

# Health and Safety Courses

## Academic Year 2015 / 2016

Provided by the Health and Safety Directorate of Queen Mary University of London (QMUL)

### Briefing Note to QMUL

17 Sep 2015

Full course descriptions are on the **Training webpage** of the Health and Safety Directorate (HSD) website at <http://www.ohsd.qmul.ac.uk/training/index.html> and on **MyHR**. All course dates, times and venue details are on MyHR and this calendar will also be placed on the HSD website **Training webpage** shortly. **All courses are subject to change.** Please check MyHR or the Training webpage of the HSD website or contact HSD if information is unclear or has changed.

*(17 Sep 2015 - please note that the HSD website is changing over the next few days and all HSD web link addresses will change).*

QMUL Staff and Postgraduate Students **with** access to MyHR - to book or request any course, please login to [MyHR](#)

QMUL Staff and Postgraduate Students **without** access to MyHR and external attendees – to request any course, please follow the instructions below and **email your request** using the word document form provided as Appendix 1 to [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) (*This process will be automated and be the HSD website shortly*)

1. Check the course content on the **Training webpage** of the Health and Safety Directorate (HSD) website to ensure the course is the correct one for your H&S training needs.
2. Check the course calendar below and identify the course/s that you would like to attend.
3. **Request** to attend the course/s by **completing the word document form below (Appendix 1) and then emailing** to the HSD Administrator [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk). You can enter multiple courses and dates within the form.
4. The HSD Administrator will **confirm** booking by email to the course requester's email address given in the completed form.
5. Closer to the course session, **course joining instructions** will be emailed to the attendee's email address by the HSD Administrator.
6. QMUL staff and postgraduate students - please ensure you have your line manager / supervisor's permission to attend the course/s.

For further information on any course, please contact [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) or the course tutor/s noted below. (Contact details on HSD website <http://www.ohsd.qmul.ac.uk/contact/index.html> or QMUL Directory <http://connect.qmul.ac.uk/> ).

Further Courses, sessions and details will be added to this calendar, the HSD website **Training page** and to **MyHR** Training section once further dates and venues are finalised. In the calendar below, courses currently without venues and/or dates/times are in **bold**, please note that these are subject to change.

## Health and Safety Courses

### Calendar for 2015/16

#### COSHH Risk Assessment in Laboratories (HS005)

Course Tutors – Mark Ariyanayagam and Steven Carter

| Date                    | Duration       | Time                 | Venue  | Max capacity |
|-------------------------|----------------|----------------------|--|--------------|
| Mon 28 Sep 2015         | 3 hours        | 13:30 – 16:30        | Rotblat G.02 (LT), Charterhouse Square   | 60           |
| Wed 14 Oct 2015         | 3 hours        | 13:30 – 16:30        | Rotblat G05, Charterhouse Square   | 60           |
| Tues 20 Oct 2015        | 3 hours        | 10:00 – 13:00        | Rotblat G05, Charterhouse Square ( <i>may shift to Mile End if venue becomes available</i> ) | 60           |
| Wed 21 Oct 2015         | 3 hours        | 13:30 – 16:30        | Garrod 3.06, Whitechapel   | 50           |
| <b>Tues 27 Oct 2015</b> | <b>3 hours</b> | <b>10:00 – 13:00</b> | <b>TBC, Mile End</b>   | 50           |
| <b>Mon 09 Nov 2015</b>  | <b>3 hours</b> | <b>10:00 – 13:00</b> | <b>TBC, Mile End</b>   | 50           |
| <b>Mon 07 Dec 2015</b>  | <b>3 hours</b> | <b>10:00 – 13:00</b> | <b>TBC, Mile End or Whitechapel</b>  | 50           |
|                         |                |                      |  |              |

#### Working Safely with Biological Hazards (HS020)

Course Tutor – Mark Ariyanayagam

| Date             | Duration | Time          | Venue                                 | Max capacity |
|------------------|----------|---------------|---------------------------------------|--------------|
| Tues 29 Sep 2015 | 3 hours  | 10:00 – 13:00 | Seminar Room A, Abernethy Whitechapel | 44           |
| Mon 12 Oct 2015  | 3 hours  | 13:30 – 16:30 | Garrod 3.06, Whitechapel              | 50           |
| Wed 11 Nov 2015  | 3 hours  | 10:00 – 13:00 | Garrod 3.06, Whitechapel              | 50           |
|                  |          |               |                                       |              |

**GM Risk Assessment & Notification (HS029)**

Course Tutor – Mark Ariyanayagam

| Date             | Duration | Time             | Venue                             | Max capacity |
|------------------|----------|------------------|-----------------------------------|--------------|
| Wed 30 Sep 2015  | 2 hours  | 14:00 –<br>16:00 | Garrod 132, Whitechapel           | 30           |
| Wed 28 Oct 2015  | 2 hours  | 10:00 –<br>12:00 | Garrod 132, Whitechapel           | 30           |
| Thurs 3 Dec 2015 | 2 hours  | 10:00 –<br>12:00 | Rotblat G.06, Charterhouse Square | 40           |
|                  |          |                  |                                   |              |

**Bio and GM Safety for Clinical Trials Staff (HS025)**

Course Tutor – Mark Ariyanayagam

| Date            | Duration  | Time             | Venue                             | Max capacity |
|-----------------|-----------|------------------|-----------------------------------|--------------|
| Wed 16 Oct 2015 | 2.5 hours | 10:00 –<br>12:30 | Rotblat G.05, Charterhouse Square | 40           |
|                 |           |                  |                                   |              |

**Containment Level 3 Principles and Practices (HS019)**

Course Tutor – Mark Ariyanayagam

| Date            | Duration | Time             | Venue                   | Max capacity |
|-----------------|----------|------------------|-------------------------|--------------|
| Mon 16 Nov 2015 | 6 hours  | 10:00 –<br>16:00 | Garrod 130, Whitechapel | 20           |
|                 |          |                  |                         |              |

**Fire Marshal Training (HS016)**

Course Tutors – Keith Vagg and Richard Wheatley

| Date            | Duration | Time             | Venue                                   | Max capacity |
|-----------------|----------|------------------|---|--------------|
| Mon 22 Sep 2015 | 5 hours  | 10:00 –<br>15:00 | Francis Bancroft, Room TBC,<br>Mile End | 15           |
|                 |          |                  |   |              |

**Emergency First Aid at Work (one day course) (HS034)**

Course Tutors – Zarah Laing, Suzanne Mason

| Date              | Duration | Time             | Venue                                    | Max capacity |
|-------------------|----------|------------------|--|--------------|
| Thurs 21 Jan 2016 | 6 hours  | 09:00 –<br>17:00 | Francis Bancroft – Room TBC,<br>Mile End | 15           |
| Thurs 19 May 2016 | 6 hours  | 09:00 –<br>17:00 | Francis Bancroft – Room TBC,<br>Mile End | 15           |

**First Aid at Work (three day course) (HS035)**

Course Tutors – Zarah Laing, Suzanne Mason

| Date             | Duration | Time             | Venue | Max capacity |
|------------------|----------|------------------|-------|--------------|
| 17– 19 Nov 2015  | 6 hours  | 09:00 –<br>17:00 | TBC   | 15           |
| 16 – 18 Feb 2016 | 6 hours  | 09:00 –<br>17:00 | TBC   | 15           |
| 21 – 23 May 2016 | 6 hours  | 09:00 –<br>17:00 | TBC   | 15           |

### Manual Lifting and Handling (HS004)

Course Tutor – Rebecca Jones

| Date                 | Duration | Time             | Venue | Max capacity |
|----------------------|----------|------------------|-------|--------------|
| Wed 18 Nov 2015      | 2 hours  | 13:30 –<br>15:30 | TBC   | 12           |
| Wed 16 March<br>2016 | 2 hours  | 13:30 –<br>15:30 | TBC   | 12           |
| Wed 18 May<br>2016   | 2 hours  | 13:30 –<br>15:30 | TBC   | 12           |
| Wed 20 July 2016     | 2 hours  | 13:30 –<br>15:30 | TBC   | 12           |

### IOSH Working Safely (HS031) – one day

Course Tutor – Steven Carter

| Date           | Duration | Time             | Venue | Max capacity |
|----------------|----------|------------------|-------|--------------|
| Wed 4 Nov 2015 | 6 hours  | 09:00 –<br>17:00 | TBC   | 12           |
|                |          |                  |       |              |

### IOSH Managing Safely (HS032) – four days

Course Tutor – Steven Carter

| Date  | Duration            | Time             | Venue | Max capacity |
|---|---------------------|------------------|-------|--------------|
| 5 – 8 Oct 2015  | 6 hours x 4<br>days | 09:00 –<br>17:00 | TBC   | 12           |
| 24, 25 Nov 2015<br>and 1, 2 Dec<br>2015<br><i>(note - MyHR entry<br/>indicates consecutive<br/>dates, this is due to<br/>MyHR system<br/>limitations)</i> | 6 hours x 4<br>days | 09:00 –<br>17:00 | TBC   | 12           |

### Field Work Risk Assessment (HS017)

Course Tutor – David Dewberry

| Date            | Duration | Time             | Venue | Max capacity |
|-----------------|----------|------------------|-------|--------------|
| Tues 9 Feb 2016 | 2 hours  | 10:00 –<br>12:00 | TBC   | 20           |

|                  |         |               |     |    |
|------------------|---------|---------------|-----|----|
| Tues 15 May 2016 | 2 hours | 10:00 – 12:00 | TBC | 20 |
|------------------|---------|---------------|-----|----|

### Laboratory Safety for non-Research Staff (HS018)

Course Tutor – Robin Kerrigan

| Date            | Duration  | Time          | Venue                 | Max capacity |
|-----------------|-----------|---------------|-----------------------|--------------|
| Wed 14 Oct 2015 | 2.5 hours | 14:00 – 16:30 | Whitechapel, Room TBC | 30           |
| Wed 2 Dec 2015  | 2.5 hours | 14:00 – 16:30 | Mile End, Room TBC    | 30           |

### Working Safely with Ionising Radiation (HS006)

Course Tutors - Julie Horrocks and Mark Ariyanayagam

| Date                               | Duration | Time | Venue | Max capacity |
|------------------------------------|----------|------|-------|--------------|
| TBC (one session Autumn Term 2015) | 3 hours  | TBC  | TBC   | 20           |
|                                    |          |      |       |              |

### Safe Management of Laboratory Hazardous Waste (HS024)

Course Tutor – Mark Ariyanayagam

| Date                               | Duration  | Time | Venue | Max capacity |
|------------------------------------|-----------|------|-------|--------------|
| TBC (one session Autumn Term 2015) | 2.5 hours | TBC  | TBC   | 30           |
|                                    |           |      |       |              |

### Selection of Laboratory Personal Protective Equipment (PPE) (HS028)

Course Tutor – Mark Ariyanayagam

| Date                               | Duration  | Time | Venue | Max capacity |
|------------------------------------|-----------|------|-------|--------------|
| TBC (one session Autumn Term 2015) | 2.5 hours | TBC  | TBC   | 30           |
|                                    |           |      |       |              |

### Decontamination and Sterilisation (HS026)

Course Tutor – Mark Ariyanayagam

| Date                               | Duration  | Time | Venue | Max capacity |
|------------------------------------|-----------|------|-------|--------------|
| TBC (one session Autumn Term 2015) | 2.5 hours | TBC  | TBC   | 30           |
|                                    |           |      |       |              |

**REFRESHER - COSHH / DSEAR Risk Assessment (HS015)**

Course Tutor – Mark Ariyanayagam, Steven Carter

| <b>Date</b>                               | <b>Duration</b>  | <b>Time</b> | <b>Venue</b> | <b>Max capacity</b> |
|---|------------------|-------------|--------------|---------------------|
| <b>TBC (one session Autumn Term 2015)</b> | <b>1.5 hours</b> | <b>TBC</b>  | <b>TBC</b>   | <b>50</b>           |
|   |                  |             |              |                     |

**REFRESHER - Working Safely with Biological Hazards and GM Agents (HS030)**

Course Tutor – Mark Ariyanayagam

| <b>Date</b>                               | <b>Duration</b>  | <b>Time</b> | <b>Venue</b> | <b>Max capacity</b> |
|---|------------------|-------------|--------------|---------------------|
| <b>TBC (one session Autumn Term 2015)</b> | <b>1.5 hours</b> | <b>TBC</b>  | <b>TBC</b>   | <b>50</b>           |
|   |                  |             |              |                     |

## Appendix 1

## QMUL Health and Safety Courses Request Form

(For those **without** MyHR access **only**)

Please email completed form to [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk)

| <b>QMUL Health and Safety 'taught' Course Request Form</b>   |   |
|--|---|
| Name of Requester<br><i>(title, first name, surname)</i>   |   |
| Position<br><i>(e.g. Lecturer, Post-doctoral Researcher, PhD student, Administrative Officer)</i>  |   |
| Work email address<br><i>(QMUL staff and postgraduate students <b>must</b> enter their QMUL email address)</i>   |   |
| Work Telephone Number<br><i>(QMUL staff and postgraduate students - enter your QMUL telephone extension only e.g. as 'ext 5000'; external requesters - please enter your full tel number with area code)</i>   |   |
| Requester's Organisation<br><i>(QMUL staff and postgraduate students enter 'QMUL')</i>   |   |
| <i>QMUL staff and postgraduate students only -</i><br>QMUL Sc & Eng or HSS School / SMD Institute <i>and</i> Centre / PS Directorate<br><i>(external attendees note as 'N/A')</i>  |   |
| <i>QMUL staff and postgraduate students only -</i><br>QMUL Campus (main location)<br><i>(cross out those that do not apply)</i>  | Mile End / Whitechapel /<br>Charterhouse Square / Lincolns<br>Inn Field /<br>Other (specify)..... |
| <b>External delegates only</b> - UK work postal address with UK postcode   |   |
| <b>External delegates only</b> - UK invoicing address with UK postcode <i>(if not different from work postal address provided above, then please note as 'N/A')</i>  |   |
| <b>Course/s Requested</b><br><i>(Enter 'course name' and 'course code' and if available, <b>selected course date</b>; if currently no course dates are available please enter '<b>date not available</b>'; multiple course/s may be entered in this box)</i> |   |