



**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

# Health and Safety Policy



Update January 2024



**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

**KN Cheung SK Chin InterSim Centre  
Health and Safety Policy**

**Health and Safety Information for Employees**

1. It is the policy of the KN Cheung SK Chin InterSim Centre (InterSim) to ensure, within reason, the work-related health and welfare of its staff and students, in accordance with the University Safety Policy, 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 InterSim's responsibility, so far as is reasonably practicable:
  - To ensure that plant and systems of work is safe and without risks to health.
  - To ensure safety and absence of risks to health in connection with use, handling, storage, and transport of articles and substances.
  - To ensure that information is provided concerning the health and safety of staff and students.
  - To ensure that any place of work under InterSim's control is maintained in accordance with relevant health and safety legislation.
  - To ensure a safe working environment for staff and students, without risks to health, and adequate in terms of facilities and arrangements for welfare at work.
  - To provide protective clothing and equipment as necessary to ensure the health and safety of staff and students.
  - To foster the development of positive attitudes towards health and safety among staff and students, embracing responsibility for personal and group safety.
  - To ensure staff maintain a high standard of health and safety, and by virtue of their personal conduct, act as role models for students.
  - To maintain detailed records of any safety committees and their functions with respect to health and safety.
  - To prepare, update, and disseminate local health and safety legislation to staff, as deemed necessary.
  - To liaise, as necessary, with other health and safety representatives.
  - To ensure that copies of all rules are retained with InterSim's safety policy for consultation by the health and safety coordinator.
3. InterSim will ensure that the Health and Safety Policy is communicated to staff and students at all levels within the Centre.
4. InterSim will monitor and update, where necessary, its business continuity plan, which details arrangements for the Centre in the event of an emergency.
5. All accidents will be reported via IRIS for appropriate action.

6. InterSim's Technical Officer (TO) will carry out appropriate risk assessments, which will be reviewed every 6 months or whenever there are significant changes in either the workplace or legislation. The TO will ensure that all operations and activities pertaining to InterSim are assessed for risks to health and safety and that adequate control measures are put in place, ensuring all significant risks are adequately controlled. The TO will also ensure, so far as is reasonably practicable, that all significant hazards within the Centre are identified, assessed, and controlled.
7. InterSim will ensure that fire safety measures, including fire risk assessments, fire precautions and fire alarm systems, are in place and maintained for all workplaces under its control. Fire alarms within the Medical Biology Centre (MBC) will be tested on a weekly basis (Estates). All new staff members and students will be instructed on the evacuation procedure. InterSim will appoint Evacuation Officers who will be responsible for clearing the building safely and efficiently – reporting to the University Fire Safety Officer should the fire alarm sound. If required, personal evacuation plans will be drawn with the University Fire Safety Officer. InterSim will consult with the University Fire Officer on all matters relating to fire safety on a regular basis.
8. InterSim will ensure that regular housekeeping inspections are carried out to ensure workplaces are maintained to a sufficient standard, especially with regard to means of escape and fire safety.
9. InterSim, in conjunction with FMHLS, will ensure that portable electrical appliances are inspected and tested as necessary. The Centre will ensure that all equipment within their control, and which is to be maintained by the University, is logged with the Head of Estates Service Manager for inclusion in the testing regime.
10. Finger prick test (extracting blood): 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, should an accident occur.

The following safety guidelines should be adhered to:

- Wash hands.
- 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/injection/insertion of NG tubes. Mannequins/models are available and should be used.*

11. InterSim procedures:
  - Should an outside event occur within the Centre, a risk assessment will be required, initially completed by the external body, who will then liaison with the Centre's TO, in conjunction with the Health and Safety Officer and Operations Co-ordinator (see Appendix 4).
  - For technical and servicing, all risk assessments will be carried out by the TO and reviewed every six months (see Appendix 5).
  - InterSim will ensure that all staff and students are informed that no food or drinks other than water can be consumed within teaching areas at any time.

**Appendix 1**

**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

<p><b>Health and Safety Information for Employees Working in the Medical Biology Centre</b></p>
---

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.

**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 InterSim corridor notice board area (See Appendix 3).

**2. Evacuation Procedure**

- The evacuation team (evacuation controller / evacuation officer / evacuation wardens) should remain at the assembly point to liaise with the attending security guards and update any returning staff. The evacuation team, evacuation controller, evacuation
- Please make yourself familiar with the **Fire Action and Evacuation Notices** which are displayed in your workplace.

**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 (CO<sub>2</sub>) 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 CO<sub>2</sub> 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 glass points) 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 InterSim. Contact names and details can be obtained from the Centre notice board area. A fully stocked First Aid box is also retained along with a burn kit.

#### 6. **Smoking Policy**

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

#### 7. **Working with Computers**

- Your computer and workstation should be organised to enable you to work safely and comfortably; please consult the guidance that is available online at [www.qub.ac.uk/so](http://www.qub.ac.uk/so). Some staff may have visual impairments or experience visual difficulties when viewing display screens. Eyesight 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 line manager.
- Be aware of the dangers associated with the operation and maintenance of certain office equipment e.g., photocopiers, which may cause electric shock or physical injury.
- Personal electrical appliances e.g., heaters, kettles may not be brought into the building unless approved and they have been tested for electrical safety. Toasters etc. must only be used in the 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 appropriate personnel in InterSim 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/incident to be recorded IRIS System (go to QOL/Administration/IRIS) – upload information as requested. This will automatically go to Safety Services for appropriate follow-up action and closed when finalised.

## 13. Welfare Information

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

**Appendix 2a**



**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

<b>Fire Wardens</b>
---------------------

David Hardy	Room: 01.143	Ext. 1055
Sarah Andrews	Room: 01.109	Ext. 1052

**Appendix 2b**



**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

<b>Evacuation Officers</b>
----------------------------

David Hardy	Room: 01.143	Ext. 1055
-------------	--------------	-----------

**Appendix 3a**



**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

**InterSim First Aiders**

David Hardy	Room: 01.143	Ext. 1055
Gillian Luke	Room: 01.110	Ext. 1279

Appendix 3b



**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

<b>InterSim Mental Health First Aiders</b>
--

Gillian Luke	Room: 01.110	Ext. 1279
--------------	--------------	-----------

**Appendix 4**



**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

**TEMPLATE/EXAMPLE**

**Risk Assessment and Risk Control (1-4)**

Name: Moving and Handling classes

Date: \*\*\*\* RCA carried out by: \*\*\*\*

<b>Main Hazard</b>
<p>For the teaching of moving and handling for both staff and students within InterSim, we use a range of hoists/Slings and Beds.</p> <p>It is imperative that all equipment used is regularly serviced and have appropriate safety certificates</p>
<b>Likelihood Rating 4 Severity Rating 4 Risk 4</b>
<b>Workplace Precaution(s)</b>
<p>The following safety procedures should always be used when working moving and handling equipment.</p> <ul style="list-style-type: none"> <li>• Technician to check before use.</li> <li>• All equipment has a valid safety certificate and serviced every 6-months.</li> </ul>
<b>Effect on risk of workplace precaution(s)</b>
<b>Likelihood Rating 3 Severity Rating 3 Risk 3</b>
<b>Requirements for RCS</b>
<b>Report all accidents/incidents to the Safety Officer</b>

**Review Required Date: 6 Monthly (Summer/Winter)**

**Appendix 5**



**QUEEN'S  
UNIVERSITY  
BELFAST**

**KN CHEUNG  
SK CHIN  
INTERSIM  
CENTRE**

**TEMPLATE/EXAMPLE**

School/Department/Unit:	Work activity:	
Assessment completed by:	Date completed:	Review Period:

Activity (task/step)	Hazards	Who might be harmed	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L,M,H, VH)	What further action is necessary	Final risk rating	Action by whom & by when
			•						
			•						
			•						

Activity (task/step)	Hazards	Who might be harmed	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L, M, H, VH)	What further action is necessary	Final risk rating	Action by whom & by when
			•						
			•						
			•						
			•						
			•						
			•						

Put the date the assessment was completed and put in a review date, normally annually unless the task, person or equipment changes

The task or activity i.e., mowing the lawn

School/Department/Unit: <b>Estates Gardening</b>	Task/Work activity: <b>Mowing lawn</b>	
Assessment completed by: <b>A. N. Other</b>	Date completed: <b>20-May 2017</b>	Review Period: <b>3 Years</b>

Activity (task/step)	Hazards	Who might be harmed	Existing Control Measures (What are you already doing?)	Severity (1-5)	Likelihood (1-4)	Risk Level (L, M, H, VH)	What further action is necessary	Final risk rating	Action by whom & by when
Filling the mower with petrol	Fire, explosion	Operator and others in vicinity during filling with fuel	Fuel stored in appropriate labelled container. Petrol filling undertaken outside in open area away from sources of ignition. Pre-use checks for leaks.	3	2	M	Warning notice to be displayed in workshop. Operator to be provided with filling funnel to avoid spills.	L	A.N. Other Supervisor 20-05-17

Identify any steps in the task i.e. filling the lawn mower with petrol

Identify hazards or injury causes

Identify who may be harmed i.e. staff, students and or general public

Calculate risk rating: Probability multiplied by severity i.e. 3 (Probability) x 2 (Severity) = 6 Medium

A risk matrix is a tool used in the risk assessment process, it allows the severity of the risk and probability of the event happening to be determined, by multiplying the two outcomes.

In layman's terms – How likely is it to happen and how bad it would be if it happened.

If a number of people are likely to be exposed to a hazard then this would need to be taken into consideration.

The traffic light colour scheme gives a clear indication of whether or not the classification is high, medium or low.

Severity	Unlikely	Possible	Likely	Very Likely
Minor	1	2	3	4
Moderate	2	4	6	8
Serious	3	6	9	12
Very Serious	4	8	12	16
Extreme	5	10	15	20

Risk Rating	
Score	Risk Level
1-5	Low
6	Medium
8-10	High
12-20	Very High

For scores of 8 or more (high), further action must be taken to reduce the risk.

If further advice is required contact the Safety Service.