

QUEEN MARY UNIVERSITY OF LONDON
CONTAINMENT LEVEL 3 (CL3) SUITES
LONE WORKING – QMUL SECURITY CHECK AND ASSISTANCE PROTOCOL
(WHEN 'BUDDY SYSTEM' NOT AVAILABLE)

REDACTED VERSION

SUMMARY: Lone Worker to notify QMUL Security of lone working time period/s.

Security to be called by lone worker every 40 minutes during lone working.

Security to be called when work has finished and lone worker is exiting the suite.

If call is not received at any time point, Security to call back telephone extension number of CL3 suite.

If no response, then Security to attend to location, check situation, assist within remit and/or call for further assistance.

PROTOCOL:

1. Lone Worker to call QMUL Security at their campus *or* drop by the Security Control Room to inform of 'check & assist' requirement:
 Whitechapel – 0207 882 2599 or Garrod Building Room G07
 Mile End – 0207 882 5000 or France House - Ground Floor
2. Lone Worker to state -
 I (*insert full name*) am working alone in the CL3 suite in XX Building, Room XX
 I am working alone from xx:xx hours to xx:xx hours today (*or* if in advance, state required day and date)
 Can you provide a security check telephone call to extension XXXX every 40 minutes please.
3. Security to note down name of (a) Lone Worker, (b) location, (c) extension number to call and (d) date and time points here (*template provided as 'stand-alone' in Appendix 2*)

Name of Lone Worker:		
Tel extension to call:		
Building:		
Room:		
Date of Lone Working:		
Lone Working Time:	Start :	Finish :
Time points to call:	(1) :	Called: Y/N
	(2) :	Called: Y/N
	(3) :	Called: Y/N
	(4) :	Called: Y/N
	(5) :	Called: Y/N
	Exit call from lone worker :	Called Received: Y/N
Assistance needed (details)	Time: :	Details:

4. If no response received at any time point *or* exit call not received by Security, then Security to call back telephone extension of CL3 suite.
5. During call back, if response received from Lone Worker, Security to ask if assistance is needed.
6. If assistance needed by lone worker, Security to note (time and detail) in table above, and proceed to assist.
7. Security to take protocol sheet, walkover to CL3 suite, look through outer door vision panel or window (if present) and identify lone worker and assess situation.
8. Security to enter into lobby / airlock room (**not** pathogen contaminated), look through inner door vision panel or window (if present) and identify lone worker and assess situation.
9. For **medical assistance** (when there is **no** obvious pathogen spill incident):
 From lobby / airlock, Security to -
In hours - Call Building Based First Aider (BBFA, from First Aider List on door / by telephone)
In hours (if required) and out of hours - If no BBFA available or if required, call 999 for paramedic / ambulance

For all external first responders, Security to identify Campus, Building, Room, and nature of medical assistance required.

Security to notify Building Manager / CL3 Laboratory Lead of incident (contact details Appendix 1)

10. For **medical assistance + pathogen spill incident (outside safety cabinet):**

From lobby / airlock room, Security to -

In hours - Call Building Laboratory Manager and CL3 Laboratory Lead (details on page 4). Call Building Based First Aider (BBFA, from First Aider List on door / by telephone)

In hours (if required) and out of hours - If no BBFA available or if required, call 999 for paramedic / ambulance.

For both first responders, identify Campus, Building, Room, and nature of assistance required + pathogen handled

11. Security to assist Lab Manager / CL3 Lead, BBFA or Paramedic / Ambulance as requested.

12. Log Security Incident Report.

QMUL Security -

DO NOT Attempt Lone Rescues

DO NOT Tackle spill incidents

DO NOT Go beyond what you know how to do

ALWAYS GET HELP IF UNSURE

- **CONTACT SECURITY SUPERVISOR / MANAGER**

- **CALL FOR PARAMEDIC / AMBULANCE**

Note -

All CL3 Entrance Lobbies / Air Locks are 'clean' areas without pathogen contamination.

The only foreseeable situations where the lobby could become contaminated are **if**

- i. there is a spill of pathogenic material during transit through the lobby.
- ii. the autoclave releases hazardous waste content into the entrance lobby before full sterilisation is achieved.
- iii. there is a full failure of suite ventilation leading to positive pressurisation – alarms will sound and display 'failure' (red/orange lights) on control panel (visible from outside).
- iv. flooding or fire in the suite releases pathogens into the lobby.

Appendix 2: CL3 'Check and Assist' - Checklist and Record Template for Security

Name of Lone Worker:		
Tel extension to call:		
Building:		
Room:		
Date of Lone Working:		
Lone Working Time:	Start :	Finish :
Time points to call:	(1) :	Called: Y/N
(Hr:mm)	(2) :	Called: Y/N
	(3) :	Called: Y/N
	(4) :	Called: Y/N
	(5) :	Called: Y/N
	Exit call from lone worker :	Called Received: Y/N
Assistance needed (details)	Time: :	Details: