

SCHOOL OF PSYCHOLOGY
HEALTH, SAFETY AND WELLBEING HANDBOOK 2021-22
THIS EDITION: AUGUST 2021

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SPECIFIC ARRANGEMENTS FOR COVID-19

COVID remains an ongoing concern. This document does not deal with arrangements for COVID directly. However please refer to the University's FAQs in relation to COVID for the latest advice and guidance, and play your part in keeping everyone safe by adhering to this guidance at all times.

[Coronavirus \(COVID-19\) FAQs | Queen's University Belfast \(qub.ac.uk\)](https://www.qub.ac.uk/coronavirus)

At time of writing (August 2021) the two most important things we can each do to prevent the spread of COVID is

- Get fully vaccinated
- Wear properly fitting face coverings indoors

HEALTH AND SAFETY IN OUR SCHOOL – WELCOME AND STATEMENT OF OBJECTIVES FROM THE HEAD OF SCHOOL

Welcome to our School Health, Safety and Wellbeing Handbook.

Our objectives

As Head of School, I want to ensure that:

- the risks to health and safety throughout our School are properly assessed and controlled;
- there are safe systems of work in place;
- there is a safe environment in which to work;
- managers and supervisors have appropriate knowledge and competence to deal effectively with health and safety issues;
- staff and students are given adequate supervision, information, instruction and training in order to carry out their work and studies safely;

- there is an effective mechanism through which staff and students are consulted in good time on health and safety matters.

We each individually have a role to play in creating a safe working and learning environment in the School of Psychology.

An important part of this is to please familiarise yourself with the content of this handbook, act on the guidance it contains and respond to any requests for Health and Safety information. Please also be mindful of health, safety and wellbeing as you go about your day to day business.

Finally I'd like to thank all the staff in the School with Health and Safety responsibilities for their time and effort to keep our working and learning environment as safe as it can be.

*Professor Teresa McCormack
Head of School, Psychology*

SCOPE OF THIS HANDBOOK

Note that the contents of this handbook supplement the University's Health and Safety Policy and associated guidance which can be found at the link below. This handbook will be amended as and when required and reviewed annually.

[University Safety Service | Estates Directorate | Queen's University Belfast \(qub.ac.uk\)](#)

In particular the A-Z Guidance page contains much useful information on specific areas

[A-Z Guidance | Estates Directorate | Queen's University Belfast \(qub.ac.uk\)](#)

SCHOOL ARRANGEMENTS FOR HEALTH, SAFETY AND WELLBEING

The School has local arrangements to consider Health, Safety and Wellbeing issues.

- School Health and Safety committee meets three times yearly or as required. See next section for membership.
- For UG/PGT/PGR students, Health and Safety is a standing item at Student Voice Committee (SVC) meetings. Please discuss any queries or concerns with your SVC rep or directly with the School Manager or the School Health and Safety Coordinator.
- For staff, discuss any safety concerns or queries either with the School Manager or the School Health and Safety Coordinator
- Relevant documents are stored on SharePoint for both [staff](#) and [students](#).

SCHOOL HEALTH AND SAFETY COMMITTEE MEMBERS 2021-22

School Health and Safety Coordinator – Geoffrey Caves, g.caves@qub.ac.uk 028 9097 4327

Wellbeing Officer

Fire Evacuation Officer

Fire Safety inspections

First Aid Coordinator

Buildings Liaison Officer (BLO)

COSHH (Control of Substances Hazardous to Health)

Risk Assessment Coordinator

Display Screen Equipment and Workstation Assessor

Patricia Murphy

Paul Coulter

Glenn Sargent

Paul Coulter

Fred Maddalena

Kamil Kanas and Fred Maddalena

Carolyn Largey

Chris Brown

Academic staff safety rep
Academic staff safety rep
School Manager
UG/PGT/PGR safety reps

Richard Carson
Tim Fosker
Martin Sawey
via UG/PGT/PGR SVC

RESPONSIBILITIES AS A STUDENT OR MEMBER OF STAFF OF THE SCHOOL

All staff and students have a personal responsibility to help ensure that high standards of health and safety are achieved and maintained. All employees and students are required by the University:-

- to take reasonable care of their own health and safety and that of others who may be affected by their own acts or omissions;
- to familiarise themselves with any relevant Health and Safety Policies/Procedures;
- to co-operate with the University and its officers to enable the University to comply with its statutory obligations;
- to use equipment, machinery, plant and substances in accordance with the instructions and training that they have received;
- to inform their manager or supervising member of staff of any dangers or shortcomings in the health and safety arrangements, even if there is no risk of immediate danger;
- not to intentionally and recklessly misuse or interfere with anything provided in the interest of health, safety and welfare.

YOUR ROLE IN HEALTH AND SAFETY WITHIN THE SCHOOL – 5 KEY RESPONSIBILITIES

- **Handbook** Be familiar with the contents of this handbook. In particular:
 - For staff, please print School Health and Safety summary (Appendix A) and display it clearly in your office or workspace for reference
- **Fire, First Aid and Accident Reporting** Be aware of School arrangements
- **Training** Identify and act upon any Health and Safety related training or issues that may be required either for yourself or for those colleagues or students you have responsibility for. All staff must complete and keep up to date on QOL two core Health and Safety training modules
 - **Health and Safety Essentials**
 - **Health and Safety for Computer Users**Other training may be required, either for you or for those who you have responsibility for. **If so, it is your responsibility to arrange this training.** Examples might include:
 - Manual handling
 - Lone working
 - Working at Height (including ladders and footstools)
- **Risk Assessments** Identify and act upon any teaching or research activities or other events you are involved with that might require specific risk assessments
- **Be Informed** Keep yourself informed of School Health, Safety and Wellbeing issues via emails, reports at School Board, SVC etc. Discuss concerns or queries either with the School Health and Safety Coordinator or the relevant rep on the School Health and Safety Committee or SVC.

QUB SAFETY SERVICES

The University Safety Service provides a broad range of safety related services to the University and promotes the highest standards of health and safety for staff and students at work.

Many useful resources can be found on their web pages at

[University Safety Service](#) | [Estates Directorate](#) | [Queen's University Belfast \(qub.ac.uk\)](#)

FIRE AND EVACUATION PROCEDURES

On the sounding of the fire or gas alarm, everyone should evacuate the building using the closest safe exit as quickly as they can. Failure to do so is a serious breach of safety policy and will be reported to University Safety Services.

If the fire or gas alarm sounds continuously, LEAVE the building by the NEAREST SAFE ROUTE. In Psychology, this will NORMALLY be via the Malone Road entrance, but always be aware of other evacuation routes e.g. Stranmillis Road, into either car park or the DKB Quad.

DURING ANY EVACUATION, ALWAYS FOLLOW GUIDANCE FROM SCHOOL EVACUATION WARDENS – LOOK FOR THEIR YELLOW HIGH-VISIBILITY JACKETS

- DO NOT USE LIFTS
- DO NOT GO BACK TO RECOVER VALUABLES etc.
- DO NOT OBSTRUCT EXITS OR CONGREGATE ON THE STEPS OR CLOSE TO THE BUILDING
- DO NOT BLOCK THE MALONE RD FOOTPATH FOR PASSERS BY
- DO NOT RE-ENTER BUILDING UNTIL OFFICIALLY TOLD TO DO SO
- IF YOU COME ACROSS ANYONE NEEDING ASSISTANCE STAY WITH THEM OR BRING THEM TO THE ATTENTION OF A FIRE WARDEN

Should you come upon a FIRE or an INCIDENT with a need to EVACUATE the building break the glass on the nearest green ALARM BUTTON.

Play your part in fire safety – FIRE is the biggest Safety risk in University buildings

- Keep fire exits free, good housekeeping will help
- Know how to raise the alarm
 - Break glass points / shout FIRE
- Know Emergency Exit routes/Assembly points
- Know your role in an emergency, assist evacuation
- Report on any blocked fire exits or faulty fire equipment you come across (damaged extinguishers, covered smoke detectors etc.)
- Consider taking fire extinguisher training – bookable on iTrent (via QOL)

Note fire alarm testing normally takes place early on Tuesday mornings.

FIRST AID

First Aid Coordinator: Paul Coulter p.n.coulter@qub.ac.uk

Should medical assistance be required for whatever reason e.g. Illness, accidents, assault then the School has a number of trained first aiders.

School First Aiders		
Brown	Christopher	5609
Caves	Geoffrey	4327
Coulter	Paul	4351

Dessing	Joost	5650
McShane	Theresa	5654
Murphy	Patricia	4145
Pepper	Holly	5445

In an urgent situation you may contact

- **School Office: 028 9097 5445 who will get a First Aider to you as quickly as possible**
- **Queen’s Security staff at extension 5099 (Full number: 028 9097 5099) – all QUB Security staff are trained first aiders**
- **In the event an ambulance is required, dial 9-999 (Full number: 029 9097 9999) and then phone QUB Security Control on 2222 (Full number: 028 9097 2222) who will facilitate ambulance access**

Each first aider keeps a First Aid box in their own room. In addition, a number of boxes are located as below: look for the green and white signs

First aid box	Location	
First floor	01.508	Electronic Workshop
Ground floor	0G.509	School Office
Lower ground floor	LG.516	Mechanical Workshop

Report any injuries, accidents or near-misses to First Aid Coordinator, Paul Coulter

Be aware that adjacent and other areas of the University will also have local first aid staff. Local signage will be in place.

For staff, if you have a first aid qualification from outside QUB or if you would be interested in First Aid training for which a small honorarium is payable, please contact either Health and Safety Coordinator or First Aid Coordinator.

In determining the appropriate number of First Aiders for the School we consider the number of staff and students, physical size, geographical area and range of activities carried out in the School. We also consider the availability and geographical spread of the first aiders.

Defibrillators

Please be aware of the presence of a defibrillator in the Malone Road entrance foyer of the DKB. There is a further defibrillator in the DKB Hub at the Stranmillis Road side of the DKB. Others are scattered around the campus. Another close location is the foyer of the Computer Science Building next to the DKB on the Malone Road.

ACCIDENTS, NEAR MISSES, DANGEROUS OCCURRENCES

All accidents, near misses and dangerous occurrences, must be reported.

For staff, this should now be done using the on-line incident reporting system (IRIS) available through Queen’s Online (QOL) under Administration.

For students, please report any incidents to your supervisor or the School Office.

All incidents are recorded and investigated.

- Report all incidents, accidents or near misses, even where no treatment is required
- Report accidents as soon as possible
- Co-operate in documenting what occurred/was witnessed

DEFECTS IN BUILDINGS AND SERVICES

Buildings Liaison Officer (BLO): **Fred Maddalena** f.maddalena@qub.ac.uk Ext.5448

All notification of building defects should be reported through the school BLO who will log the information with the Estates Office for repair.

SLIPS, TRIPS AND FALLS

A third of all QUB accidents are slips, trips or falls. They may occur both on the level or from height e.g. steps, chairs and tables, typically involving:

- Improper use of ladders and access equipment
- Inadequate risk assessment

Be aware and take care!

- Floors should be kept clean, dry and not slippery; free of tripping hazards, trailing leads; spillages should be cleaned promptly; any defects reported immediately
- No open drawers
- Any outsize waste should be removed promptly and not allowed to build up
- Wear suitable footwear
- Store bags away neatly
- Use handrails

If appropriate, please consider Working at Heights training – for staff, bookable on iTrent.

CLEANLINESS AND HOUSEKEEPING

Safety in this respect is monitored through regular inspections of our workplace. Look out for a note left in areas with the outcome of the inspection. Take action if required.

- Keep your workspace, office, lab etc., sufficiently clean
- Waste should be kept in suitable containers, emptied regularly
- Clear floors and traffic routes – report any problems outside your control
- Store items securely using shelving, filing cabinets etc.
- All items of stationery and equipment which are not used on a regular basis should be stored safely and be easily accessible.
- Electrical cables should be neat and tidy and as far as practical routed to keep corridor floor space clear.

Report any faults to Fred Maddalena, BLO

ELECTRICAL SAFETY

All electrical devices are regularly checked by external contractors for electrical safety – this is known as Portable Appliance Testing or PAT. However the School is charged for each item tested, therefore please dispose of any obsolete or unwanted electrical items.

Visually check electrical items before use – any damaged cables or plugs should be reported and removed from use immediately. Take particular care with equipment that is often moved around and therefore prone to damage.

MANUAL HANDLING

Injuries due to manual handling are a major cause of staff absence within QUB. Many of us carry out manual handling tasks in the course of our work. **If you do, you are strongly advised to attend a manual handling course to help you manage these activities safely.**

Consider the task

- Does this task need to be done?
- Can you make it safer before you do it?
- Can you split the load?
- Can you store at an easier height?
- Do you need equipment? e.g. trolleys
- Do you need protective wear? e.g. gloves
- Do you need help? e.g. team lift

Consider your own capabilities. Be Objective.

- Can you do this task without hurting yourself?
- Are you fit and healthy?
- Are you capable of this lift?
- Have you been trained to do this job?
- Do you have any back or health issues that might affect your capability?

Please consider Manual Handling training if appropriate – for staff, bookable on iTrent

WORKING AT HEIGHT

Working at height includes the lower risk use of footstools as well as the higher risk use of step ladders.

The School retains a register of footstools and ladders which are inspected annually.

Please undertake a visual inspection of any equipment before any working at height.

Anyone required to undertake regular or frequent higher risk working at height MUST attend relevant training. Please seek advice from your manager or supervisor.

Please also carefully read the guidance at

[Work at Height | Estates Directorate | Queen's University Belfast \(qub.ac.uk\)](#)

DIY WORK

Please do not attempt any Do-It-Yourself (DIY) work such as installing shelving or other structural modifications that require use of power tools or drilling into walls or ceilings. This applies to all areas including offices and research labs. Should any such work be required please arrange this with Estates Services through the Building Liaison Officer.

CONTRACTORS

Contractors commonly work within the School. Should you be concerned about any Health or Safety issues, either theirs or you own, regarding their work please contact the Buildings Liaison Officer immediately.

WORKSTATION ERGONOMICS

For staff, the University has an online training video on workstation ergonomics which can be accessed via QOL. It includes useful information on how to best set up your desk, chair, computer and so on. We are however additionally required to make an annual return about our workstation environment. Should any issues be flagged up through this then our School

workstation assessor can visit, advise you on your setup and if necessary make further recommendations.

[Computer Workstations | Estates Directorate | Queen's University Belfast \(qub.ac.uk\)](#)

To help staff record this self-assessment, we've set up an online survey in Qualtrics pre-populated with responses to indicate that everything is ok, which is the vast majority of returns. This way, changes only have to be made should there be an issue or a concern.

https://qubpsych.eu.qualtrics.com/jfe/form/SV_9EK1m7ey7EARWqp

For staff, risk assess your workstation at least annually and report the outcome via the link above.

- Start with the online training on QOL – “Health and Safety for Computer Users”
- If any issues, get help from our DSE assessor, Chris Brown, in the first instance. DSE assessor will liaise with Occupational Health and Safety Services if necessary

Two tips:

- Keep the footwell under your desk clear so your posture while working is not affected.
- Take frequent breaks from your computer – 5 minutes per hour.

If you need advice, contact our School workstation assessor, Chris Brown.

EYE SIGHT

Staff who are computer users are entitled to free eye checks and basic computer vision glasses:

[Computer Workstations | Estates Directorate | Queen's University Belfast \(qub.ac.uk\)](#)

PERSONAL PROTECTIVE CLOTHING OR EQUIPMENT

If anything is required, e.g., safety glasses, safety shoes, ear muffs, lab coats, overalls; please contact Fred Maddalena in the first instance

RISK ASSESSMENT

All significant hazards within the School's area of operations should be identified, properly assessed and the risks eliminated or controlled so far as is reasonably practicable.

The School's Risk Assessment Co-ordinator is available to advise on and discuss risk assessments, but it is up to each and every one of us to systematically and periodically review our activities and those we are responsible for (e.g. evening event, lone working, fieldwork, anything involving members of the public, activities involving working at height or manual handling), identify those which are potentially hazardous and apply appropriate controls where applicable. **If you identify any such activities, please contact the Risk Assessment Coordinator to discuss an assessment. Students, please discuss with your supervisor.**

Currently all research activity in the School is risk assessed. See link below for forms and more information. Risk assessments must be reviewed at suitable intervals or when any significant change takes place.

<https://intranet.qol.qub.ac.uk/schools/spsy/school/safety/Risk%20Assessment/Forms/AllItems.aspx>

When thinking about risk assessment, remember that

- hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

- risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Magnitude of Risk = Severity x Likelihood

Three steps to risk assessment:

- **Recognition**
- **Evaluation**
- **Control**

For those who are regularly supervising or managing risk assessed activities, please consider Risk Assessment training – for staff, bookable on iTrent.

LONE AND OUT OF HOURS WORKING

The University's guidance on Lone Working can be found at [here](#).

What is out of hours? For staff:

- Normal working hours considered to fall between 7am-7pm Monday to Friday
- Weekdays between 7pm-11pm considered late working
- 11pm-7am is considered overnight working and is not normally permitted
- At weekends, same hours apply as week days though of course bear in mind that there will be fewer people around

Lone working during normal working hours

Lone working by staff in normal working hours in e.g. office store is considered low risk.

Lone working by staff in normal working hours in the Mechanical Workshop is considered higher risk and a risk assessment and specific controls (alarm that sounds in the School Office) have been put in place.

Out of hours working

Only low risk activities e.g. working at a computer should take place out of hours.

Undergraduate students are not normally permitted in the DKB outside normal working hours.

Postgraduate students do have access to the DKB outside normal working hours and should restrict their activities to low risk.

Any hosting of members of the public e.g. as participants in a study, should be specifically risk assessed beforehand.

Outside normal working hours, should the alarm sound, self-evacuation will apply as there are unlikely to be fire wardens present. In such an event, do not re-enter the building until permission to do so is given by QUB Security.

WORKING IN UNFAMILIAR AREAS

If you find yourself working in an unfamiliar location e.g. a centrally bookable teaching room, ensure you are aware of evacuation routes, particularly for staff if you are responsible for a class of students – should an evacuation alarm occur, you will be expected to advise and assist your class with the evacuation. Should a first aid emergency occur away from the School of Psychology contact one of the below.

- QUB Emergency number 029 9097 2222
- QUB Security 029 9097 5099
- School of Psychology Office 029 9097 5445
- If appropriate, e.g. one of large Stranmillis Road DKB lecture theatres, School of Chemistry Office 029 9097 5418

PLACEMENTS

QUB guidance relating to safety on student placements can be found at the link below [Placements | Estates Directorate | Queen's University Belfast \(qub.ac.uk\)](#)

Those involved in authorising student placements must be aware of and adhere to the procedures outlined in this guidance.

FIELDWORK AND REMOTE SITE WORKING

Fieldwork is defined to be *any work carried out by staff or students for the purposes of teaching, research or other activities while representing the institution off-site.*

QUB guidance relating to fieldwork can be found at [Fieldwork | Estates Directorate | Queen's University Belfast \(qub.ac.uk\)](#)

Examples of low risk fieldwork activities off-site include:
Attendance at conferences, visiting educational institutions, participating in recruitment fairs, etc. in the UK/EU/USA.

Examples of medium risk fieldwork activities off-site include:
Conducting social science interviews, organised routine student field trips, field workers/students with significant medical conditions, etc.

Where a general assessment identifies that field work activities present a medium or high risk then a more detailed assessment needs to be carried out by a competent person. Consideration should be given to measures required before, during and after fieldwork. Practical risk reduction measures should be implemented to reduce risks to the lowest reasonably practicable level.

PERSONAL SECURITY ADVICE

QUB Security provide a security presence across the campus. Do not hesitate to contact them should you have any concerns or queries. [Security | Estates Directorate | Queen's University Belfast \(qub.ac.uk\)](#)

Remember that the DKB and indeed most QUB buildings are open to the public. Do not assume that everyone you see in a QUB building is a student or member of staff of QUB. Staff are encouraged while on QUB premises to visibly wear their staff cards using a lanyard.

QUB OCCUPATIONAL HEALTH AND SAFETY SERVICES

QUB Occupational Health and Safety Services operate independently to provide an independent and confidential service.

- Occupational health physician and nurses

- Appointments can be made through your line manager, or directly with the Occupational Health Service

[Occupational Health Service | People and Culture | Queen's University Belfast \(qub.ac.uk\)](#)

STAFF WELLBEING

The School is strongly committed to protecting and promoting the wellbeing of its staff and students via family friendly policies and other initiatives. The School's Wellbeing Officer is Ms Patricia Murphy. The School is currently working on a re-vamped School Wellbeing Plan. Be aware of:

- Emails, both to fellow staff and students, should only be sent between the hours of **7am and 7pm Monday-Friday**
- All staff should take proper breaks away from their desk at appropriate points during the day. Please also respect others who may be taking a break.
- Organisers of meetings should consider whether a lunch time start is absolutely necessary – if it is then consider starting at 1:30pm rather than 1pm

We encourage staff to get involved with the University's active Wellbeing programme. More information and resources at: [Wellbeing at Queen's | People and Culture | Queen's University Belfast \(qub.ac.uk\)](#)

Networks

There are now a number of active staff networks including:

[PRISM LGBT+ Staff Network | Queen's University Belfast \(qub.ac.uk\)](#)

[iRISE | Queen's University Belfast \(qub.ac.uk\)](#)

[Carers | People and Culture | Queen's University Belfast \(qub.ac.uk\)](#)

There are also religious representatives

[Chaplains and Religious Representatives | About | Queen's University Belfast \(qub.ac.uk\)](#)

Stress

The University has advice about managing stress at

[Managing Stress at Work | People and Culture | Queen's University Belfast \(qub.ac.uk\)](#)

If you feel you may be suffering from stress (whether due to work or outside pressures):

- Raise your concerns with your line manager
- Seek further advice from:
 - Work colleague/friend
 - University Occupational Health/ Personnel/ Trade Union Rep
 - GP
 - Inspire (formerly known as Carecall)

Counselling

QUB have commissioned Inspire to provide staff with a free independent confidential and professional counselling service, regardless of whether the issues are work-related or personal

[Inspire Workplaces Hub - Getting Started QUB Staff.pdf](#)

STUDENT WELLBEING

Student Wellbeing is of the highest importance to both the University and the School. Information about the University's provision which includes various support options such as drop-in sessions and one-to-one sessions can be found at the link below. You may of course also discuss wellbeing issues with staff within the School – either your Personal Tutor or Advisor of Studies would likely be most appropriate.

[Student Wellbeing Service | Student Guidance Centre | Queen's University Belfast \(qub.ac.uk\)](#)

The main advice for everyone is - if your wellbeing is suffering, seek help and let someone know.

SMOKING AND VAPING

Smoking or vaping is not permitted in any QUB buildings including the DKB. Smoking is permitted ONLY in QUB designated smoking zones. Our nearest zone is the shelter in the centre of the DKB quad. **Smoking immediately outside any DKB entrance doors is NOT permitted.**

APPENDIX A: SCHOOL HEALTH AND SAFETY SUMMARY 2021-22

Emergency Contact Numbers

Note the 24 hour numbers below – consider keeping them stored on your phone

QUB Emergency Services (999 equivalent) 028 9097 2222

QUB Security Control 028 9097 5099

Use these numbers if you need emergency assistance or wish to report any suspicious activity

Fire or Gas Leak

If the fire or gas alarm sounds continuously, LEAVE the building by the NEAREST SAFE ROUTE. In Psychology, this will NORMALLY be via the Malone Road entrance, but always be aware of other evacuation routes e.g. Stranmillis Road, into either car park or the DKB Quad.

DURING ANY EVACUATION, ALWAYS FOLLOW GUIDANCE FROM SCHOOL EVACUATION WARDENS – LOOK FOR THEIR YELLOW HIGH-VISIBILITY JACKETS

- DO NOT USE LIFTS
- DO NOT GO BACK TO RECOVER VALUABLES etc.
- DO NOT OBSTRUCT EXITS OR CONGREGATE ON THE STEPS OR CLOSE TO THE BUILDING
- DO NOT BLOCK THE MALONE RD FOOTPATH FOR PASSERS BY
- DO NOT RE-ENTER BUILDING UNTIL OFFICIALLY TOLD TO DO SO
- IF YOU COME ACROSS ANYONE NEEDING ASSISTANCE STAY WITH THEM OR BRING THEM TO THE ATTENTION OF A FIRE WARDEN

Should you come upon a FIRE or an INCIDENT with a need to EVACUATE the building break the glass on the nearest green ALARM BUTTON.

School of Psychology First Aiders OR contact General Office: 028 9097 5445		
Brown	Christopher	5609
Caves	Geoffrey	4327
Coulter	Paul	4351
Dessing	Joost	5650
McShane	Theresa	5654
Murphy	Patricia	4145
Pepper	Holly	5445

Each first aider keeps a **First Aid box** in their room. In addition, a number of boxes are located as below: look for the green and white signs

First floor 01.508 Electronic Workshop

Ground floor 0G.509 School Office

Lower ground floor LG.516 Mechanical Workshop

Report any injuries, accidents or near-misses to Paul Coulter or School Office

Health and Safety training

As well as mandatory online training for staff (“traffic lights” on QOL home page) be aware that if you require specific training such as “Manual Lifting and Handling” or “Working at Heights”, **it is your responsibility to arrange and attend this**. See QUB Staff Training and Development web pages for full list and details.

Health and Safety within the School of Psychology

- School Health and Safety Coordinator: Geoff Caves g.caves@gub.ac.uk
- Any health or safety concerns should be raised with Health and Safety Coordinator, School Manager or Head of School.
- For students, additionally you may contact your SSCC rep
- School Health and Safety Committee meets 3 times per year.

School Health and Safety Handbook

On SharePoint at <https://intranet.qol.qub.ac.uk/schools/spsy/school/safety>

Evacuation Team

Evacuation Officers:

Paul Coulter Geoff Caves

Designated Fire Wardens: Yellow high-visibility bibs

AT NO RISK TO THEMSELVES

Updated August 2021

APPENDIX B: NOTES FOR WORKSHOPS AND LABORATORIES

Provision of Personal Protective Equipment and Protective Clothing

The School promotes the use of personal protective equipment and clothing as required. It is the duty of the supervisor to assess the risk and to ensure adequate provision, and thereafter encourage and recommend its usage.

(Funding or assisted funding is provided by the University through the Safety Services unit with regard to protective footwear, safety glasses, and eye tests for those requiring prescription safety glasses or VDU operators.)

Safety in Laboratories

Staff with responsibility for laboratories must be mindful with regard to safety within their area. Any problem giving concern regarding safety (building services, furnishings/fittings, environmental conditions, equipment and or its usage) should be brought to the attention of the School Buildings Liaison Officer, the School Safety Committee or the appropriate person within the School.

Electronic and Mechanical Workshop Safety

Only authorized personnel or those under the supervision of authorized Technical Staff should enter the main work area in these Workshops.

- Only authorized Technical Staff should handle tools or operate machinery.
- No Technician should attempt to undertake any task while working alone which requires the assistance of other technical staff.
- Floor areas and walkways must be kept clear at all times.
- Safety notices must be displayed prominently and acted upon.
- When not in use tools must be stored safely.
- When not in use machinery must be kept clean and maintained ready for use.
- No running machinery must be left unattended.
- Regular inspection of the machinery, tools, safety guards and devices must be carried out prior to use.
- All Electrical Equipment especially those items having been modified, constructed or repaired, must be tested to ensure Electrical Safety.
- Safety notices must be used to indicate where live dangerous voltages are exposed under workshop servicing conditions.
- Temporary warning notices should be placed to indicate hazards. e.g. 'Spillage', 'Hot surface' etc.
- No item of electrical equipment should for any reason be left unattended with its cover removed in a public work area. Any item of equipment giving concern regarding safety must be withdrawn from service until inspected, repaired, tested safe or otherwise disposed of safely.

APPENDIX C: SEIZURES - FIRST AID PROTOCOL

What to do if you come across a seizure

- During seizure, protect patient from nearby hazards e.g. falling, sharp edges, hot drinks
- Call a First Aider – if unsure call **General Office 5445** or **QUB Security at 2222** and they will track one down
- Note time seizure started
- Clear all others from room
- Do not restrain patient during seizure, but if seizure has finished place patient in recovery position – see below
- If there are consecutive seizures or a seizure continues beyond 5 minutes, **call 999**

Further Information

Seizure definition

A brief, excessive discharge of electrical activity in the brain that alters one or more the following:

- Movement
- Sensation
- Behaviour
- Awareness

Most seizures are **NOT** medical emergencies

Someone may not be aware they are having a seizure and may not remember what happened

People almost never die or have brain damage during a seizure

People cannot swallow their tongue during a seizure

Absence Seizure Symptoms (also known as Petit Mal)

Pause in activity with blank stare

Brief laps of awareness

Possible chewing or blinking motion

Usually lasts 1 to 10 seconds

May occur many times a day

May be confused with daydreaming, lack of attention

Tonic-Clonic Symptoms (The most common – also known as Grand Mal)

A sudden, hoarse cry

Loss of consciousness

A fall

Convulsions (stiffening of arms and legs followed by rhythmic jerking)

Shallow breathing and drooling may occur

Possible loss of bowel or bladder control

Occasionally skin, nails, lips may turn blue

Generally lasts 1 to 3 minutes

Usually followed by confusion, headache, tiredness, soreness, speech difficulty

Tonic –Clonic First Aid

Move all other people out of the room

Send for a first aider

Stay calm and track time

Check for MediAlert/ID on bracelet or neck regarding medical conditions

Protect from possible hazards

Cushion head

After seizure, turn on side (recovery position) and make sure nothing blocking airway (person may be sick afterwards and this should be allowed to run free from the mouth)

Remain with the person until awareness of surroundings is fully regained (5-20 minutes approx.)

Provide emotional support

Document seizure activity

DO NOT put anything in the person's mouth

DO NOT hold down or restrain or move

DO NOT attempt to give oral medication, food or drink during a seizure

It is an emergency when:

It is a first time seizure

The seizure lasts for more than 5 minutes

There are repeated seizures without regaining consciousness

There are more seizures than usual or change in type

An injury has occurred, the person is also diabetic or pregnant

Normal breathing does not resume



Recovery Position