



### Consultation Documents- Reminder!

Please be advised that the deadline for the current health and safety consultation documents ends on 1<sup>st</sup> November. The **H&S Code of Practice and Guide for Managers** covers the key requirements of a H&S policy such as the statement of intent, responsibilities and relevant H&S regulations so Schools / Institutes / Directorates can ensure they have the appropriate arrangements in place where required. In addition it includes a checklist for managers at all levels so they can ensure they are aware of their duties at each stage of the H&S management system (based on Plan, Do, Check, Act model). The checklist also includes a section on what managers can expect in terms of support from the Health and Safety Directorate (HSD).

The **H&S Audit and Inspection Policy and Procedure** has been reviewed to reflect the changes around the inspection process and to allow for the inspection documents going online via the MySafety system. Please note that although HSD will lead on at least one annual inspection, Schools / Institutes / Directorates should be undertaking their own throughout the year. The Audit process is also outlined within the document which will help all areas to be familiar with the various stages included. Copies of the documents are available and can also be viewed by going to Documents for Consultation section of the HSD intranet:-  
<http://hsd.qmul.ac.uk/A-Z/Documents%20for%20consultation/index.html>

### Security and personal safety during the winter months

#### Mike Digby (Head of QMUL Security & Emer. Planning)

As the nights are drawing in, plan your journeys and avoid side streets and poorly lit areas if travelling alone. Review lone working and out of hours working. Please feel free to notify QMUL Security and they can monitor. There has been a significant increase in the number of rough sleepers in London. Pay increased vigilance to any unsecured windows and doors and for trespassers tailgating into buildings. Report incidents and any debris (e.g. needles and drug use items) to QMUL Security for immediate removal. Rough sleepers in Newark Street, Whitechapel is an ongoing issue and concern and the Security Team is liaising with Barts Health Trust, Met Police and the Local Authority to resolve. Report specific incidents to QMUL Security. QMUL Security - Emergency Number 0207 882 **3333** Security Control Rooms - Mile End ext. **5000**, Whitechapel ext. **2599**, Ch Sq ext. **6020**; <http://www.security.qmul.ac.uk/>



Find out about the talks, health checks, pop-up events and more – all taking place to support you to focus on your wellbeing during QMUL's first well-being fayre for all staff.



Click [here](#) to view the October 2017 **Workplace Options** (Employee Assistance Programme) Newsletter.



### Smoking Shelters

All staff / students are reminded that smoking is **ONLY** permitted at the designated areas at **Mile End**. See the [Mile End campus map](#) for smoking shelter / area locations or [here](#). Please note, that disciplinary action can be brought by QMUL against those persistently smoking outside the designated areas.

All other QMUL campuses continue to be smoke-free. For the Policy, resources and info on 'stop smoking' programs at QMUL, please visit [our web page](#).

The use of electronic cigarettes is permitted on campus however this is restricted to outdoor use only, vaping inside QMUL buildings is strictly prohibited.

### 2017/18 H&S Training Programme

The new Health and Safety 2017/18 Training Programme is now live on the [MyHR](#) system, it is essential that you identify your training needs for the forthcoming year, this includes any mandatory training specific for your role. Our scheduled Health and Safety courses are bookable through [MyHR](#) and also on [QMUL CPD course bookings](#) (for those not on payroll).

#### Scheduled H&S Training for Oct/Nov 2017

24 Oct	10:00	Lab safety for Non-Research Staff (HS018)
25 Oct	10:00	Bio Hazards and GM Agents REFRESHER (HS030)
26 Oct	09:00	Mental Health First Aid (2 Day) (HS040)
26 Oct	12:00	Hazardous Sub Risk Ass REFRESHER (COSHH) (HS015)
31 Oct	10:00	Hazardous Substance Risk Ass (COSHH) (HS005)
06 Nov	10:00	Hazardous Substance Risk Ass (COSHH) (HS005)
07 Nov	09:00	IOSH Working Safely (HS031)
08 Nov	09:00	First Aid Requalification - 2 DAY (HS036)
09 Nov	10:00	Fieldwork Risk Assessment (HS017)
14 Nov	10:00	Fire Marshal Training (HS016)
17 Nov	10:00	GM & Biosafety for Clinical Trials Staff (HS025)
21 Nov	14:00	Decontamination and Sterilisation (HS026)

Click [here](#) for information on H&S training needs (policy / training matrix), how to book and full course details.