



William Harvey Research Institute

Health and Safety Rules



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Introduction

Welcome to the William Harvey Research Institute (WHRI). We take your health, safety and welfare seriously whether you are just working with us for a few days on a collaborative visit, embarking on a period of study or joining us as a member of staff. This document outlines the basic health and safety rules we have in the WHRI to help ensure your safety and that of those around you. So it is important that you take the time to read and understand the contents. For short-term visitors, full information and training will be provided by your supervisor/lab manager (named on the acknowledgement sheet at the front of this document). For those of you staying with us for at least three months, in addition to the local training from your supervisor/lab manager, more detailed information will be provided in the H&S induction which you must attend.

All relevant safety information can be found on the Occupational Health and Safety Directorate website at <http://www.hsd.qmul.ac.uk>

A list of useful contacts is provided at the end of this document and the departmental safety coordinator (DSC), Steven Coppen (s.r.coppen@qmul.ac.uk ext 8234) or the deputy safety coordinator, Noorafza Khan (n.q.khan@qmul.ac.uk ext 6054) are always happy to answer any queries.

Professor Panos Deloukas, Director of the WHRI.

The WHRI Board, November 2021.



Health and Safety Responsibilities

The Principal

The Principal has overall and final responsibility to the Council for the effective management of health, safety, welfare and well-being at Queen Mary.

Queen Mary Executive Deans, Heads of Schools and Directors

Queen Mary Executive Deans, Heads of Schools and Directors are responsible for ensuring the health, safety, welfare and well-being of staff who work for them and for ensuring that anybody else, including students and visitors are not injured or made ill by the work of their sections. They need to ensure that they lead by example and demonstrate their genuine commitment to health and safety issues, both by what they say and by what they do, to discharging the policy.

Managers and Academic/Research Supervisors*

This encompasses Centre Leads, Research Group leads and Principal Investigators and they are directly responsible for the health, safety and well-being of their own staff and for ensuring that anyone else, including, visitors, contractors and members of the public are not endangered by any work within Queen Mary.

* **IMPORTANT NOTE:** It needs to be noted here that if an individual instructs or issues tasks to another individual or group of individuals, then whether a designated manager or not, they become responsible for the health, safety and well-being of those they have instructed.

Individual Responsibilities (including visiting workers*)

All people working on behalf of Queen Mary should:

- Take reasonable care of their own health and safety at work.
- Follow all health and safety measures put in place by Queen Mary.
- Not misuse or interfere with anything that has been provided in the interests of health and safety (such as misusing firefighting or first aid equipment or obstructing fire escapes).
- Immediately report anything which might present a danger to either themselves or anybody else.

These actions will ensure compliance with the Health and Safety at Work Act (1974)

* For the purpose of this document, all visitors to the WHRI are expected to follow the local procedures outlined here in addition to the Queen Mary procedures and policies whilst on site.

Full details of the allocation of health, safety and well-being management responsibilities can be found on the HSD website at

Health and Safety Code of Practice and Guide for Managers

http://www.hsd.qmul.ac.uk/media/hsd/documents/QMUL_HS_003-Health-and-Safety-Code-of-Practice-and-Guide-for-Managers-V2-Nov-2017.pdf

Advice to all is available from the Health and Safety Directorate and the Departmental Health and Safety Coordinators.



Information Relevant to Everyone

COVID-19

Everyone must keep up to date with the controls and procedures in place at any given time. Guidance will be issued to all WHRI via email as and when it is updated. Guidance is available on the University website <https://www.qmul.ac.uk/coronavirus/> and on the Government website <https://www.gov.uk/coronavirus>

Everyone should test regularly and remain at home if COVID-19 symptoms develop. All positive cases must be reported to either staffhealth (staffhealth@qmul.ac.uk) or Student Health (studenthealth@qmul.ac.uk).

QMUL Emergency Number

The extension to call (from a QMUL phone) for all emergencies is **3333**
Or 020 7882 3333 from a mobile.

NOTE: If you work within embedded space (usually NHS space), then the emergency number will be as posted on the emergency signage within that space. This would include 1 St Martin Le Grand, Mile End Hospital, The Royal London and Bart's. You must follow the procedures in place within those areas. The **Robin Brook Centre** is QMUL space therefore the emergency number is 3333 and QMUL procedures should be followed.

First Aid

To summon First Aid (Qualified Staff) call extension 3333. State your name, location and the nature of the injury. A first aider will then be sent to you.

For cardiac arrest and other serious medical emergencies call (9)999 (then call security on 3333 to brief duty staff on the issue who will then direct the ambulance to the correct location). 112 can also be used in place of 999 in this country.

The nearest A&E is at the The Royal London Hospital (London E1 1BB. Tel: 020 359 40004).

There is a minor injuries unit at St Barts (Tel (reception): 020 3465 6843 or 020 3465 5869 Opening hours: 8am-4pm Monday to Friday. Closed at weekends and on bank holidays. This is a walk-in service so no appointment is necessary).

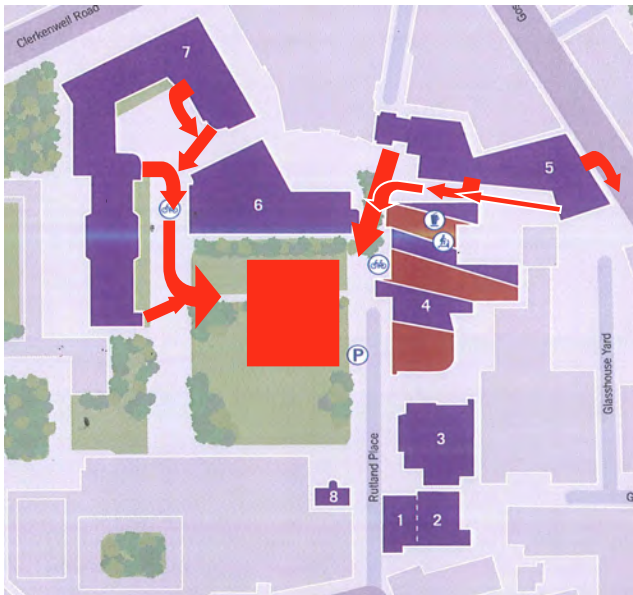
First aid boxes

These are located in both laboratory areas, and at strategic points throughout the office/write up areas. If items are removed from these boxes, please inform one of those staff responsible for First Aid, so that the boxes can be replenished. An online incident report must also be completed.

<http://www.hsd.qmul.ac.uk/accident-reporting/>

Fire Safety

The fire alarm in WHRI buildings is an oscillating siren. On hearing the alarm you should make your area safe (switch off equipment, gas, etc) and leave the building you are in by the nearest exit. Do NOT go back to another area to collect any belongings. The assembly point for all Charterhouse Square buildings is the green in the middle of the square.



Key

- 7: John Vane Science Centre
- 6: Wolfson Institute
- 5: Heart Centre
- 4: Dawson Hall
- 3: Rotblat
- 2: Old Anatomy Building

Nominated Persons will act as fire marshals, to assist in the evacuation of relevant persons from their area in the event of a fire alarm activation, identify fire hazards and deficiencies in fire safety measures and take appropriate action. Please act on any instructions given to you by fire marshals during an evacuation.



All security doors will release on alarm activation. In the unlikely event a security door does not release then there will be a green “Emergency Door Release” box which can be used to release the door.

Should the emergency door release be activated accidentally, please report this to the Estates Helpdesk (eaf-helpdesk@qmul.ac.uk or 2580) immediately so that it can be reset and security maintained.

The alarm systems in all buildings are tested once a week. For the John Vane Science Centre and the William Harvey Heart Centre, this is Friday morning (between 8am and 9am). If the alarm becomes constant during this testing period, evacuate the building. (Dawson Hall is tested on Wednesday at 10 am, just in case you are having coffee in the Shield).



Refuge points have been installed for the safety of disabled persons in the event of a fire. Disabled new starters and visitors should make sure they are shown how this system works and an evacuation plan put in place. Please contact the Safety Coordinator who will be happy to help with this.

All buildings are fitted with automatic fire detection systems but in the event you discover a fire, activate the nearest call point to evacuate the building and leave the building by the nearest safe exit. Tell the person taking charge (security officer) at the front of the building the details about the fire (location, nature, etc).

Please make sure you have completed the Fire Induction and Familiarisation Form at the front of this document.

Also all staff must complete the e-learning module for fire safety on QMPlus. Details about how to complete this are on page 13.

Full Fire Management Procedures can be found at <http://www.hsd.qmul.ac.uk/a-z/fire-safety/>



Security

Charterhouse Square security can be contacted on ext 6020 or chs-security@qmul.ac.uk

Security doors are opened by means of your ID card dependent on the access you have been granted. You should not lend your ID card to anyone. Particular attention should be paid to the prevention of people following you in to buildings or 'tailgating'. Do not hesitate to ask the business of any strangers attempting to gain entry but if you have any concerns call 3333 and ask security to attend. Offices should be locked before leaving at night and at any time during the day when they are to be left unattended. Personal items of value should be locked in a drawer or locker and not left on benches or desks, especially during meal breaks.

Accident Reporting

Any accident or near miss must be reported. Further information and the link to the online Accident & Incident Reporting system can be found at <http://www.hsd.qmul.ac.uk/accident-reporting/>

Electrical Safety

All items of electrical equipment plugging into the standard electrical sockets are tested regularly (every 18 months for laboratories, every 4 years for offices). However, please carry out a simple visual check when using appliances (cracked casings, loose wires, exposed wires etc.). If in doubt, do not use and inform your lab manager or Estates department.

Training

Please note that there are a number of training courses which are mandatory for all staff. The table on page 11 will help identify which courses you should attend and there is also information on how to book onto the courses. Please also take the time to discuss with your supervisor any additional training courses which are appropriate for your role. Please ensure that you notify the person keeping the training records for your Centre (probably the lab manager) of the training you have completed. Details of the H&S courses can be found here <http://www.hsd.qmul.ac.uk/training/>

Display Screen Equipment (DSE)

For new starters on payroll, please complete the online e-learning module for DSE (Instructions on page 13). The module contains a self-assessment checklist. Students and visitors will need to complete Appendix 1 of the Display Screen Policy, a link can be found here http://www.hsd.qmul.ac.uk/a-z/dse_eye-care/ and a copy can be found on page 14. If you have any issues with your workstation, discuss them in the first instance with your supervisor. Further advice can be obtained from the OSHD. Systems for eye tests, the provision of glasses for DSE use and prescription safety glasses are in place. Full information can be found at http://www.hsd.qmul.ac.uk/a-z/dse_eye-care/

Lone/Out of Hours Working

As far as is reasonably possible, no student or member of staff should work alone in the laboratories at any time. If it is considered essential that anyone should work outside normal hours then details of how this work will be carried out safely MUST be discussed for that project, a risk assessment prepared and authorised by the Supervisor. The supervisor must be confident that you are competent to carry out the required work out of hours. The discussion/assessment must identify all hazards (chemicals, equipment, locations, medical conditions (e.g epilepsy, diabetes, heart conditions) and all the controls put in place (how to raise the alarm, first aid arrangements, buddy system, notifying security, safe systems of work, PPE etc). All relevant training courses must have been attended. Lone working will not be permitted for work experience and undergraduate students. A copy of the policy and risk assessment form available on page 20.

Normal working hours are defined as Monday to Friday, 8am to 6pm.

Outside these times (including weekends, bank holidays and college closure days), you must sign in and out of the buildings in the books at reception (JVSC and Heart Centre).



Information More Specific for Laboratory Work

Risk assessment

You must make sure you have read, understood and signed any existing risk assessments that cover your proposed laboratory work. No work shall commence on any laboratory-based project until a risk assessment is in place to cover the work. This assessment should be notified to and agreed by all supervisors involved in a given project. Risk assessments should be readily available at all times so other members of staff are able to identify hazardous materials/techniques which are in use. Those responsible for projects must ensure that risk assessments are reviewed at least every three years or whenever changes are made to the project or more information becomes available about chemicals/biological agents which results in new risks being encountered.

Where close mentoring and/or direct supervision is identified as required in the risk assessment (e.g. due to inexperience in the field of work), it must be provided either by the line manager or designated competent person who must be fully aware of their duties and responsibilities.

The supervisor of visiting/short term researchers should ensure that the researcher is competent and capable of carrying out the work safely. In this respect, any training required to conduct the work safely (H&S and/or task specific) must be identified for the visiting/short term researcher. This becomes important particularly where cross-disciplinary work is to be conducted and/or the researcher is inexperienced in the proposed field of work.

Clothing

Appropriate clothing should be worn when working in the laboratories. This includes full length legwear and enclosed footwear (not sandals).

Headphones & Mobile Phones

Headphones must not be worn in any laboratory. You must be able to clearly hear for any alarms or warning and be fully concentrating on the task at hand. Mobile phones must not be used other than in an emergency.

Eating/drinking

No eating or drinking is permitted in any laboratory at any time. Due to the layout of some areas, it may be necessary to carry food and drinks through laboratory areas – in this case the items must be fully enclosed.

Personal Protective Equipment (PPE)

Lab coats and safety glasses must be worn at all times when working in the laboratories. If you require prescription safety glasses, please ask the departmental safety coordinator for how to obtain these. Appropriate gloves should be worn for your work. Latex gloves must not be used. Gloves and lab coats should be removed before leaving the labs and must not be worn in public areas (foyers, staircases, lifts, post-room etc.).

Always wash your hands after removing your coat and before leaving the laboratory.

Do not touch your mouth, eyes, etc. with your hands or any object while in the laboratory.

All cuts and grazes on hands or exposed areas must be covered with adhesive dressings

Other PPE required for particular tasks (thermal gloves, face masks, visors, hearing defenders etc.) as prescribed in the risk assessments should be in place as required. Do NOT proceed with the task without the appropriate PPE. Further information and the QMUL policy relating to PPE can be found at

<http://www.hsd.qmul.ac.uk/a-z/personal-protective-equipment-ppe- -rpe/>

Equipment

You should be shown how to use all equipment required for your work. Please make sure you follow local rules WHRI Local Rules. Version SRC 2.0 November 2021.



for the use of equipment (booking, log book entries etc.). Make sure the appropriate PPE is in place and worn as required.

Waste disposal

Please ensure that you are shown the correct disposal routes for waste. In brief,

Clean packaging from deliveries and used paper towels from hand wash sinks can go as black bag (domestic waste) which is cleared by the cleaning staff.

Laboratory waste is disposed as clinical waste (yellow bins). Any item that could pierce the plastic bag must be placed in the appropriately sized sharps bin (pipette tips, serological pipettes, blades & needles). Clinical waste is cleared to the external bins by laboratory staff (cleaning staff will not handle clinical waste).

Higher hazard biological waste (e.g., GM class 2) must be autoclaved prior to disposal in clinical waste.

All solvent and toxic waste is collected and disposed by contract. Other chemical waste is disposed according to the risk assessments in place – consult with your lab manager. Full details are available at

<http://www.hsd.qmul.ac.uk/a-z/hazardous-waste/>

<http://www.hsd.qmul.ac.uk/a-z/wwte/>

Liquid Nitrogen

You must be shown how to dispense and transport liquid nitrogen by a competent person. Correct PPE must be worn (full face visor, lab coat and cryo-gloves). **NEVER travel in a lift with any volume of liquid nitrogen.** Sample storage is now in the new campus cryostorage facility. Samples should not be stored in the laboratories.

Laboratory fire safety

DO NOT:

Leave electrical equipment on overnight unless it is absolutely essential and safe to do so.
Place Bunsen burners or hot plates against walls, partitions or near flammable material or solvents
Leave Bunsen burners alight (i.e. not even on pilot) when unattended.
Use naked flames in the vicinity of solvents.
Store solvents in fridges or freezers unless they are spark-proof.
Pour solvents down sinks or drains.

DO:

Make sure you are fully familiar with the fire safety information.
Store solvents in appropriate flammables cabinets.
Report any damaged equipment which could present a fire risk.

Working with Blood

A BioCOSH assessment needs to be completed. Unscreened human blood (and other tissues) is classed as Hazard Group 2 – therefore should be handled at containment level 2. Must be familiar with the Needle stick injury procedure. The Working Safely with Biological Hazards Course (HS020) must be attended.

Genetic Manipulation (GM)

Any work involving the manipulation of an organism's DNA (including bacterial expression systems) is classed as GM work and a separate GM risk assessment is required. This must be approved by the QMUL GM Safety Committee before work starts. You must attend the "The Working Safely with Biological Hazards" course (HS020) if you will be involved with GM work. Further information can be found at <http://www.hsd.qmul.ac.uk/a-z/genetically-modified-organisms/>



Radiation

All projects involving radioactivity must be approved by the QMUL Radiation Protection Adviser (RPA) before any work starts. All workers must attend the Radiation Safety Course before starting work. Further information can be found at <http://www.hsd.qmul.ac.uk/a-z/radiation-ionising/>

Biological Service Unit (BSU)

If you work involves entry to the BSU then you must make sure you are registered with Occupational Health for Health Surveillance (<http://hr.qmul.ac.uk/about-us/health-surveillance/>). Please complete the correct form from the OH website.

http://hr.qmul.ac.uk/media/hr/occupational-health/documents/QM_OHS_HS_0005_Procedure_06.15_V1.docx.pdf

You will not be granted access until cleared by OH. You must also attend a local induction in the BSU – details available from the local BSU manager.

The correct PPE must be worn when working in the BSU and this includes face masks when working in the surgery rooms. Face fitting for masks is provided by Occupational Health.

Useful Contacts

Institute Director

Panos Deloukas

PA: Jo Odetola

7098

Co-Deputy Institute Directors

Cos Pitzalis

(PA) 8192

Marta Korbonits

6238

Institute Manager

Gerald McLaren

6090

Deputy Institute Manager

Steven Coppen

8234

Lab Managers

Biochemical Pharmacology:

Martin Goss

5642

Clinical Pharmacology (JVSC):

Jonathan Ho

5720

Clinical Pharmacology (HC):

Asvi Francois

6865

Endocrinology:

Tom Milligan

5682

Experiment Medicine & Rheumatology:

Becki Hands

8194

Heart Centre, HC:

Stephane Bourgeois

6651

Microvascular Research:

Matthew Golding

8239

Elin Hub

Translational Medicine & Therapeutics, JVSC:

Noorafza Khan

8112

Steve Harwood

2123

Core Facilities

BSU:

Michelle Murphy

3822

Genome Centre (at the Blizzard):

Chaz Mein

2055

Flow Cytometry:

Julfa Begum

2119



Useful Health & Safety Contacts

WHRI Safety Coordinator	Steven Coppen	8234
WHRI Deputy Safety Coordinator	Noorafza Khan	8112
BCI Safety Coordinator	Gavin Craig	3588
Head of Health & Safety	Rebecca Jones	6405
SMD Health and Safety Manager & Ionising Radiation Protection Officer	Mark Ariyanayagam	8378
SMD Health and Safety Adviser & Clinical Waste Lead	Suzanne Mason	6948
Chemical Safety Lead & Non-Ionising Radiation Protection Officer	Robert Haigh	3369
Fire Safety Manager	Daniel Pyett	07919 164616
Fire Safety Adviser		7011

Estates Helpdesk

For reporting faults (building, maintenance, cleaning, some equipment) 2580
eaf-helpdesk@qmul.ac.uk

Health and Safety Training Requirements Matrix

H&S Training Policy and Guidance available at: <http://www.hsd.qmul.ac.uk/training/>

The Health and Safety Directorate (HSD) will aim to provide the training outlined below, however, certain courses are outside the remit or competence of the HSD team to deliver the training. Consequently, such training will be the responsibility of the department concerned, although the HSD will provide advice and support in finding/facilitating external training providers. See HSD's training calendar for courses currently delivered. <http://www.hsd.qmul.ac.uk/training/>

Staff Category	Mandatory		School/Institute/Directorate to determine if mandatory based on role		School/Institute/Directorate to determine if desirable based on role		No requirement for individual to complete training unless School/Institute/Directorate identify a specific need																	
	1	2	3	4	5	6	7	8																
Heads of Schools, Directors Of Institute / Centre / Directorates Senior Administrators	QMUL Induction	Local Induction	Fire Safety Awareness	Workstation (DSE) Assessment	Fire Marshal Training	First Aid (includes all first aid courses)	First Aid for Laboratory Workers	Mental Health First Aid	IOSH Working Safely	IOSH Managing Safely	H&S Leadership Training	Hazardous Substance Risk Assessment	Biological Safety Courses	Radiation Safety Courses	Electrical and Mechanical Safety	Manual Handling and Working at Height	Legionella, CDM, asbestos, LEV, noise, vibration	Risk assessment training	Decontamination and Sterilisation	Selection of Laboratory PPE	Transport of Dangerous Goods	Laboratory Safety for Non-Research Staff	Safe Management of Lab Hazardous Waste	
Principal Investigators																								
Academic Staff / Researchers																								
Technical Staff (including Project Managers, Estates Managers, and Maintenance staff)																								
Administrative Staff																								
Support Staff (e.g. security, cleaners, residences, etc.)																								
PG - Students / Visitors																								
Safety Coordinators																								



Training

There is a whole range of training available at QMUL. Some training is compulsory for all staff, some is compulsory depending on your role and some helps with your academic and professional development. The H&S training requirements are shown on the training matrix on page 11. Details of other training can be found at

<http://www.profdev.qmul.ac.uk/what-we-offer-/types-of-training/induction/>

<https://academicdevelopment.qmul.ac.uk>

Mandatory Courses for all staff

Bribery Act Training: Delivered online via QMplus.

<https://qmplus.qmul.ac.uk/enrol/index.php?id=9598>

Activation codes – required for first login only

Advanced Cardiovascular Imaging	ADVCAR1
Biochemical Pharmacology	BIOPHAR1
Clinical Pharmacology	CLIPHAR1
Endocrinology	ENDOCRIN1
Experimental Medicine & Rheumatology (EMR)	MEDIRHEU1
Microvascular Research	MICRORES1
Translational Medicine & Therapeutics (TMT)	TRANMEDTHERA1
EMR – Sports & Exercise Medicine	SPOEXE1
Genome Centre	GENCENTRE1

WHRI Local H&S Induction: Delivered on the first Tuesday of each month, 1pm, Room 4.31 (4th Floor John Vane Science Centre). Contact Steven Coppen.

Display Screen Equipment: Delivered online.

New staff members are sent an email with a link to the DSE module. Information and link to the online system can be found at http://www.hsd.qmul.ac.uk/a-z/dse_eye-care/

Non-staff should complete Appendix 1, in the following DSE policy document.

Fire Safety: Delivered online via QMplus.

<http://www.hsd.qmul.ac.uk/training/online-learning/>

Activation codes – required for first login only

Advanced Cardiovascular Imaging	SMD319
Biochemical Pharmacology	SMD320
Clinical Pharmacology	SMD322
Endocrinology	SMD323
Experimental Medicine & Rheumatology (EMR)	SMD324
Microvascular Research	SMD326
Translational Medicine & Therapeutics (TMT)	SMD327
EMR – Sports & Exercise Medicine	SMD328
Genome Centre	SMD329

Appendix 1 – Display Screen Equipment Checklist.

CHECKLIST - Display Screen Equipment (DSE) User Workstation

DSE workstation location (room, building, campus):	
DSE User Name:	
Checklist completed by (Name):	
Date of assessment:	<u> </u> / <u> </u> / <u>20</u>
Action needed?	Yes / No
Follow-up action completed on:	<u> </u> / <u> </u> / <u>20</u>

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.

Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:


- ◆ 'Yes' answers require no further action.
- ◆ 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

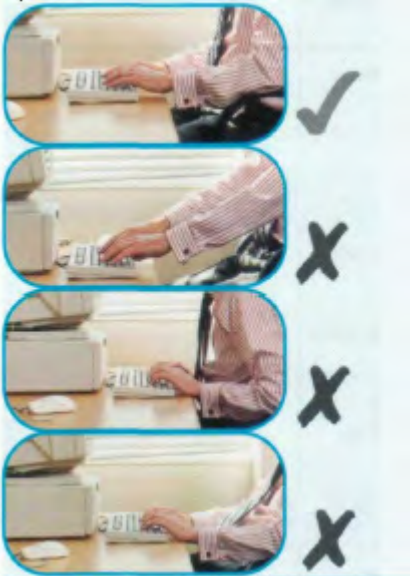
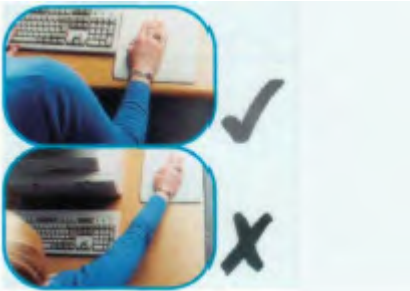
Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving user's health and safety training, and providing for breaks or changes of activity. Advice on these is given in the main text of the guidance.

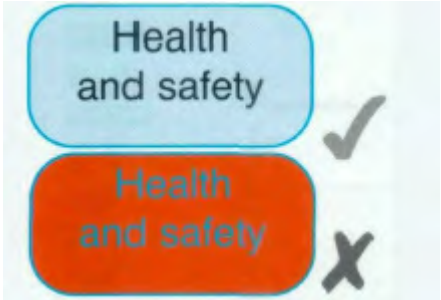

The questions and images in this document are taken from the HSE publication "Work with Display Screen Equipment" numbered L26 edition dated 2003 ISBN 0-7176-2582-6

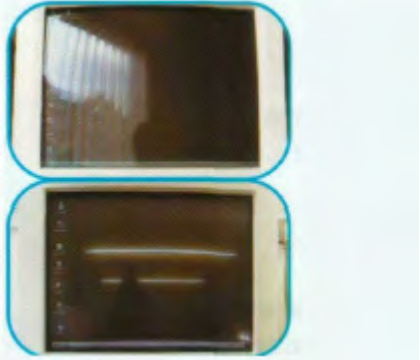

<http://www.hse.gov.uk/pubns/priced/l26.pdf> .

RISK FACTORS	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
Furniture				
Is the chair suitable? Is the chair stable? Does the chair have a working: <ul style="list-style-type: none"> ◆ seat back height and tilt adjustment? ◆ seat height adjustment? ◆ swivel mechanism? ◆ castors or glides? 			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be needed.	

RISK FACTORS	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
When seated at the desk, are forearms horizontal and eyes at roughly the same height as the top of the screen?			Without adjusting the chair height excessively get the user's arms in the right position. If the work surface is too high for the user provide suitable foot rests and then re-adjust the chair height appropriately. If the work surface is too low it may need to be raised to a suitable height. This can be done by using suitable blocks under the surface. Adjust the screen height, as necessary.	
Is the work surface large enough for all the necessary equipment, papers etc? 			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (e.g. where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	

RISK FACTORS	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
<p>Is it possible to find a comfortable keying position?</p> 			<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	
<p>Does the user have good keyboard technique?</p>			<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> ◆ hands bent up at wrist; ◆ hitting the keys too hard; ◆ overstretching the fingers. 	
<p>Are the characters on the keys easily readable?</p>			<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	
Mouse, trackball etc				
<p>Is the device suitable for the tasks it is used for?</p>			<p>If the user is having problems, try a different device. The mouse and trackball are general purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touchscreens may be better for some tasks (but can be worse for others).</p>	
<p>Is the device positioned close to the user?</p> 			<p>Most devices are best placed as close as possible, e.g. right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> ◆ prevent arm overreaching; ◆ tell users not to leave their hand on the device when it is not being used; ◆ encourage a relaxed arm and straight wrist. 	

RISK FACTORS	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (e.g. of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	
Display screens				
Are the characters clear and readable? 			Make sure the screen is clean and cleaning materials are made available Check that text and background colours work well together	
Is the text size comfortable to read?			Software settings may need adjusting to change text size	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text If problems still exist, get the set-up checked, eg by the equipment supplier	
Is the screen's specification suitable for its intended use?			For example intensive graphic work or work requiring fine attention to small details may require large display screens	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in, you can add a swivel and tilt mechanism However, you may need to replace the screen if <ul style="list-style-type: none"> ◆ swivel/tilt is absent or unsatisfactory, ◆ work is intensive and/or ◆ the user has problems getting the screen to a comfortable position 	

RISK FACTORS	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
<p>Is the screen free from glare and reflections?</p> 			<p>Use a mirror placed in front of the screen to check where reflections are coming from You might need to move the screen or even the desk and/or shield the screen from the source of reflections Screens that use dark characters on a light background are less prone to glare and reflections</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>			<p>Check that blinds work Blinds with vertical slats can be more suitable than horizontal ones If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help</p>	
Software				
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>	
Environment				
<p>Is there enough room to change position and vary movement?</p>			<p>Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard</p>	
<p>Is the lighting suitable, e.g. not too bright or too dim to work comfortably?</p> 			<p>Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).</p>	
<p>Does the air feel comfortable?</p>			<p>DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.</p>	

RISK FACTORS	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	Yes	No		
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing.	
Final questions to users...				
Ask if the checklist has covered all the problems they may have working with their DSE.				
Ask if they have experienced any discomfort or other symptoms which they attribute to working with their DSE				
Ask if the user has been advised of their entitlement to eye and eyesight testing.				
Ask if the user takes regular breaks working away from DSE.				
Write the details of any problems here:				

INITIAL ASSESSMENT (Recommendations To User)

Short Term (2 months from the date report given to contact person - see front sheet)	Date Action undertaken:	
	By Whom:	
	Signature:	
Medium Term (8 months from the date report given to contact person – see front sheet)	Date Action undertaken:	
	By Whom:	
	Signature:	
Long Term (1 year from the date report given to contact person – see front sheet)	Date Action undertaken:	
	By Whom:	
	Signature:	

IF YOU HAVE ANY SYMPTOMS WHICH ARE NOT ALLEVIATED WITH THESE MEASURES, REPORT THESE TO YOUR ASSESSOR/MANAGER WHO WILL ARRANGE FOR A REFERRAL TO OCCUPATIONAL HEALTH (SELF REFERRALS CAN ALSO BE MADE)

This is to certify that the initial assessment took place on(date)

User: **(Signature)**

Manager or Assessor: **(Signature)**



WHRI Out of Hours and Lone Working Guidance Notes (To be issued to all staff, students & visitors)

Out of hours: Overnight (between 6pm and 8am), weekends, Bank Holidays and College Closure Days

Introduction

This guidance covers the potential hazards associated with lone working, which may give rise to risk to your personal safety whilst at work. The principal aim of the guidance is to ensure that all University employees and students are aware of the potential hazards and risks associated with lone working, their individual roles and responsibilities in preventing danger to themselves and others and, to outline the practical steps that can be taken to minimise the risks to their safety.

Lone working is working in physical isolation from other individuals. This could be out of normal office hours when you may be the only worker within a specific laboratory or it could be during a normal day, where you may be spending significant periods of time in side rooms such as tissue culture laboratories, cold rooms or dark rooms. In any case, when there is no other person in the immediate vicinity or more significantly within earshot, then the risk of a serious incident increases and therefore must be formally assessed. Lone working is not covered by any specific piece of legislation, however a wide range of regulation may apply depending on the nature of the work involved. The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations will apply in all instances.

In addition, working out-of-hours can present an increased risk if the 'normal' emergency provisions such as first aiders are not available. Therefore an assessment of what activities are deemed appropriate to be undertaken out-of-hours (whether lone working or not) must be made.

- Non-QMUL personnel (no contract) or non-registered students will not be granted laboratory access outside normal working hours. Undergraduates & other similarly inexperienced individuals will not be given lone working access to the laboratories and must only work in the building in the presence of their supervisor.
- Short term staff (less than three months) are considered to be at particular risk and it is therefore not recommended that out-of-hours access be granted to these individuals.

Responsibilities

All workers must ensure they are fully aware of the risks associated with lone working & working out-of-hours and understand the appropriate actions to take before they begin any procedure. Group Leaders & Supervisors must set a suitable framework for each INDIVIDUAL in terms of what is and what is not permissible under lone working and 'out-of-hours' conditions. Centres must consider carefully what first aid and other emergency provision is necessary for lone working taking account of the nature, scale and range of activities being permitted.

The responsibility for implementing planned and effective safe systems of work for those who work alone/out of hours is that of the person who controls the work activity. This responsibility cannot be delegated to those who work unaccompanied.

Group Leaders and Supervisors must ensure all lone/out of hours workers have sufficient knowledge, experience & capability to deal with any foreseeable emergency without immediate assistance

However, all employees have a responsibility to take reasonable care of their own safety and to co-operate with their employer. Employees should not knowingly place themselves in situations which expose them to the additional risk of working alone without the full knowledge of their line-manager. An agreed 'safe system of work' must first be discussed and then implemented.

If a person finds that they are placed in a situation, which may be considered to be that of a 'lone worker', then they should make sure that their manager is made aware of these circumstances at the earliest opportunity and then assist in the process of identifying the steps needed either to prevent the 'lone worker' situation from arising, or if this is not possible, assist in developing the precautions necessary to ensure their own safety.

Risk Assessment (required only if working out of hours or alone)

Office working

Persons carrying out general office duties including computer work may do so on their own, as the risk is assessed as low. Please fill in section 2, sign and file in your Centre's Safety Folder – copy to the Departmental Safety Coordinator (DSC).

Laboratory working

Laboratory activities will inherently pose a greater risk to the individual if carried out alone and/or out-of - hours. Laboratories not only pose a greater number of hazards that could increase the seriousness of the incident, but, due to the location and specialist nature of some areas it can also delay any emergency aid. Therefore, Group Leaders & Supervisors must assess, with each INDIVIDUAL, what is not permissible under lone working conditions, taking into account that individual's experience and any other relevant factors. Please fill in Section 3, sign and file in your Centre's Safety Folder – copy to the DSC.

Hazard Identification

Identify all the hazards specific to the lone working activity; evaluate the risks (low / medium / high); Current control measures should be outlined in your existing risk assessment so identify and record any further control measures required in Section 3 of this document.

Specific hazards should be assessed on your existing risk assessment form and cross-referenced with this document where appropriate.

Hazards to consider include (use as a checklist for your assessment):

- **Workplace:** Identify hazards specific to the workplace environment, which may create particular risks for lone workers, e.g. remote areas, laboratories, workshops, confined spaces. Consider access requirements, transport and parking arrangements, etc.
- **Process:** Identify hazards specific to the work process, which may create particular risks for lone workers, e.g. work with electrical apparatus, moving equipment, cryogenic liquids/gases and/or chemicals etc.
- **Equipment:** Identify hazards specific to the work/equipment, which may create particular risks for lone workers, e.g. manual handling, operation of essential/emergency controls.
- **Individual:** Identify hazards specific to the individual, which may create particular risks for lone workers e.g. medical conditions (diabetes, epilepsy, anosmia, etc), disabilities, expectant mothers, age, inexperience, etc.
- **Work Pattern:** Consider the lone worker's work pattern and how it relates to those of other workers, in terms of both time and location.
- **Other:** Specify any additional hazards particular to the lone work.

Control Measures

Identify existing control methods, assess their effectiveness and specify any additional controls that may be necessary. Consider alternative work methods, protective equipment/devices and arranging work times to coincide with others where possible.

Some measures to consider may include:

- Specific information, instruction and training (e.g. emergency procedures, out-of-hours procedures, personal safety training, etc.).
- Increased communication systems/procedures (e.g. regular prearranged contact by phone with buddy/supervisor/security)
- All lone workers should be conversant with risk assessments, local rules, guidelines and emergency procedures

Safe Working

Consideration should be given to additional safe working procedures during lone working in order to reduce any risk as far as is reasonably practicable. Examples of appropriate safe procedures are:

- Reducing the exposure to a particular hazard, by limiting activities and/or substances used.

- Using additional shielding or mechanical controls (e.g. fume cupboards) to further limit exposure.
- Identifying 24hr emergency contact numbers for assistance/advice.
- Arranging for periodic contact with buddy/supervisor/security.
- The use of panic alarms or other communication devices to obtain support.
- Providing additional training, instruction and information for the work to be undertaken.
- All lone workers must have sufficient knowledge, experience & capability to deal with any foreseeable emergency without immediate assistance.
- All persons applying for out-of-hours access for laboratory areas of the Institute must have attended QM Health and safety courses including 'Working with Biological Hazards and Genetically Modified Agents' and 'COSHH Risk Assessments in Laboratories', and any other course relevant to their project.
- All lone workers must have completed the e-learning Fire Safety Awareness module and should be encouraged to acquire basic first aid skills.
- All Lone Workers must know the locations of the following emergency equipment/resources:
 - First aid box
 - Eye wash station
 - Emergency shower
 - Emergency spill kit
 - Fire extinguishers
 - Risk assessments & COSHH assessments relating to their project

Please note: Copies of current risk assessments for the work being undertaken by the applicant must accompany Section 3. The supervisor is wholly responsible for the content and accuracy of the risk assessment(s) and must ensure that it reflects the work being done by the applicant when they undertake lone/out of hours working.

Emergency

Out of normal working hours, contact Security Services on their 24HR EMERGENCY NUMBER which is 3333, if unsure about any situation

Where this guidance does not cover a particular situation, further advice may be sought from the DSC or the Occupation Health and Safety Directorate.

Section 1

To be completed by everyone

Name	
Status (Staff, PhD student, etc)	
Supervisor	
Centre	
I have read the guidance and in the event that I will work out of hours or be in a situation of lone working, a full risk assessment will be carried out.	
Signature	

Section 2

Lone/Out of Hours Office Working Only

Worker aware of emergency procedures? (security, first aid, fire etc)	Yes / No
Fire Safety e-Learning Module completed?	Yes / No
<ul style="list-style-type: none">• Certificate date	
We have read the guidance and have considered the hazard checklist and all activities that are likely to be undertaken by the named applicant and, where appropriate, introduced special arrangements to monitor the safety of this lone worker, or prohibited the activity for lone working. The applicant is aware of any restrictions on lone working activities and any measures considered necessary to monitor his/her safety.	
Supervisor's signature	
Lone/Out of hours Worker's signature	
Date	

Section 3

Lone/Out of Hours Laboratory Working

Please outline activities to be undertaken, location(s) and particular hazards	
Please justify why the work cannot be carried out during normal working hours.	
Copies of the relevant, current risk assessments for the work being undertaken by the applicant must be attached to this assessment. The supervisor is entirely responsible for ensuring the contents are accurate and reflect the work to be performed by the applicant.	RAs attached? Yes / No
Please outline any extra control measures put in place for this work to be conducted out of hours or by a lone worker.	
Prohibited procedures for this person whilst lone/out of hours working	

Worker aware of emergency procedures? (security, first aid, fire etc)	Yes / No	
Fire Safety e-Learning Module completed?	Yes / No	Date completed:
COSHH Risk assessment course attended	Yes / No	Date completed:
Working with Biological Hazards course	Yes / No	Date completed:
Detail other relevant courses attended below		
Name & Tel. No. for Buddy contact		
Supervisor contact in emergency		
Declaration		
<p>We have read the guidance and have considered the hazard checklist and all activities that are likely to be undertaken by the named applicant and, where appropriate, introduced special arrangements to monitor the safety of this lone worker, or prohibited the activity for lone working. The applicant is aware of any restrictions on lone working activities and any measures considered necessary to monitor his/her safety.</p> <p>This assessment will be reviewed in the event of a significant change (increase in risk) in the work being carried out.</p>		
Supervisor's signature		
Lone/Out of hours Worker's signature		
Date		