

Queen's University Belfast
School of Nursing and Midwifery

School Health and Safety Policy

1. It is the School's policy to ensure, so far as it is reasonably practicable, the health, and welfare at work of all its staff and students in accordance with the University Safety Policy, the relevant statutory requirements and the Code of Practice "Safety in Universities" published by the Committee of Vice-Chancellors and Principals of the Universities of the United Kingdom.
2. Within the general University policy it is the School's policy, so far as is reasonably practicable,
 - to ensure that plant and systems of work are safe and without risks to health;
 - to ensure safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - to ensure that such information, instruction, training and supervision is provided for the health and safety at work of staff and students;
 - as regards any place of work under the School's control, to ensure that it is maintained in a safe condition and without risks to health and to provide and maintain means of access to and egress that are safe and without such risks;
 - to ensure a working environment for staff and students that is safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work;
 - to provide such protective clothing and equipment as is necessary to ensure the health and safety at work of its staff and students;
 - to foster the development of a positive attitude towards and an interest in safety among staff and students, embracing responsibility for personal and the safety of others;
 - to require staff to set a high standard of safety by personal example in order that students leaving the University should take with them a positive attitude towards high standards of safety practice;
 - to prepare and update as necessary terms of reference which shall be readily available;
 - to maintain a detailed list of the membership of any safety committees and their functions with respect to Health and Safety;
 - to prepare with appropriate consultation, update and disseminate to all staff such local rules on health and safety as are deemed necessary;
 - to liaise as necessary with other Safety Committees;
 - to ensure that one copy of all rules are retained together with the Schools Safety Policy for consultation by the Health and safety coordinator and the Head of School.
3. In pursuance of this policy the School has established that all Health and Safety Matters are reported at School Board. A senior member of staff shall be nominated to co-ordinate all health and safety matters, the appointed person will be trained to a suitable training standard and will be given sufficient time to carry out their duties. Other members of staff will also be asked to carry out certain health and safety management or supervisory duties on behalf of the School (see appendix 1).
4. The School will ensure that all staff and students receive sufficient training to enable them to carry out their duties, so far as is reasonable practicable, without risk to health and safety. Health and safety training needs will be identified for each

employee, and a training schedule developed. Training records will be maintained. Refresher courses will be carried out where appropriate.

5. The School will ensure that the Health and Safety Policy is communicated to staff and students at all levels.
6. The School will continue to monitor and update where necessary it's Business Continuity Plan which details arrangements for the School in the case of an emergency or crisis.
7. All accidents will be report to the School's Central Administration Unit and recorded in the Accident Book. All accidents and near misses will be reported to Occupational Health using the internal report form. The School will ensure that all accidents/incidences and dangerous occurrences are investigated and a report produced and necessary corrective action taken.
8. The School will carry out Risk Assessments and review these on a yearly basis or whenever there are significant changes either in the workplace or legislation. Each Unit Manager within the School is responsible for ensuring that all operations and activities within their area are assessed for risks to health and safety and adequate control measure put in place to ensure that all significant risks are adequately controlled. The School will ensure, so far as is reasonably practicable, that all significant hazards within the School are identified, properly assessed, the risks eliminated or controlled and that adequate information, instruction, training and supervision is provided.
9. The School will ensure that the fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems are in place and maintained for all workplaces under its control. All fire alarms will be tested on a weekly basis(estates). All new members of staff and students will be instructed in the evacuation procedure. The School will appoint Evacuation Officers, responsible for clearing the building safely and efficiently, and to report to the Fire Officer should the fire alarm sound. Personal Evacuation Plans will be drawn with the University Fire Safety Officer if required. The School will consult with the University Fire Officer on all matters relating to fire safety on a regular basis.
10. The School will ensure that regular housekeeping inspections are carried out to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.
11. The School will ensure that portable electrical appliances are inspected and tested as necessary so as not to give rise to danger. The School will ensure that all equipment within their control, and which is to be maintained by the University, is notified to the Head of Estates Service Manager for inclusion in the testing regime.
12. Finger prick test (extracting blood Prick test) , no formal or ethical review is required for this procedure. Naturally, students should give their verbal consent for such a procedure. Safety Service would ask that students work with their own blood sample to negate the possibility of blood borne viruses being transferred between students should an accident occur.

The following safety guidelines should be adhered to

- Wear gloves;
- Never recap needles;
- Used equipment should be discarded immediately after use;
- discard syringes and needles as a unit; never carry used sharps;

- Sharps disposal containers should be available at the point of use;
- Never re-use equipment;
- discard sharps containers when three-quarters full;

NB: Any other invasive skills being taught such as Venepuncture/insertion of NT tubes etc. Manikins/Models are available and should be used.

Appendix I

Health and Safety Co-ordinator		
Terms of Reference	1.1	The School Health and Safety coordinator is responsible for ensuring School compliance with the University's Health and Safety Policy across the various School sites.
	1.2	<p>The purpose of the School Health and Safety coordinator is to ensure:</p> <ul style="list-style-type: none"> • that there is a safe environment in which to work within the School; • that there are safe systems of work in place within the School; • that the risks to health and safety throughout the School are properly assessed; • that staff, students and others are given adequate supervision, information, instruction and training in order to carry out their work and studies safely; • the development of a School Health and Safety Plan; • that a centralised Risk Register is maintained; • that suitable appointments are made to enable the School to carry out this remit

Appendix 2

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**Health and Safety Information for Employees Working in the
Medical Biology Centre**

Important health and safety information for all staff

Please take time to read it and make yourself familiar with its contents. If you have any questions on the information given, please ask your Line Manager or the School Safety Officer (Mr Kevin Campbell).

1. Emergency Actions:

- In the event of an emergency seek assistance and raise the alarm as soon as possible.

The Internal Emergency Telephone Number is 2222

Action on discovering a fire:

- Sound the alarm by activating the nearest fire alarm manual call point (red break glass'). The alarm may also activate automatically where heat and smoke detectors are installed.
- Contact the Security Control Room via the Emergency number, Ext: 2222 to inform them of the fire and to obtain assistance.
- Attempt to put out the fire using a portable fire extinguisher but only if you have been trained, it does not place you or others in any danger and you feel confident enough to do so. (See Fire Extinguishers over).
- Make your way out of the building and report to the Assembly Area.

In the event that First Aid is required:

- Call for help and contact your nearest First Aider. A list of available First Aiders and their contact numbers will be on display in the School's Reception Area.

2. Evacuation Procedure

- The fire alarm is a loud siren with a tone that rises and falls. In some areas there are also red flashing strobe lights to assist those with hearing impairments.
- On hearing the fire alarm — immediately leave the building by the nearest available exit. The lift should not be used as a means of escape.
- On leaving the building go directly to the Assembly Area. Your Assembly Area is School of Nursing and Midwifery main building car park, beside North Lecture Theatre (facing Cancer Centre BCH). Clinical Education Centre and main teaching rooms in MBC go to the main car park at the front of the MBC building, Lisburn road.
- Do not return to the building until you are told to do so.
- Please make yourself familiar with the **Fire Action and Evacuation Notices** which are displayed in your workplace.

- Be aware of the dangers associated with the operation and maintenance of certain office equipment e.g. photocopiers, printers, lektriers or guillotines which may cause electric shock or physical injury.
- Personal electrical appliances e.g. heaters, kettles may not be brought into the building unless approved by the Head of School and they have been tested for electrical safety. Toasters etc. must only be used in a designated kitchen.

3. **Fire Extinguishers**

- The use of fire extinguishers will be covered by a formal training programme. You should not use a fire extinguisher unless you have been fully trained and you feel confident to do so.
- You should only tackle a fire if the appliances provided are suitable and it does not place you or others in any danger. Note newer fire extinguishers are all coloured RED.

Carbon Dioxide (CO2) Extinguishers are suitable for use on electrical fires. Do not use them on burning wood, paper or textile fires. Avoid holding the horn during discharge as you may receive a cold burn. Older CO2 extinguishers are coloured black.

Water Extinguishers are suitable for fires involving burning wood, paper or textiles. Do not use water on electrical fires due to the risk of electrocution.

Fire Blankets are available in kitchen areas.

Please make yourself familiar with the location of all fire extinguishers and fire alarm call points (break glasses) within your work area.

4. **Fire Precautions**

Fire Doors and Escape Routes

- Fire Doors protect escape routes from smoke and fire and should not be compromised or kept propped open at any time.
- Escape routes must be kept clear from any obstruction or storage. Floors and walkways should not be used for general storage.

Fire Risks

- Never obstruct the ventilation of electrical equipment particularly by storing items on top of computer monitors.
- All items of electrical equipment should be switched off when not in use especially at night and weekends.
- Switch off all lights and close all doors and windows when leaving the office in the evening.
- Avoid storing combustible materials near sources of heat.

5. **First Aid**

Trained first aiders are available within the School. Contact names and details can be obtained from the main School Reception and posted in various locations throughout School. A fully stocked First Aid box is also retained on each floor along with burn kit these are also available from Clinical education centre if you find these are not fully stocked contact the School Health & Safety Co-ordinator(Ext 5880).

6. Smoking Policy

- Please note the University has a No Smoking Policy in all of its workplaces.

7. Working with Computers

- Your computer and work station should be organised to enable you to work safely and comfortably, please consult the guidance that is available on-line at www.qub.ac.uk/so. Some staff may have visual impairments or experience visual difficulties when viewing display screens. Eye sight testing is available for all staff using computer equipment via the University Safety Service.

9. Office Equipment

- Do not attempt to repair or modify any electrical equipment. Please report these problems (and other maintenance related matters) to your Building Liaison officer, Gillian Higgins who can be contacted on Ext 2639.
- Be aware of the dangers associated with the operation and maintenance of certain office equipment e.g. photocopiers, printers, lektriers or guillotines which may cause electric shock or physical injury.
- Personal electrical appliances e.g. heaters, kettles may not be brought into the building unless approved by the Head of School and they have been tested for electrical safety. Toasters etc. must only be used in a designated kitchen.

10. Out of hours working (after 7pm)

- Staff must take personal responsibility for their own welfare if they choose to work after 7pm during the week.
- Staff must obtain permission from their Line Manager to work after 7pm.
- Staff must notify Security if they are in the building after 7pm (Ext 5099).
- Staff must ensure that all doors and windows within their area of work are secure at the end of the after hours session.
- If the fire alarm sounds staff should leave by the main exit where possible. If you are forced to exit via a side entrance staff should make their way to the main building assembly point and ensure that they do not remain isolated from others.
Note: Magnetically locking doors can be released by pressing the green button located beside the door. In an emergency and in the event of failure of the release mechanism, activation of the green break glass will release the door.
- In an emergency if staff have any cause for concern they should contact Security immediately on ext 5099. If a member of staff fails to make contact with Security, they should call the emergency line ext 2222 without delay.

- Staff who regularly work after hours must inform the School Manager to enable a Health and Safety risk assessment to be carried out.

11. Lifting and Carrying

- Caution should be taken when lifting and carrying objects such as reams or boxes of paper and you should ensure that anything lifted is within your own capability. Heavy objects e.g. water bottles must not be lifted unless you have been specifically trained and are capable of doing so.
- Anyone with any previous back problems or who may be pregnant should not lift or carry any heavy items under any circumstances. Take care not to create a lifting hazard for others by over filling waste bags and bins and heavy items should not be stored at high level storage.

12. Accident and Reporting

- All accidents including near misses must be reported to your immediate Line Manager and entered in the School Accident Book, which is located in the Central Administration in the School, 2nd Floor MBC.

13. Welfare Information

- Drinking water is available from marked mains water taps, drinking fountains or water dispensers.

Appendix 3Queen's University Belfast
School of Nursing & Midwifery**Fire Evacuation Personnel****Evacuation Officer:** Paddy Haughian**Deputy Evacuation Officer:** Hannah Hewitt (Pager L2)**Fire Wardens:**

Level 2, Anatomy Wing, MBC	Joan Earle Isabel Westermann Jarlath Smyth Hannah Hewitt (Pager L2)
Level 3, Anatomy Wing, MBC	Paddy Haughian (Pager L3) Lyn Crawford
Level 4, Anatomy Wing, MBC	Susan Carlisle Daphne Martin Niall McKenna
Level 5, Anatomy Wing, MBC	Sonya Clarke Pauline Carson
Level 6, Anatomy Wing, MBC	Deborah Coleman Olinda Santin
Level 7, Anatomy Wing, MBC	David Scott Malcolm Brown
Clinical Skills, School of Nursing & Midwifery, Lower Ground Floor, MBC	Kevin Campbell Paul Morris

Appendix 4Queen's University Belfast
School of Nursing & Midwifery**School's First Aiders**

Emma Young	5708	Level 2, Room 315 Anatomy Wing, MBC
Michelle Mullan	2220	Level 2, Room 324 Anatomy Wing, MBC
Nuala Neill	5739	Level 2, Room 324 Anatomy Wing, MBC
Joanne Fairley	2010	Level 2, Room 330 Anatomy Wing, MBC
Florence Mitchell	5700	Level 4, Room 328, Anatomy Wing, MBC
Maggie Bennett	2481	Level 6, Rm 322 Anatomy Wing, MBC
Emma Henderson	2773	Clinical Skills Centre, Basement, MBC
Heather Knox	02890971616	Room 01.36 Mulhouse Building Royal Victoria Hospital