



## Wolfson Institute of Population Health

Staff Welcome Booklet 2024

[www.qmul.ac.uk/wiph](http://www.qmul.ac.uk/wiph)

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## Welcome to the Wolfson Institute of Population Health

WIPH was formed in 2021 and is part of the Queen Mary University of London medical faculty, Barts and The London School of Medicine and Dentistry. Our remit is to deliver internationally recognised research and teaching in population health.

The Institute houses world-class scientists and educators in applied health sciences, including public and global health, health services and primary care research, clinical trials, health policy and economics, health data science, behavioural and social sciences, epidemiology, biostatistics, and translational and implementation science.

Our professional services teams are integral to our success in delivering consistently outstanding research and education.



The work of our researchers and educators has had a significant impact on lives across the world. We provide integrated teaching and training opportunities delivered by leaders in the field. By sharing knowledge and pushing the boundaries of research, we will continue to advance population health and preventive medicine on a global scale.

— Professor Fiona Walter, Director, Wolfson Institute of Population Health

Our researchers explore causes of poor health and health inequalities and how to detect disease earlier, and design novel interventions and evaluate measures to improve the health and quality of life of individuals and populations, locally in our East London community, nationally, and across the globe.

Our vision is to drive forward this research and to generate the evidence to implement health system change, improve population health, and nurture social equity. We look forward to working with you to achieve these goals. Welcome to the team.

Fiona Walter  
Director

## WIPH and QMUL

Ranked joint 7<sup>th</sup> in the UK for the quality of its research in the 2021 Research Excellence Framework, Queen Mary University of London, is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine & Dentistry and Science & Engineering.

The Faculty of Medicine and Dentistry offers international excellence in research and teaching, and supports clinical service for a population of unrivalled ethnic diversity in East London and the wider Thames Gateway. At the forefront of medical research and education, with research themes in cancer, cardiovascular medicine, inflammation, trauma and population health, the Faculty is ranked 2nd in the 2021 QS World University rankings for research citations and consistently positioned first in London for subject rankings and student satisfaction.

Working with six NHS Trust partners in East London, the Faculty is central to delivering impact on health-related challenges for local and global populations; it has a strong commitment to public engagement through its pioneering science education centre in Whitechapel, The Centre of the Cell. The Faculty is firmly embedded in our East End and global communities, and through education and research we are committed to improving the health outcomes, the wellbeing, and the prosperity of those we serve through a strategy focused on *Better Health for All*.

The Wolfson Institute of Population Health (WIPH) is an exciting and dynamic environment, home to over 400 staff, 92 PhD students and c500 postgraduate taught students. It harnesses expertise across a wide range of population-based research and education activities and aims to be an internationally recognised centre of excellence in population health, primary care and preventive medicine. The Institute is organised into six separate research centres which, though complementary and following the Institute strategic plan, also have Centre-specific objectives and requirements.

## Research and Education at WIPH

### Centre for Cancer Screening, Prevention, & Early Diagnosis

Co-led by [Professor Suzanne Scott](#) and [Professor Peter Sasieni](#), the Centre for Cancer Screening, Prevention and Early Diagnosis delivers an international centre of excellence in translational cancer screening, prevention and early diagnosis that will conduct practice changing research and teaching for at least the next two decades. Our vision is to transform cancer detection in the UK so that the NHS leads the world. This will be attained through raising cancer awareness, increasing early cancer diagnosis, and improving access to and outcomes from cancer screening.

### Centre for Evaluation & Methods

Led by [Professor Rhian Gabe](#), the Centre for Evaluation and Methods specialises in evaluating the clinical effectiveness, cost-effectiveness and implementation of healthcare innovations, and methodology to support these evaluations. The Centre includes the Barts Clinical Trials Unit and the Pragmatic CTU and our multidisciplinary researchers and educators work to improve the health of patients and the public. Our vision is to improve evidence and methods for a healthier, better world.

### Centre for Preventive Neurology

Led by [Professor Ruth Dobson](#), the Centre for Preventive Neurology specialises in carrying out revolutionary new research into dementia, Multiple Sclerosis, and Parkinson's Disease. Its overall goal is to challenge the belief that diseases of the brain are incurable and cannot be prevented through research and, ultimately, intervention and policy change. The group's research is focused on risk factors for neurological disease, early detection, clinical cohort creation, resource generation, clinical trials (drug and non-drug), biomarkers, use of routinely collected health care data, research in under-represented populations, influencing policy, and PPIE.

### Centre for Primary Care

Co-led by [Professor Jianhua Wu](#) and [Dr Anna De Simoni](#), the Centre for Primary Care undertakes research into the environment, asthma and infection, multiple long-term conditions, and the complexities of everyday experience, healthcare interactions and working practices. The Clinical Effectiveness Group uses primary care health data for research, with a particular interest in reducing health inequalities and improving population health. The Centre is the lead partner of the [NIHR School for Primary Care Research](#), which aims to address some of the challenges facing national and international primary care.

### Centre for Psychiatry & Mental Health

Co-Led by [Professor Nathan Davies](#) and [Professor Jennifer Lau](#), the Centre for Psychiatry and Mental Health undertakes research that focuses on the prevention of negative outcomes and promotion of life-long health and wellbeing for individuals with mental disorders. Areas of focus include understanding the shared aetiology and coexistence of mental illness with other disorders to inform development of preventive interventions; how social interactions can reduce and overcome mental distress; and how young people use resources in the community to overcome mental distress. The group lead a successful portfolio of [postgraduate taught programmes](#) in the mental health arena.

### Centre for Public Health & Policy

Led by [Professor Oyinlola Oyobode](#), the Centre for Public Health and Policy draws together groups focusing on women's health, global public health, the national diet, and individual health and lifestyle. There is a strong focus on understanding health behaviours and their modification and the group delivers a range of successful [postgraduate taught](#) and intercalated education programmes in global public health.

## WIPH Activities

There are a number of exciting activities within WIPH, and more widely at Queen Mary, for you to get involved with, these include:

- WIPH [Seminar Series](#)
- WIPH Coffee Mornings at 11am on alternate Tuesday (YCB) and alternate Wednesdays/Thursday (CHSQ)
- Monthly All Staff Meetings
- The Green Mary Garden, where you can grow fruit and vegetables
- Membership to all Libraries
- WIPH Christmas and Summer Events
- Annual Showcase
- The opportunity to join vibrant [student clubs or societies](#)
- Opportunities to learn at language at the [Language Centre](#)

## WIPH Facilities

The WIPH is located across several sites within East London and includes:

- Wolfson Building at Charterhouse Square
- Yvonne Carter Building at Whitechapel
- Abernethy Building (3<sup>rd</sup> floor) at Whitechapel
- Stocks Court/Stayners Road at Stepney Green
- Newham Centre for Mental Health (ELFT premises)
- Empire House (1<sup>st</sup> floor) at Whitechapel

Each building has its own space arrangements, and we are currently transitioning towards flexible working with hot-desking arrangements being established within our QMUL premises. All WIPH members will have access to spaces and the desk booking system. Each desk will have a docking station which enables power and internet access, and there is Wi-Fi access via [eduroam](#), or QM Guest Wi-Fi access for visitors.

Printers are available in all buildings, which all staff and students have access to using their ID card. Instructions on how to register your ID card can be found [here](#).

For bulk professional printing requirements contact [Copy Shop](#) at QMUL.

For bulk copying and production of booklets, liaise with the [Design and Branding](#) at Mile End.

## Kitchens

A range of kitchen facilities are available in each building including mugs, tea, coffee, milk, filtered water, microwave and fridge. All staff are responsible for cleaning up after themselves and leaving the areas clean and tidy.

## Booking a Desk

WIPH uses the [Space Connect System](#) to manage the booking of desks. Bookable desks are available in the Wolfson Building, Yvonne Carter Building and Empire House

All WIPH have been issued with a Space Connect account and you should be able to log in and book a desk. If you have any queries or issues with your account, please log a request with the ITS Helpdesk ([helpdesk@qmul.ac.uk](mailto:helpdesk@qmul.ac.uk)). Appendix 1 provides instructions on how to use the system.

## Booking a Meeting Room

Wolfson Building, Charterhouse Square has 2 meeting rooms, each containing a screen with Wi-Fi access and HDMI connector.

- Meeting room 129: contact Valeria Varga [v.varga@qmul.ac.uk](mailto:v.varga@qmul.ac.uk)
- Meeting room 130: contact Timetabling team [timetabling@qmul.ac.uk](mailto:timetabling@qmul.ac.uk)

Yvonne Carter building, Whitechapel has 3 meeting rooms, each containing a screen with Wi-Fi access and HDMI connector.

- Michael Mason meeting room: contact Timetabling team [timetabling@qmul.ac.uk](mailto:timetabling@qmul.ac.uk)
- Ground floor and 2<sup>nd</sup> floor meeting room: contact Libor Vlach [l.vlach@qmul.ac.uk](mailto:l.vlach@qmul.ac.uk)

Empire House has 7 meeting rooms in the basement, each one containing a screen with Wi-Fi access and HDMI connector. Rooms 5, 6 and 7 have their own standalone desktop connection. The basement also has a large kitchen and sofa-breakout area and can be booked as a whole for larger events.

Details of the available rooms can be found in Appendix 2, and instructions on how to book a room can be found [here](#).

## Visitors

All visitors should report to Reception at Wolfson building and Yvonne Carter building where the respective Receptionists (Libor Vlach at YCB and [current vacant] at CHSQ) will greet them. Campus maps can be found [here](#).

## New Starters

New members of staff will receive an induction from their line manager on their first day, showing them the location of the desks, they can use, as well as providing details on how to access Queen Mary systems and collect their ID card. ID cards are typically collected from the Security Office on the respective campuses.

New staff members should expect to agree probation meetings with their line manager and can familiarise themselves with the probation policy by visiting the [HR webpages](#). There are several [mandatory training](#) courses that new starters are required to complete, all of which are online and include subjects such as unconscious bias, GDPR and Equality and Diversity training.

Your ID card will give you access to buildings between 8am and 6pm. All buildings (except the Wolfson building which has laboratories) will be closed during Queen Mary closure days, including Bank Holidays. If you require access outside of these times, please contact your Centre Manager to discuss requirements.

## MyHR

[MyHR](#) is a human resources portal in which staff can update their personal details, record absences, view pay slips and request leave. All teaching staff are required to provide details of their higher education teaching qualifications or accreditations on MyHR. This is a Higher Education Statistics Agency (HESA) requirement.

All staff should ensure they have access to MyHR. MyHR is available from outside the Queen Mary network when using multi-factor authentication (MFA). For instructions on how to set up MFA, please visit the [IT website](#).

## Annual Leave

As per terms and conditions, all full time staff are entitled to 30 days of annual leave. Additionally, the University has closure days around the Christmas period, plus 8 statutory bank holidays. Part-time staff will be allocated annual leave on a pro-rata basis. Annual leave is recorded on MyHR and all staff are required to request annual leave (as well as other types of leave) via MyHR. The system recognises which days are working days versus weekends, so it is not necessary to submit separate requests for consecutive weeks, account for weekends, bank holidays, university closure days or other non-working days.

The annual leave year runs from 1 August until 31 July. Staff are normally permitted to carry over a maximum of 5 unused days of leave to the next leave year. Requests to carry over in excess of 5 days are not normally permitted unless there are exceptional circumstances. Such requests will need to be made 3 months in advance of the leave year end, and will require approval from the Head of School.

The Institute strongly encourages staff to plan and take their annual leave each year, and staff are sent reminders at regular intervals during the year. Staff are entitled to request annual leave at any time during the year and all requests will be considered. It is expected that staff with teaching responsibilities will not normally request leave on days they are expected to teach, though exceptional circumstances will be taken into account where relevant and where cover can be arranged.

## Flexible working

QMUL supports the principle of flexible working for all staff and there is an official application process in place for making flexible working requests. HR should be informed of the decision making for any permanent changes to your working arrangements. However, any adjustments to your daily working hours or flexibility can be discussed with your line manager. For more information on flexible working, please visit the [HR Website](#).

## Report & Support

Queen Mary launched its [Report + Support platform](#) in October 2019, following a pilot during September 2019. Report + Support is a secure online platform which allows students, staff and visitors to report issues of bullying, harassment, hate crime or sexual violence. Reports may be anonymous, or may request contact with staff. Regular trend analysis reports are shared with the Dignity at Work and Study Steering Group, to



inform intervention and prevention approaches to make Queen Mary a safe and inclusive community. Data contained in these reports is fully anonymised to ensure there is no risk of identification. Whilst we hope that staff will not need to use this tool, any staff who either experience or witness bullying, harassment, hate crime or sexual violence are strongly encouraged to report this through our [Report + Support platform](#). Further information on the different types of issues that staff or students may experience, what to do if you are worried about someone, and details about the support available can be found on the [dedicated webpages](#).

## Childcare and Parenting

Queen Mary offers a range of family friendly services and policies to support our staff with childcare responsibilities. Our services range from a dedicated staff network for Parents and Carers to generous maternity, paternity, adoption, shared parental leave policies and time off for fertility investigations or fertility treatment. Further information about our family friendly benefits can be found [here](#). Designated spaces for parents who are breastfeeding are also available on each campus. Further details can be found [here](#).

## Season ticket loan

Staff with at least six months continuous service at the university may apply for a season ticket loan. Temporary or fixed term contract staff must have at least 12 months left on their contract to apply for season ticket loan. Staff who do not meet these criteria may still apply for a season ticket loan, but will require sign off from the Head of School.

Further guidance on the time-frame for a season ticket loan application and the application form are available to download from the [HR Website](#).

## Health and Safety

We intend to provide and maintain a safe and healthy working environment, equipment and systems and encourage all staff, and students to read and understand the [Queen Mary safety policies](#).

The WIPH Director is ultimately responsible for safety within the building, however it is important that we all take responsibility for our own safety.

As members of Queen Mary, we are expected to:

- Take reasonable care for your own Health and Safety at work and that of others that may be affected by your 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
- Immediately report anything which might present a danger to either yourself or anybody else.

The WIPH Health & Safety representative is Megan Liddle (Deputy Institute Manager).

## Laboratory and Freezer Room Safety

There are two class 2 laboratories in the Wolfson building with the usual laboratory hazards. Access to these laboratories is restricted.

There is a freezer room in the basement of Dawson Hall at Charterhouse Square with -80 degree freezers holding biological samples. Access to this room is restricted.

Staff working in the laboratories and freezer room will undergo local induction processes conducted by Dr [Hannah Mohy-Eldin](#).

## Accident Reporting and First Aid

It is University's Policy that all accidents and near misses are reported and recorded in the relevant format. Therefore, if you suffer an accident at work or witness a near miss you must inform the Department's Safety Co-Ordinator as soon as possible and submit an accident via the [online form](#).

If you require first aid assistance anywhere on campus you can contact the nearest departmental first aider or call the campus emergency telephone number which is Ext 3333, or 020 7882 3333.

A list of First Aiders, Mental Health First Aiders and Fire Marshalls are posted on all notice boards.

## Fire Safety

As members of QM staff, you should familiarise yourself with the following procedures, and ensure you take responsibility for your visitors should a fire alarm be activated during their visit. All security doors will unlock in a building upon fire alarm activation, to enable quick and safe exit.

**How to Raise the Fire Alarm:** You can raise the alarm by first shouting 'fire' and then by activating the fire alarm system by breaking the glass on the red box manual call point. From a place of safety, phone extension 3333 (or 020 7882 3333) to report the fire to the security staff. Security will ensure that the Fire Brigade has been called. Do not attempt to tackle the fire yourself.

**On Hearing a Fire Alarm & Emergency Exits:** You should leave the room immediately and should not stop to collect personal belongings. Proceed to the nearest available exit which are identified by the green running man signs and got to the nearest Fire Assembly Point. We encourage you to familiarise yourself with the route.

The [Fire Assembly point for Charterhouse Square](#) Is on the green outside the entrance to Dawson Hall.

The [Fire Assembly point for Yvonne Carter Building](#) is outside Floyer House.

The [Fire Assembly point for Abernethy Building and Empire House](#) is the Blizard Mews.

The Fire Assembly point for Stocks Court/Stayners Road is to the back and front of the building.

**Evacuation for the Disabled:** Disabled Students and Staff should all have been issued with a Personal Emergency Evacuation Plan (PEEP) by the University. If you require one, and have not been contacted, please alert the WIPH Institute Manager, or WIPH Deputy Institute Manager.

Our buildings are equipped with refuge points for disabled staff and students and can contact security staff by pressing the talk button. Activation of the talk button will automatically register the location of the person. Security Staff and/or the Fire Brigade will then deal with evacuation procedures.

**Note:** with the increase in hybrid working, you may find that a fire marshal is not available on your floor at the point of a fire alarm. In this instance, please raise the alarm, if not already raised, and proceed to evacuate yourself from the building. Do not wait for a fire marshal to instruct you to leave the building in the event of a fire.

More information about Fire Safety can be found on the [QMUL Fire Safety pages](#).

## Display Screen Equipment (DSE)

All staff and students should complete a display screen equipment assessment to ensure that their work setup is suitable, and not causing any issues to their health. Staff will be emailed by the Health and Safety team and students can complete the assessment form. Further details can be found on the [QMUL Health and Safety pages](#). This assessment can be used to apply to hot-desks for agile working, or when remote working from home, and a checklist for hot-desking can be found in Appendix 2.

## Employee Eye Care Scheme

The University has appointed Specsavers Opticians to provide a corporate eye-care scheme. The scheme is voucher based and the DSE eye care voucher scheme is free to those who complete the online workstation assessment.

To redeem your voucher you should contact [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) or telephone Ext 5701. You will need to quote your University ID number and a your DSE reference number. Each DSE Eye care voucher provides a full eye examination and contributes towards the cost of glasses if they are found to be required for DSE purposes.

## Lone Working

The key issue with regards to lone working is that you do not undertake any activities that will prevent you from calling for assistance. Nor should you undertake any lone working when ill or incapacitated in a way that will prevent you from calling for assistance in an emergency. Therefore, general office work is acceptable, but you should not carry out any heavy lifting or retrieving items at height, even with the kick stool, when working alone.

**Wolfson building:** Please complete the Out of Hours log found at the Wolfson Reception Desk.

**Yvonne Carter building:** Please complete **section B** of the 'Out of Hours Lone Working' Application form, available from your Centre Administrator, returning it to your Centre Manager. Please ensure you have sought approval from your line manager in the first instance.

More information about Lone Working can be found on the [Lone Working pages](#).

## Risk Assessments

It is necessary to ensure that relevant [risk assessments](#) are in place prior to activity taking place, particularly when activity could be considered as high-risk. The aim of the risk assessment is to identify risk and eliminate or reduce them to ensure safe working. New, or expectant mothers will need to ensure that a risk assessment is conducted as soon as possible once pregnancy is confirmed.

## Wellbeing

WIPH aims to champion an inclusive, and supportive environment to ensure staff and students can thrive. Queen Mary offers a range of support for staff including access to the [Employee Assistance Programme](#), which provide free and confidential advice, opportunities for [coaching](#), and support for [physical](#) (including [menopause](#)), and [mental wellbeing](#).

Queen Mary also offers staff an [Occupational Health Service](#), to provides support with workplace health, and staff can self-refer, or be referred in conjunction with their line manager.

There is also a number of [staff networks](#) including Parents and Carers Network, and QMOut. Staff are able to join these networks as relevant and take part in activities arranged through the networks.

Queen Mary has a number of [religious spaces](#) to facilitate prayer during the working day. The FMD multi-faith room (MFR) is situated on the CHSQ campus in Dawson Hall 1<sup>st</sup> floor. Access is via the side entrance of Dawson Hall (opposite the cryo-store). There you will find stairs leading to the 1<sup>st</sup> floor. For all those who are unable to climb stairs we have another MFR on the ground floor of John Langdon-Down House. Both facilities are sign posted. These facilities are available to all staff/students. To obtain access you must submit your request to Security to update your access pass. Requests must be made to [mile-end-security@qmul.ac.uk](mailto:mile-end-security@qmul.ac.uk).

## Staff Policies

Staff should familiarise themselves with [Queen Mary policies](#) designed to support staff at work. These include a generous [maternity/parental package](#), support for sick leave, or other [special leave](#) requirements, and opportunities to request flexible working.

Queen Mary also offers number of [benefits to staff](#), including a pensions scheme, Give as you Earn initiatives, season ticket loans, and access to a nursery for childcare. Staff also have access to support personal, and professional development through the [programmes](#) offered by HR.

There are also a number of options to reward [staff contribution and development](#), through schemes such as the academic promotions process, the GEM Awards, or Staff Bonus Scheme.

## Key Contacts

Role	Name	Email
Institute Director	Prof Fiona Walter	<a href="mailto:Fiona.walter@qmul.ac.uk">Fiona.walter@qmul.ac.uk</a>
Institute Manager	Sabari Vallath	<a href="mailto:Sabari.vallath@qmul.ac.uk">Sabari.vallath@qmul.ac.uk</a>
Deputy Institute Manager	Megan Liddle	<a href="mailto:megan.liddle@qmul.ac.uk">megan.liddle@qmul.ac.uk</a>
Director's Office Manager	Helen Golding	<a href="mailto:h.golding@qmul.ac.uk">h.golding@qmul.ac.uk</a>
Centre Manager (CEM)	Emily McLean (on mat leave)	<a href="mailto:e.mclean@qmul.ac.uk">e.mclean@qmul.ac.uk</a>
Centre Manager (CEM)	Nicola Tingley (mat cover)	<a href="mailto:n.tingley@qmul.ac.uk">n.tingley@qmul.ac.uk</a>
Centre Manager (CCSPED)	Basia Behnke	<a href="mailto:b.behnke@qmul.ac.uk">b.behnke@qmul.ac.uk</a>
Centre Manager (CPN)	Helen Sonderegger	<a href="mailto:h.sonderegger@qmul.ac.uk">h.sonderegger@qmul.ac.uk</a>
Centre Manager (CPC)	Charlotte Edwards Roscamp	<a href="mailto:c.edwardsroscamp@qmul.ac.uk">c.edwardsroscamp@qmul.ac.uk</a>
Centre Manager (CPMH)	Victoria Amoah	<a href="mailto:v.amoah@qmul.ac.uk">v.amoah@qmul.ac.uk</a>
Centre Manager (CPHP)	Craig Smith	<a href="mailto:c.a.smith@qmul.ac.uk">c.a.smith@qmul.ac.uk</a>

***In an emergency, please contact Campus security on 020 7882 333 or contact the emergency services on 999 as appropriate.***

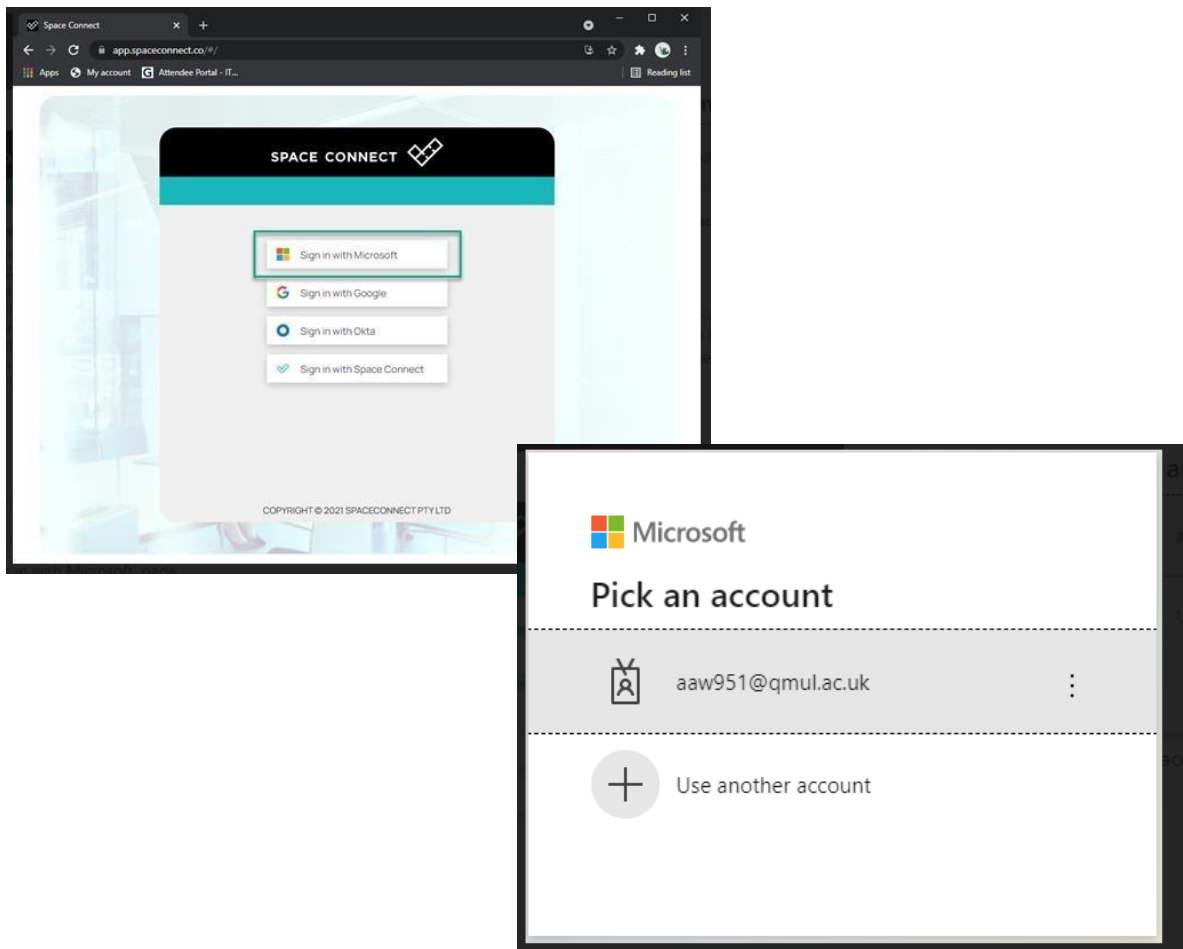
## Appendix 1: Space Connect Booking System

Desks are available for booking 14 days in advance in Space Connect. You can either book a specific time slot or a full day. If you are in meetings for the majority of the day, please avoid booking a desk for a full day and consider booking a specific time slot or sitting in a social space or non-bookable space in between meetings. Upon arrival, please ensure you check-in.

### Step by Step Instructions on logging onto the Space Connect system

- In a web browser, navigate to <https://spaceconnect.qmul.ac.uk> or <https://app.spaceconnect.co/uk>
- Choose “Sign in with Microsoft” - if you aren’t logged in to Office 365, you will have to sign in with your QM username and password.
- If you cannot access Space Connect, please raise a ticket with the ITS helpdesk or you can email them at [servicedesk@qmul.ac.uk](mailto:servicedesk@qmul.ac.uk); ask to be put on the Space Connect Directory for WIPH.
- You can make your desk booking based on the floor map view.

Space Connect 'Sign in with Microsoft' page, and pick an account from list and sign in with your QM username and password



Once logged in, select the relevant building from the drop-down panel on the left-hand side, and select which floor you'd like to book a desk on. Ensure that you have set the date to the day you wish to book a desk for.

To book a desk, click on the desk you'd like to book, and an option will appear with the "book" button. If a desk shows a padlock symbol next to it, and it is in red, this means it had been booked by another user.

After clicking **Book**, you will see the booking confirmation on the screen. You will also receive a confirmation email with a calendar event, which you can add to your Office 365 calendar in Outlook. Please ensure that you check-in to the desk once you arrive to use it, and if you no longer need it, please ensure that you cancel it so someone else can book.

#### Download the SpaceConnect mobile app:



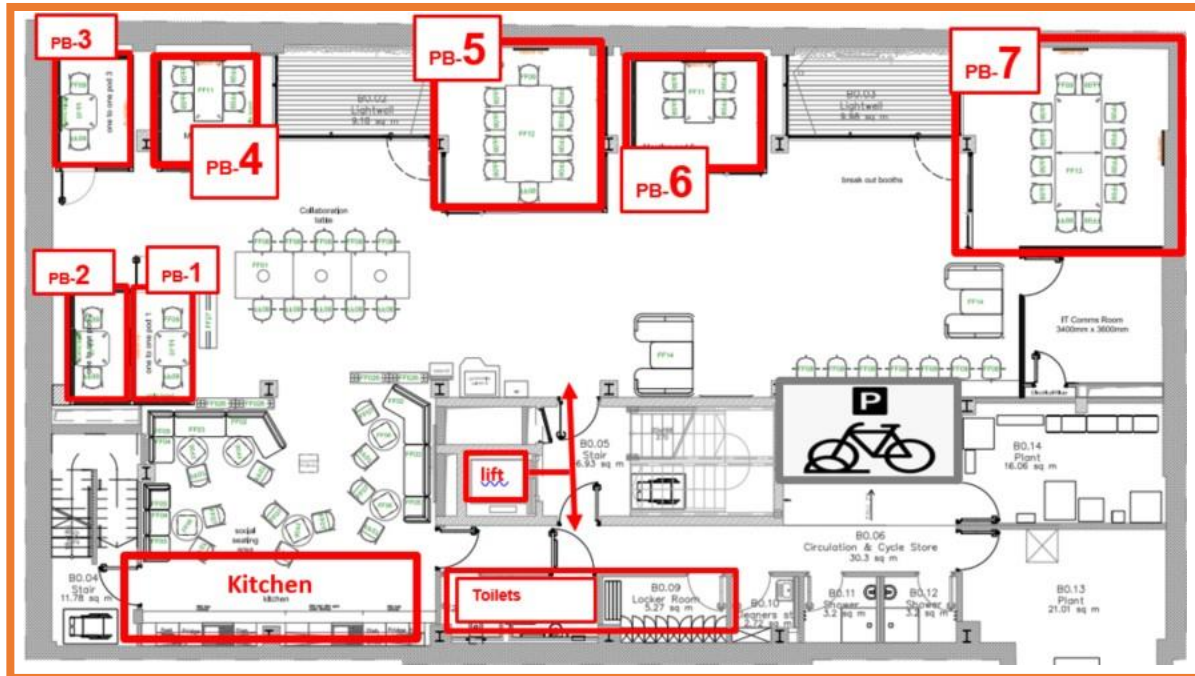
You can make bookings on the go by using the handy SpaceConnect app on your mobile phone. Go to your app store (Google or Apple store) and search for 'SpaceConnect app'.

The user interface and booking process is similar to the procedure described above.

## Appendix 2: Empire House Bookable Rooms

### Layout of rooms in the basement

The basement also has 22 bike racks, two showers and lockers.



Room	Capacity
PB 1	2
PB 2	
PB 3	
PB 4	
PB 5	
PB 6	
PB 7	

Each room is listed on the QM outlook calendar and they can be added to a calendar invitation, by return email a notification will be sent through to you if the room is available or unavailable. Please do not book more than one room for your meeting.

The rooms are listed in outlook under:

- [wht-empire-pb-1@qmul.ac.uk](mailto:wht-empire-pb-1@qmul.ac.uk)
- [wht-empire-pb-2@qmul.ac.uk](mailto:wht-empire-pb-2@qmul.ac.uk)
- [wht-empire-pb-3@qmul.ac.uk](mailto:wht-empire-pb-3@qmul.ac.uk)
- [wht-empire-pb-4@qmul.ac.uk](mailto:wht-empire-pb-4@qmul.ac.uk)
- [wht-empire-pb-5@qmul.ac.uk](mailto:wht-empire-pb-5@qmul.ac.uk)
- [wht-empire-pb-6@qmul.ac.uk](mailto:wht-empire-pb-6@qmul.ac.uk)
- [wht-empire-pb-7@qmul.ac.uk](mailto:wht-empire-pb-7@qmul.ac.uk)

[wht-empire-kitchen-collab-area@qmul.ac.uk](mailto:wht-empire-kitchen-collab-area@qmul.ac.uk)

**Kitchen and collaboration space:** The large table can comfortably hold 12 people and the rest of the rooms combined can hold 33. From a Fire and Safety perspective the entire space can hold a maximum of 45 people seated (distributed throughout the rooms) or 35 people in the central forum space. There is a fire exit onto the street from the kitchen (up a flight of stairs).



## Appendix 3: DSE Workstation Checklist for Hot-Desking

<b>Institute / School / Directorate</b>				
<b>Workstation location and I.D. number (if applicable)</b>				
<b>User / Operative:</b>				
<b>Checklist completed by:</b>				
<b>Date of assessment:</b>				
<b>Any further action needed? Please summarise details</b>				
<b>Follow-up action completed on:</b>				
Please ensure that you follow the guidance below and make the necessary adjustments every time you start work at a DSE workstation.				
<b>Risk factor</b>	<b>Yes</b>	<b>No</b>	<b>Things to consider</b>	<b>Action to take</b>
Is the chair height, seat tilt and back rest adjustable?			Adjust the chair as necessary. The following adjustments can be made: Seat height, seat tilt and back rest. Remember that your feet should be flat on the floor or a footrest, upper arms hanging vertically and forearms horizontal. Support your back with the backrest adjusted to a comfortable position.	
Is the top of the screen at approximately eye level?			If this means that your feet do not reach the floor then a foot rest will be necessary.	
Is the mouse and keyboard within reach without stretching?			Arrange the mouse and keyboard in a comfortable keying position.	
			Ensure there is no glare on the screen. If necessary close or reposition the window blind.	
Are you taking regular short breaks from the screen?			Remember to take regular short breaks from looking at the screen. Look away to distance, stand up and stretch etc.	
Further Comments:				