

**Health and Safety Guidance Note**

**Fire Safety Awareness Training  
Workstation Assessment**

**- Guidance and Help**

(Ref: QMUL\_HS\_166)

---

## Table of Contents

<b>Fire Safety Awareness Training (QMPlus)</b> .....	<b>3</b>
First Time Login .....	3
Completing the Training .....	3
Repeating the Training.....	3
<b>Workstation Assessment (MySafety) .....</b>	<b>4</b>
Receiving your email .....	4
Completing your workstation assessment.....	4
Step 1: .....	4
Step 2: .....	4
Step 3: .....	4
Step 4: .....	5
Step 5: .....	5
After completion of your workstation assessment.....	5
Repeating the Training.....	5
<b>Appendix 1: QMPlus Fire Safety Awareness Training - Enrolment Codes.....</b>	<b>6</b>

## Fire Safety Awareness Training (QMPlus)

### First Time Login

Go to <http://qplus.qmul.ac.uk/>

1. Login using your QMUL credentials i.e. user: [abc123@qmul.ac.uk](mailto:abc123@qmul.ac.uk) and your QMUL password
2. Search for 'Fire Safety' in the search modules toolbar located in the top right of the homepage.
3. Click on the Fire Safety module.
4. Find the enrolment code relevant to your School/Institute/Directorate (see **Appendix 1** for full list of enrolment codes).
  - Should you not be able to find an appropriate enrolment code, please contact [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) to request an additional code for your School/Institute/Directorate
  - The enrolment code will only be required on the first time you access the module.
  - If you have entered the incorrect enrolment code please contact [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) and state which School/Institute/Directorate you would like to be moved to.
5. Scroll to the bottom of the page and insert the enrolment code into the text box provided and click 'Enrol Me'.
  - Ensure the characters are typed in as CAPITALS.

### Completing the Training

- Click on Fire Safety Quiz - Fire Safety Awareness Training.
  - Read through the awareness training information.
  - Complete the quiz (containing 17 questions).
- The **pass level** for the quiz is set to **70%**. There are no limits for the amount of attempts. To obtain the certificate, you must pass the quiz.
- Certificates will be available to print (available under the **Fire Safety Quiz** Toolbar).

### Repeating the Training

- Training should be completed **every two years**.
- Please note that the system will **not** send an email prompt, so you should set yourself a calendar reminder.

## Workstation Assessment (MySafety)

### Receiving your email

- All QMUL staff members will receive an email to their QMUL email address from [alert@qmul.oshens.com](mailto:alert@qmul.oshens.com) including a passcode and link to the workstation assessment.
  - Please check junk/clutter boxes for the email as it is from an external email address.
  - If you have not received the email use the 'I don't yet have a passcode' option and enter your QM email address.
  - If you still do not receive a passcode contact [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk) to request an assessment passcode.
- Do not attempt to log in with a username and password – this is for administrative use only.

### Completing your workstation assessment

- Follow the link supplied and copy your passcode into the 'Passcode Login' box.
- Click 'to assessment'.
- You will be directed to your assessment where you must complete a series of steps.

#### Step 1:

- Answer the questions yes/no as to which type of workstations you use e.g. dual monitors, laptop etc.
- Proceed to step 2

#### Step 2:

- Enter your location using the three tier drop down menu.
  - First tier: select campus
  - Second tier: select building
  - Third tier: select area within building
    - If there is no area within the building relevant to your site, select 'All Sub Areas'
- Select your line manager by selecting 'Add New'
  - Type in your managers first name or surname
  - Click filter with your cursor (the return key on your keyboard will not be effective)
  - The list will reduce so that you can select your manager and click add.
  - If you cannot locate your manager within the list contact the [hs-helpdesk@qmul.ac.uk](mailto:hs-helpdesk@qmul.ac.uk)
- Proceed to step 3

#### Step 3:

- Read the information in the tutorial, adjusting your workstation accordingly.
- Use the navigation functionality to play, pause, forward and rewind the slides.

- Check the box to confirm you have an understanding of the risks associated with your workstation.
- Proceed to step 4

Step 4:

- Complete the checklist by answering yes/no to each question. Note that all questions must be answered before you can move onto the next step.
- Some questions will provide extra guidance when an answer that reveals potential issues are selected. It will also to reconsider whether the information has helped to resolve the issue allowing a change in response.
- Proceed to step 5

Step 5:

- This section allows you to add additional comments about any issues raised
  - Please provide as much information as possible to ensure that your Assessor can proceed with a follow-up investigation efficiently.
  - If you have not raised any issues, you should leave this box blank.
- Check the box to state that you have understood the guidance provided and have answered the questions accurately.
- Submit assessment

### After completion of your workstation assessment

- After submitting an assessment, the system will send a notification to the relevant Assessor to let them know that it has been completed.
- If there were any issues raised, these will be flagged to the Assessor to enable them to conduct a follow-up investigation.
- If there were no issues raised, the assessment will be automatically validated.
- Click “Finish” to leave the assessment.

### Repeating the Training

- Training should be completed **every three years**.
- Please note that the MySafety system ([alert@qmul.oshens.com](mailto:alert@qmul.oshens.com)) **will send** an email prompt to your QMUL email address to repeat the training in **3 years' time**.

## Appendix 1: QMPlus Fire Safety Awareness Training - Enrolment Codes

### Science and Engineering

Engineering and Material Science	S&E100
Biological and Chemical Sciences	S&E101
Electronic Engineering and Computer Science	S&E102
Mathematical Science	S&E103
Physics and Astronomy	S&E104

### Humanities and Social Sciences

School of Business and Management	HSS200
School of English and Drama	HSS201
School of Economics and Finance	HSS202
School of Geography	HSS203
School of Language Linguistics and Film	HSS204
School of Law	HSS205
School of Politics and International Relations	HSS206
School of History	HSS207

### School of Medicine and Dentistry

Biological Services Unit	SMD300
BCI-Cancer and Inflammation	SMD301
BCI-Stem Cells in Cancer and Ageing	SMD302
BCI-Experimental Cancer Medicine	SMD303
BCI-Haemato-Oncology	SMD304
BCI-Molecular Oncology	SMD305
BCI-Tumour Biology	SMD306
BCI-Director's Office	SMD339
BCI-Core Facilities	SMD440
Blizard-Centre for Cell Biology and Cutaneous Research	SMD307
Blizard-Centre for Genomics and Child Health	SMD308
Blizard-Centre for Immunology	SMD309
Blizard-Centre for Neuroscience and Trauma	SMD310
Blizard-Centre for Primary Care and Public Health	SMD311
Blizard-Centre of the Cell	SMD441
Dentistry-Adult Oral Health	SMD312

Dentistry-Clinical & Diagnostic Oral Sciences	SMD313
Dentistry-Oral Growth & Development	SMD314
Dentistry-Dental Care Professionals	SMD315
Dentistry-Clinical Oral Research Centre Staff	SMD336
Dentistry-Central Dental Institute Staff	SMD337
IHSE-Medical Education	SMD316
IHSE-Community-based Medical Education	SMD317
IHSE- Student Office	SMD318
VP Health Office	SMD338
WHRI-Advanced Imaging	SMD319
WHRI-Biochemical Pharmacology	SMD320
WHRI-Bone & Joint Research Unit	SMD321
WHRI-Clinical Pharmacology	SMD322
WHRI-Endocrinology	SMD323
WHRI-Experimental Medicine & Rheumatology	SMD324
WHRI-Heart Centre	SMD325
WHRI-Microvascular Research	SMD326
WHRI-Translational Medicine & Therapeutics	SMD327
WHRI-Sports and Exercise Medicine	SMD328
WHRI-Genome Centre	SMD329
WHRI-Protein Analysis	SMD330
WHRI-William Harvey Imaging	SMD331
WHRI-Flow Cytometry ~	SMD332
Wolfson-Environmental & Preventive Medicine	SMD333
Wolfson-Cancer Prevention	SMD334
Wolfson-Psychiatry	SMD335

### **Professional Services**

Academic Registry and Council Secretariat	PS400
Centre for Academic and Professional Development	PS401
Development and Alumni	PS402
Doctoral College	PS403
Catering and Hospitality Service	PS404
Chief Operating Officer	PS427
Cleaning Services	PS405
Events	PS406

Infrastructure and Maintenance	PS407
Nursery	PS408
Principal's Office	PS428
Projects	PS409
Property	PS410
Porterage Service	PS411
Postal Services	PS412
Residential Services and Support	PS413
Sales team (Events and Hospitality QM)	PS414
Security Service	PS415
Sustainability	PS416
Finance	PS417
Health and Safety Directorate	PS418
Human Resources	PS419
IT Services	PS420
Joint Research Management Office	PS421
Marketing and Communications	PS422
Queen Mary Innovation Ltd	PS423
Research Services and Business Development	PS424
Strategic Planning Office	PS425
Student Services	PS426
<b>Other</b>	
QMUL Students	QMULS500
Students Union	QMSU600



Document Control

Initial Data

Author: Megan Vagg  
Position: Health and Safety Administrator

Checked by: Dr Mark Ariyanayagam  
Position: H&S Manager

Approved by: Zarah Laing  
Position: Director of H&S

Current Status: LIVE

Date of Issue: 15 March 2018

Next Scheduled Review Date: 15 March 2019

Version No.	Date of alteration and re-issue	Details of changes	Changes made by
-	Replaces QMUL_HSD_74		Megan Vagg