

# School of Biological Sciences



## Postgraduate Students: Local Health & Safety

**SAFETY  
DOESN'T  
HAPPEN BY  
ACCIDENT.**

CREATIVE  
SAFETY

  
**KEEP  
CALM  
AND DO A  
Risk  
Assessment**

Rosaleen Hynes  
Health & Safety Co-ordinator

# What's this about?



- Legal responsibilities – Queen's & Yours
- Your reporting structure for H&S
- How to deal with accidents and emergencies
- Fire safety
- H&S issues for postgraduates
- Personal Protective Equipment
- Fitness to Work



# H&S Responsibilities



- Queen's University Safety Policy:

'It is the University's policy to ensure, so far as is reasonably practicable, the health, safety and welfare of all its staff and students...'

Ultimate responsibility: The Vice Chancellor & Senate

School responsibility: HOS

Supervisors

Laboratory Managers & Technicians

**You**

- You have a legal obligation to prevent accidents and personal injury to yourself, colleagues and members of the public
- You are required to co-operate with your Supervisor in matters of H&S
- You must not intentionally interfere with anything provided for the purposes of H&S

# Emergencies



## QUB Emergency number 2222

- Queen's Security staff are First Aid trained
- Out of hours – serious First Aid Injury 9-999 and also contact security

If ambulance required – contact Security Control 2222  
Arrange for ambulance and facilitate access

**Extremely Urgent –call for ambulance 9-999**

- Know local emergency number - QML
- City Tower Block & RVH site Emergency number 6666



# Emergencies



## Medical emergency: Illnesses, accidents....

- Contact Local First Aider
- Familiarise yourself with location of local first aid equipment and qualified first aiders.
- First Aid Contact Lists displayed in labs and on all first aid boxes.
- Out of Hours – Security 2222
  
- Major Allergies – advise Supervisor/Academic in charge



## Defibrillator – Ground Floor Reception Area

- List of trained personnel contacts



# Emergencies

## Fire!



### Discover A Fire:

- Know how to raise the alarm (shout Fire/ break glass points)
- Know all Emergency Exit routes
- Know Assembly points
- Evacuate immediately no matter what!
  
- Report details to fire personnel



# Fire



- On hearing the fire alarm:
- Immediately evacuate the building by the nearest emergency exit
- Do not use lift
- Assemble at the designated assembly point:



## **Footpath on Chlorine Gardens or Lennoxvale**

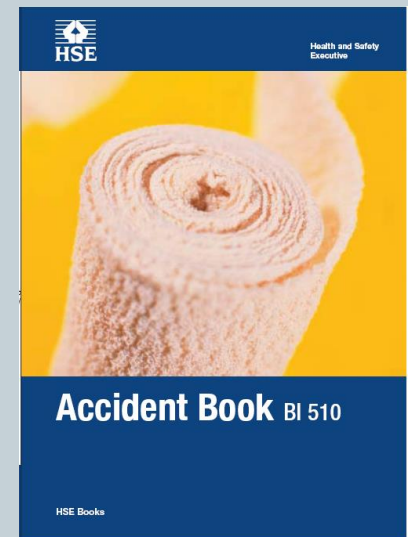
- Do not re-enter the building until you are told to do so by a fire warden or other personnel responsible for fire safety

Weekly Fire Alarm Test (Tuesday Morning- short ring)

# Accident & Incident Reporting



- Report all accidents/incidents to staff member in charge - even when no treatment is required
- Report accidents ASAP
- Accident Recorded by relevant staff
- First Aid Required – complete Accident Book (School Office – Mary Devlin)
- Co-operate in documenting what occurred/was witnessed
- Report incidents of verbal or physical abuse



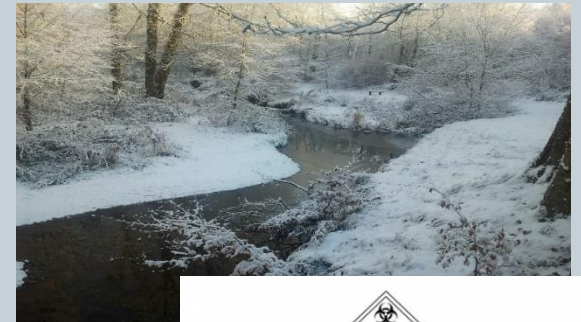


# General H&S issues for postgraduates



## Hazards:

- Due to Field sampling Location (Water, Heights, Adverse Weather)
- Due to Nature of Experimental Work – eg. Radiation, Toxic/Flammable Chemicals, Infectious Agents
- Lone working
- Safe use of work equipment
- Slips, trips & falls/manual handling
- Safe use of computers
- Fitness to work



# Risk Assessments:



Assess Risk:-

- 1. Identify hazards
- 2. Devise working procedure to minimise risk

$$\text{Risk} = \text{Hazard} \times \text{Likelihood}$$

Record Risk Assessment



**Risk Assessments only required where there are identified hazards**

# Project work: Supervisors' H&S responsibilities



- Supervisors are responsible for ensuring all projects are properly risk assessed, documented and comply with H&S requirements: Fieldwork, COSHH, radiation, GMO etc.
- Supervisors must ensure students complete risk assessments
- Discuss RA and complete under guidance of Supervisor
- **Risk Assessments are there to protect you**
- **Risk assessments should be completed before commencing work**



# Sources of H&S Information



University Safety Service website

<https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/>

Local Health & Safety Information available on school webpage

<http://www.qub.ac.uk/schools/SchoolofBiologicalSciences/>

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# School of Biological Sciences - Webpage



## Latest News



### LIFE IN THE GINGERBREAD HOUSE: HOW FISH NEED

Life in the gingerbread house: how fish need jellies more than we thought  
21 March 2019



### LATEST NEWS

New International Partnership for Vietnamese Students  
14 March 2019



### LATEST NEWS

Royal Society of Biology Accreditation  
7 March 2019

## GET IN TOUCH

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## SAFETY INFORMATION

[READ MORE >](#)

### Contact Us

T: +44 (0)28 9024 5133  
Emergency T: +44 (0)28 9097 2222

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University Road, Belfast,  
BT7 1NN, Northern Ireland, United Kingdom

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# School of Biological Sciences - Webpage





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## Safety Information

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**THE SCHOOL OF BIOLOGICAL SCIENCES**

**SAFETY INFORMATION**



[General Safety Information: School of Biological Sciences](#)

[School Safety Manual](#)

[School Safety Contacts & Risk Assessment Procedure](#)

# School Safety Webpage



General Safety Information: School of Biological Sciences

[School Safety Manual](#)

[School Safety Contacts & Risk Assessment Procedure](#)

[Honours Project Safety](#)

[Postgraduate Safety Induction](#)

[General Risk Assessment Form](#)

[University Safety Services Website](#)

## Fieldwork Safety

- [Fieldwork Health and Safety \(guidance for supervisors\)](#)
- [Fieldwork Health and Safety Questionnaire](#)
- [Guidance on Health and Safety in Fieldwork](#)
- [Generic Boating Fieldwork Risk Assessment and Guidance Notes](#)
- [Generic Intertidal Fieldwork Risk Assessment and Guidance Notes](#)
- [River Fieldwork Risk Assessment+Guidance notes](#)
- [Terrestrial Fieldwork Risk Assessment+ Guidance](#)

## Biological Safety

- [Infectious Agents & GMO's](#)
- [GM Animal Risk Assessment](#)
- [GM Plant Risk Assessment](#)
- [GMM Risk Assessment](#)
- [QUB GMO Induction](#)
- [QUB Genetic Modification Code of Practice](#)
- [BioCOSHH Risk Assessment](#)

## Chemical Safety

- [COSHH flowchart](#)
- [COSHH guidance](#)
- [QUB COSHH Risk Assessment](#)

# School Safety Contacts & RA Procedure



General Safety Information: School of Biological Sciences

School Safety Manual

School Safety Contacts & Risk Assessment Procedure

## School Safety Contacts:

- H&S Co-ordinator – Dr Rosaleen Hynes [r.hynes@qub.ac.uk](mailto:r.hynes@qub.ac.uk)
- COSHH Adviser – Ms Katrina O'Connor [biolsci.safety@qub.ac.uk](mailto:biolsci.safety@qub.ac.uk)
- Radiation Protection Adviser – Dr Kostya Panov [k.panov@qub.ac.uk](mailto:k.panov@qub.ac.uk)
- Biohazards/GMO Safety Adviser – Dr Mark Robinson [mark.robinson@qub.ac.uk](mailto:mark.robinson@qub.ac.uk)
- Environmental/Fieldwork Adviser – Ms Gillian Riddell [g.riddell@qub.ac.uk](mailto:g.riddell@qub.ac.uk)
- Diving & Boating Officer & QML H&S Contact- Mr Simon Exley [s.exley@qub.ac.uk](mailto:s.exley@qub.ac.uk)
- IGFS H&S Contact – Dr Brett Greer [brett.greer@qub.ac.uk](mailto:brett.greer@qub.ac.uk)
- University Biological Safety Officer – Dr David Norwood [d.norwood@qub.ac.uk](mailto:d.norwood@qub.ac.uk)



# School Contacts & RA Procedure



## **Risk Assessments:**

### **Completed RAs to be submitted electronically to the appropriate adviser for approval:**

COSHH: – hazardous chemical substances and/or carcinogens, mutagens.

Complete the QUB COSHH RA → COSHH Adviser – Ms Katrina O’Connor  
[biolsci.safety@qub.ac.uk](mailto:biolsci.safety@qub.ac.uk)

BioCOSHH – biological materials, infectious agents

Complete QUB bioCOSHH RA → Biohazards/GMO Safety Adviser - Dr Mark Robinson  
[mark.robinson@qub.ac.uk](mailto:mark.robinson@qub.ac.uk)

GMO – All GM work must be registered with HSE (NI) - requires initial QUB approval:

Complete appropriate GMM RA, GM Plant RA or GM Animal RA → University Biological Safety Officer – Dr David Norwood [d.norwood@qub.ac.uk](mailto:d.norwood@qub.ac.uk)

Fieldwork:\*

Complete appropriate School of Biological Sciences Fieldwork RA  
(Terrestrial/River/Intertidal) → Environmental/Fieldwork Adviser - Ms Gillian Riddell  
[g.riddell@qub.ac.uk](mailto:g.riddell@qub.ac.uk)

Boating: \*

Complete School of Biological Sciences Boating RA → Diving & Boating Officer – Mr Simon Exley [s.exley@qub.ac.uk](mailto:s.exley@qub.ac.uk)

Diving: Contact Simon Exley [s.exley@qub.ac.uk](mailto:s.exley@qub.ac.uk) for further guidance

\*School Health & Safety Questionnaire must also be completed

A Lone Working form should be completed if required

# Risk Assessments



- QUB COSHH & BioCOSHH -school safety webpage

## Biological Safety

- Infectious Agents & GMO's
- GM Animal Risk Assessment
- GM Plant Risk Assessment
- GMM Risk Assessment
- QUB GMO Induction
- QUB Genetic Modification Code of Practice
- BioCOSHH Risk Assessment

## Chemical Safety

- COSHH flowchart
- COSHH guidance
- QUB COSHH Risk Assessment

**COSHH Risk Assessment Form**

A COSHH risk assessment must be conducted before you commence work which could expose you to substances hazardous to health.

**Section 1: Project Details**

| Undergraduate Practical / Project | Masters | Postgraduate | Postdoctoral | Staff | Other |
|-----------------------------------|---------|--------------|--------------|-------|-------|
|                                   |         |              |              |       |       |

Group or teaching year: (if applicable) \_\_\_\_\_  
 School / Centre: \_\_\_\_\_  
 Title of project or activity: \_\_\_\_\_  
 Location of work: (building and room number) \_\_\_\_\_  
 Principal Investigator / Supervisor: \_\_\_\_\_  
 Person carrying out assessment: \_\_\_\_\_  
 Assessment Date: \_\_\_\_\_ Review Date: \_\_\_\_\_  
 Detailed description of work activity: (include quantities of substances to be used and how they are to be used i.e. mixed, heated etc.) \_\_\_\_\_

**Section 2: Hazard Summary Section**

Hazard pictograms – select all that apply to the work activity

|           |           |           |          |           |                  |       |            |                 |
|-----------|-----------|-----------|----------|-----------|------------------|-------|------------|-----------------|
|           |           |           |          |           |                  |       |            |                 |
| Explosive | Flammable | Corrosive | Irritant | Oxidizing | Highly flammable | Toxic | Very toxic | Extremely toxic |

Biological      Radioactive

**Queen's University Belfast**  
BIAACOP12/20

**Queen's University Belfast**  
BioCOSHH Risk Assessment

A BioCOSHH risk assessment is required for work with biological agents and hazards. The form should be completed and signed by the principal investigator. The possession or use of any Hazard Group 3 biological agent, *Brevibacterium parvum*, *Corynebacterium diptheriae* and *Mycobacterium* nongenic strains requires permission from the University Safety Service.

|   |  |
|---|--|
| Title/Aim of project                        |  |
| Principal investigator/ Responsible person  |  |
| School                                      |  |
| Date of assessment                          |  |
| Location of work (building and room number) |  |

**Section 1 Project or Activity**

1.1: Brief description of project or activity \_\_\_\_\_

**Section 2 Hazards**

2.1: Biological agents or hazards

|   |  |
|---|--|
| Pathogens (ACDP/DEFRA Hazard Group 1)                                 |  |
| Pathogens (ACDP/DEFRA Hazard Group 2)                                 |  |
| Pathogens (ACDP/DEFRA Hazard Group 3)                                 |  |
| Toxins  |  |
| Carcinogens   |  |
| Allergens   |  |
| Human primary or continuous cell cultures                             |  |
| Animal primary or continuous cell cultures                            |  |
| Human cells or tissues  |  |
| Human blood or blood components                                       |  |
| Other human samples (Sputum, Pus, Urine, Faeces, Other bodily fluids) |  |
| Patient contact   |  |
| Animals - Laboratory - Domestic Farm (W54)                            |  |
| Animal cells or tissues   |  |
| Plants  |  |
| Soils   |  |
| Other biological hazards  |  |

If a respiratory pathogen/risk of aerosols/Reses shed culture please provide details in Section 3.4

2.2: Human diseases, illnesses or conditions associated with biological agents or hazards  
 Please consult the Health Protection Agency website <http://www.hpa.org.uk> or QUB Occupational Health for information regarding zoonotic symptoms

2.3: Potential routes of infection

Inhalation  Ingestion  Injection  Absorption  Other   Select all that apply

# Safety Contacts & Risk Assessment Procedure



## **Risk Assessments:**

**Completed RAs to be submitted electronically to the appropriate adviser for approval:**

COSHH: – hazardous chemical substances and/or carcinogens, mutagens.

Complete either the School of Biological Sciences COSHH RA/QUB COSHH RA → COSHH Adviser – Ms Katrina O'Connor [biolsci.safety@qub.ac.uk](mailto:biolsci.safety@qub.ac.uk)

BioCOSHH – biological materials, infectious agents

Complete QUB bioCOSHH RA → Biohazards/GMO Safety Adviser - Dr Mark Robinson [mark.robinson@qub.ac.uk](mailto:mark.robinson@qub.ac.uk)

GMO – All GM work must be registered with HSE (NI) - requires initial QUB approval:

# Risk Assessments:



COSHH RA also includes:

- Disposal
- Accidental Spillage/Exposure
- Appropriate PPE (lab coat, gloves, safety glasses)
- Consult Material Safety Data Sheets (MSDs) – Sigma Aldrich
- **Approved RA in place**
- Add name, read and sign to confirm following procedure – retain copy in laboratory workbook

The image shows a 'COSHH Risk Assessment Form' and a 'COSHH Regulations (Control Of Substances Hazardous to Health)' poster. The form includes sections for Project Details, Assessment Information, and Hazard Summary. The poster features the COSHH logo and a list of hazard symbols with their corresponding risk levels: Toxic, Harmful, Corrosive, Very Toxic, and Irritant.

| Investigator | Principal / Project | Managers | Postgraduate | Postdoctoral | Staff | Other |
|--------------|---------------------|----------|--------------|--------------|-------|-------|
|              |                     |          |              |              |       |       |

**Section 1: Project Details**

Group or Working year:  
Department:  
School / Centre:  
Title of project or activity:  
Location of work (Building and room number):  
Principal Investigator / Supervisor:  
Person carrying out assessment:  
Assessment Date: Review Date:  
Detailed description of work activity (include quantities of substances to be used and how they are to be used in limited hazardous):

**Section 2: Hazard Summary Section**

Hazard pictograms – select all that apply to the work activity

| Explosive                | Flammable                | Highly Flammable         | Extremely Flammable      | Corrosive                | Very Corrosive           | Toxic                    | Very Toxic               | Harmful                  | Irritant                 |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**HAZARDOUS SUBSTANCES**

**COSHH**

**Regulations (Control Of Substances Hazardous to Health)**

Information sheets on hazardous substances for managers and users

Icons: Toxic, Harmful, Corrosive, Very Toxic, Irritant

# GMO & Radiation Risk Assessments



- GMO – All GM work registered with HSE (NI) requires approval from within QUB
- Discuss with PI
- GMO Induction on school safety webpage
- Complete appropriate [GMM RA](#), [GM Plant RA](#) or [GM Animal RA](#) → University Biological Safety Officer – Dr David Norwood [d.norwood@qub.ac.uk](mailto:d.norwood@qub.ac.uk)



- RADIATION - Must be registered for work within the school
- Radiation Adviser - Dr Kostya Panov [k.panov@qub.ac.uk](mailto:k.panov@qub.ac.uk)
- Lab bench training provided and recorded
- QUB COSHH RA required



# Risk Assessments: Fieldwork



- Generic Fieldwork RAs with guidance notes– School safety webpage eg. Terrestrial/River/Intertidal

## Fieldwork Safety

- Fieldwork Health and Safety (guidance for supervisors)
- Fieldwork Health and Safety Questionnaire
- Guidance on Health and Safety in Fieldwork
- Generic Boating Fieldwork Risk Assessment and Guidance Notes
- Generic Intertidal Fieldwork Risk Assessment and Guidance Notes
- River Fieldwork Risk Assessment+Guidance notes
- Terrestrial Fieldwork Risk Assessment+ Guidance



- Fieldwork – Environmental/Fieldwork Adviser - Ms Gillian Riddell  
[g.riddell@qub.ac.uk](mailto:g.riddell@qub.ac.uk)

# Risk Assessments: Fieldwork



- Tailor to your own situation – exclude irrelevant details
- Visit/gain knowledge of site before completing the RA



- Diving & Boating Officer - Simon Exley [s.exley@qub.ac.uk](mailto:s.exley@qub.ac.uk)

# Risk Assessments: Fieldwork



- In addition to RA all students must complete **Health & Safety Questionnaire** – held by Supervisor in confidence or consult with University Occupational Health

Queen's University Belfast  
School of Biological Sciences  
FIELD WORK HEALTH AND SAFETY QUESTIONNAIRE

Please fill out this CONFIDENTIAL Health and Safety questionnaire and return it to your supervisor - this is required both to ensure your health and safety and to comply with University policy.

Student Name: \_\_\_\_\_

IF YOU HAVE A CONDITION WHICH MAY AFFECT YOUR HEALTH AND SAFETY BUT YOU DO NOT WISH TO COMPLETE THIS QUESTIONNAIRE OR TO DISCUSS IT WITH YOUR SUPERVISOR, PLEASE TICK THIS BOX  AND ARRANGE AN APPOINTMENT WITH DR. TODD IN QUB OCCUPATIONAL HEALTH TO DISCUSS THIS IN CONFIDENCE.

Do you currently or have you suffered in the last ten years from any of the following:

| Heart and Circulatory Disorders                              | Yes                      | No                       |
|--|--------------------------|--------------------------|
| Heart problems (including angina, murmurs or valve problems) | <input type="checkbox"/> | <input type="checkbox"/> |
| High Blood Pressure  | <input type="checkbox"/> | <input type="checkbox"/> |
| Low Blood Pressure   | <input type="checkbox"/> | <input type="checkbox"/> |
| Reynaud's Disease  | <input type="checkbox"/> | <input type="checkbox"/> |

If yes to any of above, does this stop you from doing physical exercise?  
Please state what you would not be happy doing

| Medical Conditions | Yes                      | No                       |
|--------------------|--------------------------|--------------------------|
|                    | <input type="checkbox"/> | <input type="checkbox"/> |


- **Permission for Lone Working** - authorised by Supervisor
- Supervisor's responsibility to check if **health surveillance** required eg. Poultry - Exposure to asthmagens – consult with University Occupational Health



# Risk Assessments:



- All risk assessments should be completed under the guidance of your supervisor and then submitted **electronically** to the appropriate school safety adviser for approval.
  - Safety adviser may provide feedback and further guidance before approving
  - Approved risk assessments should be signed and copies retained by those carrying out the procedure, their supervisor and the appropriate school safety adviser.
- **Retain a copy in your laboratory workbook**



**COSHH Risk Assessment Form**








A COSHH risk assessment must be conducted before you commence work which could expose you to substances hazardous to health.


**Section 1: Project Details**

| Undergraduate Practical / Project  | Masters | Postgraduate | Postdoctoral | Staff        | Other |
|--|---------|--------------|--------------|--------------|-------|
| Group or teaching year: (if applicable)  |         |              |              |              |       |
| School / Centre:   |         |              |              |              |       |
| Title of project or activity:  |         |              |              |              |       |
| Location of work: (building and room number)   |         |              |              |              |       |
| Principal Investigator / Supervisor:   |         |              |              |              |       |
| Person carrying out assessment:  |         |              |              |              |       |
| Assessment Date:   |         |              |              | Review Date: |       |
| Detailed description of work activity: (Include quantities of substances to be used and how they are to be used i.e. mixed, heated etc.) |         |              |              |              |       |

**Section 2: Hazard Summary Section**

Hazard pictograms – select all that apply to the work activity

|   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |
| Highly flammable  | Flammable   | Oxidizing   | Corrosive   | Irritant  | Harmful   | Toxic   | Very toxic  | Extremely toxic   |

|   |   |
|---|---|
|  |  |
| Biological  | Radioactive   |

# Project work: Supervisors' H&S responsibilities

- Supervisors are responsible for:
- Providing suitable and sufficient training and instruction
- Ensuring you are competent and understand risks & controls
- Providing appropriate supervision to ensure you are following the correct procedures



# Fitness to Work



Inform Supervisor of medical conditions relevant to role:


- Back injuries
  - Disabilities
  - Awaiting/recovery from surgery
  - Pregnancy/ recent childbirth
  - Temporary ill health
- 
- Advice from University Occupational Health Service



# Lone Working/Out-of-hours working



- Normal Working Hours 7:00am – 7:00pm Monday –Friday
- Have permission from your Supervisor- completed office/lab Out of hours/lone working form - Includes Declaration of Medical Fitness relevant to work

 **QUEEN'S UNIVERSITY BELFAST** School of Biological Sciences

## OFFICE Out of Hours/Lone Working Permit

I \_\_\_\_\_ request permission to carry out office work outside normal working hours in the School of Biological Sciences for the period from \_\_\_\_\_ to \_\_\_\_\_


As the person undertaking this work I hereby certify the following:

- I will always complete the **Out of Hours Log book** when working out of hours.
- I have no known medical conditions which may be dangerous for a lone worker.
- On each occasion when I am working alone/out of hours I will make others aware of my working times and have a means of contacting them should an emergency occur e.g. landline/mobile phone.
- I am aware of the arrangements for evacuation and emergency procedures out of hours (Call Security on 2222) and know what to do in the event that the fire alarm sounds.

Permission granted on \_\_\_\_\_

By \_\_\_\_\_

Signature \_\_\_\_\_ (Supervisor/PI) Date \_\_\_\_\_

 **QUEEN'S UNIVERSITY BELFAST** School of Biological Sciences

## LABORATORY Out of Hours/Lone Working Permit

I \_\_\_\_\_ request permission to work alone in the School of Biological Sciences for the period from \_\_\_\_\_ to \_\_\_\_\_. The procedures involved are listed below. Risk assessments (attached) have been carried out in connection with this research and indicate that it is not considered to be a special hazard or in a high-risk category.

Procedures:

As the person undertaking this work I hereby certify the following:

- I have read and understood the risk assessments. I am fully aware of the risks involved and the control measures that have been put in place.
- I will always complete the **Out of Hours Log book** when working out of hours.
- I have no known medical conditions which may be dangerous for a lone worker.
- On each occasion when I am working alone/out of hours I will make others aware of my working times and have a means of contacting them should an emergency occur e.g. landline/mobile phone.
- I am aware of the arrangements for evacuation and emergency procedures out of hours (Call Security on 2222) and know what to do in the event that the fire alarm sounds.

**Note that permission to work outside normal hours is granted only for those procedures covered by the risk assessments. Should these change, further consideration should be undertaken.**

Permission granted on \_\_\_\_\_

By \_\_\_\_\_

Signature \_\_\_\_\_ (Supervisor/PI) Date \_\_\_\_\_

# Lone Working/Out-of-hours working Hazardous work



QUEEN'S  
UNIVERSITY  
BELFAST

School of Biological Sciences

## LABORATORY Out of Hours/Lone Working Permit

I \_\_\_\_\_ request permission to work alone in the School of Biological Sciences for the period from \_\_\_\_\_ to \_\_\_\_\_. The procedures involved are listed below. Risk assessments (attached) have been carried out in connection with this research and indicate that it is not considered to be a special hazard or in a high-risk category.

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As the person undertaking this work I hereby certify the following:

- I have read and understood the risk assessments. I am fully aware of the risks involved and the control measures that have been put in place.
- I will always complete the **Out of Hours Log book** when working out of hours.
- I have no known medical conditions which may be dangerous for a lone worker.
- On each occasion when I am working alone/out of hours I will make others aware of my working times and have a means of contacting them should an emergency occur e.g. landline/mobile phone.
- I am aware of the arrangements for evacuation and emergency procedures out of hours (Call Security on 2222) and know what to do in the event that the fire alarm sounds.

**Note that permission to work outside normal hours is granted only for those procedures covered by the risk assessments. Should these change, further consideration should be undertaken.**

Permission granted on \_\_\_\_\_

By

Signature \_\_\_\_\_ (Supervisor/PI) Date \_\_\_\_\_

- Approved Risk Assessments Attached
- Low Risk Activities Only
- **LONE WORKING NOT PERMITTED:**  
Work with dangerous machines, dangerous chemicals, poisons, explosives, dangerous pathogens, ionising & non-ionising radiation, cryogenic materials

# Lone Working/Out-of-hours working Hazardous work



- Permission
- **Contact Security on 5099 – estimated time and location**
- Sign out of hours book at Reception desk
- **Contact security when leave**
  
- Lone Working only permitted for low risk activities – all procedures being carried out should be risk assessed

# Safe Use of Work Equipment



- QUB approved equipment only
- School responsible for maintenance & testing
- Report defects
- Switch off after use



# Slips, Trips and Falls



- Prompt cleaning of spillages
- No tripping hazards, such as trailing leads
- Reporting of defects in floors and stairs
- Suitable footwear





# Safe use of computers

## Proper workstation set-up



- Appropriate computer equipment
  - Appropriate furniture, adjustable chair
  - Suitable lighting / no glare
  - Training and information
  - Breaks in activity, 5 minutes per hour
- 
- Home workstation
  - Prolonged use of laptops
  - Report health effects to Supervisor; pains in hands; wrists; arms; neck; shoulders or back. Eye discomfort or headaches.



# Need advice?

## Points of contact within School



### Supervisor

- H&S Co-ordinator – Dr Rosaleen Hynes [r.hynes@qub.ac.uk](mailto:r.hynes@qub.ac.uk)
- COSHH Adviser – Ms Katrina O'Connor [biolsci.safety@qub.ac.uk](mailto:biolsci.safety@qub.ac.uk)
- Radiation Protection Adviser – Dr Kostya Panov [k.panov@qub.ac.uk](mailto:k.panov@qub.ac.uk)
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