Programme Administrator requests PGT students only complete the Occupational Health (OH) questionnaire, and the student submits this directly to OH. The Clinical and Laboratory Worker questionnaire can be found via <http://www.occhealth.manchester.ac.uk/documents/> .

The form is the Clinical and Laboratory worker questionnaire

UG/PGT project proposal submitted to Programme Administrator by

Principal Investigator (PI), indicating animal work

**Vetting Process for UG/PGT students requiring a BSF access card\***

PI informs BSF of potential animal work project

Programme Administrator sends list of UG/PGT students expected to undertake animal work, and the associated PI, to [Bsf.licensing@manchester.ac.uk](mailto:Bsf.licensing@manchester.ac.uk)

BSF contact PIs who have not already made contact

BSF inform PIs of requirements for student to be granted access to BSF

BSF inform OH of UG/PGT students due to attend Home Office training

Basic Occupational Health screening certificate returned to Programme Administrator and BSF by OH

UG/PGT student attends Home Office training course, arranged by BSF

Following successful completion of training, PI completes and submits application for UG/PGT student personal licence, via BSF, where required by project

PI requests BSF access card for student by emailing the BSF Administrator

BSF to start basic Agenda Screening process and inform student that Agenda will be in contact to seek permission to undertake the screening

Agenda complete screening process and return results to BSF contact. In-depth screening may be requested, where the basic screening raises this as necessary.

If access is granted, BSF reminds the student of the on-going OH screening process

The BSF will grant access to the BSF for the UG/PGT student once all of the following are successfully completed and evidence provided to BSF:

* Occupational Health screening
* Agenda Screening
* Home Office training

*Note: For projects requiring a personal licence, work may not commence until the licence is obtained*

If access is declined, the Programme Administrator should be informed as soon as possible, by the PI, so an alternative project can be identified.