

**BLIZARD INSTITUTE HEALTH AND SAFETY
ACKNOWLEDGEMENT FORM**

**Please fill in and print this form. When printed sign and hand in
to a Laboratory Manager on your induction day**

Forename

Surname

Centre

I have been made aware of and provided with a copy, electronic or otherwise, of the local Health & Safety Rules for the Blizzard Institute. I agree to follow all safe working practices under the Health and Safety at Work Act (1974) and any other relevant College policies.

Date

Signature:(Inductee)



Barts and The London
School of Medicine and Dentistry

Safety Guidance for Office staff

Blizard Institute

4 Newark Street, Whitechapel

London E1 2AT

Revised May 2014



Health and Safety Management in Queen Mary

Introduction

Staff, students and visitors to Queen Mary University of London must observe and comply with the Health and Safety Rules.

Staff are reminded that the Health and Safety at Work Act (1974) states that it shall be the duty of every employee while at work:

- a) To take reasonable care for the health and safety of him/herself and other persons who may be affected by his acts or omissions at work;
- and
- b) To co-operate with his/her employer in implementing the provisions of the Act.

The Management of Health and Safety at Work Regulations (MHSWR) 1999, requires that an assessment is made of ALL hazards/risks arising from work, for employees and anyone who might be affected by the work.

The 'employer' in this context is Queen Mary, University of London (QMUL) and the Principal has overall responsibility for Health and Safety matters within this College. In addition to the College's own Health and Safety policies, web site at <http://qm-web.safety.qmul.ac.uk>

QMUL also abides by the principles of best practice in Health and Safety management as prescribed by the Universities and Colleges Employers Association (UCEA) contained in University Health and Safety Management: Code of Best Practice.

Students and Visitors

Students and visitors are admitted only at the discretion of the Centre Lead and where appropriate, the Laboratory Management. Such visitors are also responsible for the maintenance of a healthy and safe place of work and this should be made clear to them by advice and example. All new staff and students

intending to work within the Blizard Institute must attend an induction session covering various aspects of how the building works with particular attention being paid to health and safety and evacuation procedures. When new staff/students are intending to work in the laboratories, an outline of the standard operating procedures within the building will be provided together with details regarding the H&S documentation that is required prior to the commencement of any laboratory activity. Designated members of staff within the Institute will organise the induction process. An induction form signed by an Institute Laboratory Manager will be required before access to the building can be authorised.

Staff Facilities

Catering

The 'Nucleus' cafeteria located on the ground floor of the Blizard Institute by the reception area provides a full range of hot and cold snacks and drinks including a 'made to order' sandwich bar. Breakfast meals are also available. Nucleus is open during weekdays from 08.30 – 15.30.

<http://www.nucleus.qmul.ac.uk>

For further details on events and hospitality within QMUL follow the link below:

<http://www.catering.qmul.ac.uk>

QM Occupational Health

Located on the ground floor of the Geography building, Mile End campus

Reception hours are Monday to Friday 09:00-16:30

General Security

Personal items of value should be locked in a drawer or locker and not left on benches or desks, especially during meal breaks. Offices should be locked before leaving at night and at any time during the day when they are to be left unattended. Do not hesitate to ask the business of any strangers wandering about the buildings or attempting to gain entry.

Your access card is personal to you. Door entry logs may be used for security checks so do not give it to another person for building entry. Particular attention should be paid to the prevention of 'tailgating' into the building.

Floors and Stairways

Floors, particularly in corridors, access ways and stairs, must be kept clear of obstructions and not used for storage purposes.

Lone working

If it is considered essential that anyone should work outside normal hours (08.00-20.00 weekdays), then details of this work must be submitted on a Lone Worker Risk Assessment form and authorised by their Supervisor or Centre Lead. Lone working will not be permitted for work experience and undergraduate students.

Personal accidents

Any accident incurred during working hours must be referred to the Institute Laboratory Management.

An accident/incident/dangerous occurrence form must be completed and details entered in the Institute accident/incident book held by the Laboratory Managers. Incident/dangerous occurrence forms may be downloaded from the College H&S website <http://qm-web.safety.qmul.ac.uk/forms/index.html> Completed forms will be sent as soon as possible to the appropriate H&S Coordinator, the contact in the H&S Office at Mile End and a copy held on file within the Institute.

First aid is available for minor injuries (call 3333), otherwise the person should attend the Accident and Emergency Department situated in the Royal London Hospital.

First aid boxes

These are located in both open plan and enclosed 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 (consult website), so that the boxes can be replenished.

Fire Safety and Evacuation Procedures

The College Fire Safety and Evacuation Procedure must be followed by staff, students and other persons within the premises in the event of a fire. This Procedure takes into account the various occupants and visitors to the building. New staff will receive training as part of the induction process. All staff must complete the e-learning Fire Safety module and this has to be completed every two years.

For the College's Fire Safety procedure please follow the link below:

<http://qm-web.safety.qmul.ac.uk/procedures/index.html>

General fire safety rules for the Blizzard Institute

DO NOT:

- Leave electrical equipment on overnight unless it is absolutely essential and safe to do so.

DO:

- Observe obvious precautions in the use of electrical equipment. Wall and unit-mounted sockets and switches should be protected from moisture, contamination, properly secured and free from cracks. Plugs should not be used if the grip screws are not fulfilling their purposes or if exposed wires are visible. Please report any inadequacies to the appropriate H&S Coordinator or Laboratory Manager. All electrical equipment should be regularly checked for safety and have a Portable Appliance Test (PAT) label affixed to it, (check date on label).
- Report any fault in equipment that may present a fire risk immediately to a senior member of staff.
- Learn the locations of fire alarms, extinguishers, blankets and escape routes, and the detailed instructions for action in the event of a fire.

Alarm buttons are located on each floor

Fire Doors

Certain doors are defined as Fire Doors and their prime function is to restrict the spread of smoke from the site of the fire to other parts of the building. These doors should be kept closed at all times and not hooked or wedged open unless fitted with alarm-activated door closers. Please check that they are closed in the event of fire, or when the fire alarms, either continuous ringing or intermittent signals, sound.

Actions in the event of fire

Detailed instructions are posted near the staircase on each floor and should be read by all staff

In brief: Dial 3333 and break the nearest glass alarm.

Staff/students (i.e. Fire Marshals) should not attempt to tackle a fire unless it can be extinguished without any personal risk, or when the fire is blocking the evacuation route.

DO NOT TAKE ANY PERSONAL RISKS

There are two types of extinguisher available:

- 1 Foam spray – fires include paper/wood, flammables liquids etc.
- 2 Carbon dioxide – flammable liquids and electrical fires.

Do Not use water on electrical fires.

If fire is not easily controllable, close as many doors as possible, and evacuate the building.

Do not stop to collect personal belongings.

Go to the designated assembly point (Foyer House square for Blizard).

The Fire Marshals will, as far as it is safe for them to do so, check that all staff have left the building and inform the Fire Brigade on its arrival if anyone is unaccounted for.

Waste disposal and recycling

Cardboard/Paper/cans/bottles and other packaging materials: This should be placed in the purple recycling bins.

IT Hardware Disposal

Please visit <http://qm-web.its.qmul.ac.uk/general/pcdisposal.shtml> for latest information or please contact the IT Services Help Desk on ext. 8888 or email its-helpdesk@qmul.ac.uk

Useful contact numbers

Blizard Institute H&S Management

Institute Director

Professor Graham Hitman 2333

Institute Laboratory Managers

Dr J. P. Maskell (Head) 2324

Mr C. Pelling (Deputy) 2289

Blizard Institute H&S Coordinator (Office and communal areas)

Miss Monica Canosa 2299

Emergency telephone numbers

Security lodge 2599

Security guards – mobile 077444 77017/8

Fire 3333

Cardiac Arrest and other medical emergencies: 999 (then call security on 3333 to brief duty staff on the issue).

A&E Emergency Department and Urgent Care Centre:

Ground floor, North Tower, The Royal London Hospital, London E1 1BB

Tel: 020 359 40004

College Occupational Health and Safety Advisors

Marion Richards (Director) 8968

H&S website <http://qm-web.safety-qmul.ac.uk>

Estates management

Blizard Building Manager (Ralph Thompson) 7280

Help Desk (estates-helpdesk@qmul.ac.uk) 2580

Estates office 7126

Maintenance Manager (Whitechapel) (Mr A. Gooneratne) 7231

First Aid (Qualified Staff) 3333

N.B. First Aiders located at the Whitechapel site are centrally deployed.