS**

**Disability Focus Groups**

At the end of last year, SGUL ran an all staff survey which aimed to capture our staff members’ views and experiences from working at St Georges. The findings of this survey revealed some key areas in which responses varied significantly between those staff members who have a declared disability and those who do not. Areas such as learning and development, reporting concerns, support from managers and inclusion and belonging.

SGUL are therefore running a number of focus groups, open to all staff who identify as having a disability, including any undisclosed disabilities. The aim of these sessions to hear more about their experiences at work and gather further feedback on these particular areas. These focus groups will be jointly run by Nathalie Fayers (Staff Disability Network Chair) and Liz Grand (Diversity and Inclusion Adviser).

All feedback will be kept confidential within the session and will be anonymized.

An [anonymous survey](https://stgeorges.onlinesurveys.ac.uk/disability-focus-groups-anonymous-feedback)  is also available for those who do not wish to or are unable to attend a focus group but would still like to share their feedback.

If you are interested in joining a focus group, please email Liz Grand, Diversity and Inclusion Adviser ([lgrand@sgul.ac.uk](mailto:lgrand@sgul.ac.uk)) and indicate which date you would like to attend.

Focus group sessions:

* Wednesday 18 November 12:00 – 13:00
* Friday 20 November 12:00 - 13:00

**CENTRAL SUPPORT UPDATES**

STARTERS

* Interim SHE Office consultant, Alistair Osakwe, 22 September (3 months)
* Head of Enterprise and Innovation, Ambalika Batra, 16 November
* Deputy Director of Finance, Cerys Ledger, TBC start date
* Director of Estates and Facilities, Graham Scofield, 7 December
* Interim Head of Estates (3 months), interviews in October

LEAVERS

* Deborah Bowman, Deputy Principal (Institutional Affairs)

## **INSTITUTE STATUATORY 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.**

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| 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 *Neisseria meningitidis, Corynebacterium diphtheria, and Bordetella pertussis* 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 [here](https://sgul.learnupon.com/users/sign_in?next=%2Fdashboard) | Online module | Once in employment | All new staff | HR will inform |
| Unconscious Bias  Link [here](https://portal.sgul.ac.uk/org/cs/hr/staff-development/online-training-modules?searchterm=unconscious+bias) | 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 31st 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 and teaching | Online submission | Annually - October | SGUL funded academic staff and research staff who contribute to teaching | Following instruction from finance, RIM to circulate a request |
| 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.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff**](https://www.sgul.ac.uk/about/our-institutes/infection-and-immunity/information-for-staff)

**Institute Webpage**