

# Quemis Hazard Management Module – Departmental Contacts



# Objectives

- To allow Space Owners to login to Quemis, check their details and change their passwords
- To allow Hazard Data to be entered into Quemis for rooms or spaces allocated to individual Space Owners
- To allow Space Owners to save and review Hazard Data they have entered into Quemis
- To allow Departmental Contacts to allocate and change owners of spaces

# QuEMIS

- University Wide System
- Various modules
  - Asset management
  - Space management
  - Asbestos
- Single repository for hazard information

# About QuEMIS

- Can also hold Emergency Plans, Risk Assessments, Notices, etc.
- Builds knowledge base, allows sharing and retains records
- Simplifies and saves time in the longer term
- Links to other modules

# What does good look like?

- Identifying hazards
- Assessing risks
- Developing controls
- Implementing, and,
- Monitoring controls

# Benefits of Central Records

- Setting priorities
- Sharing information
- Common control methods
- Records retained
- Simplifies risk assessment process

# Logging On

- Login page
  - Link to the page will be e-mailed to you
  - Save URL as a bookmark
- Username
  - Initial from first name followed by family name
  - No capitals, punctuation or spaces
- Password
  - Will be given in e-mail
  - Must change password on first login

# Login Page



*Estates and Facilities  
Management Software*

## Q2 Login

Please login

**Username:**

**Password:**

Login

**Browser Configuration:** Your browser has been detected as being a version of Internet Explorer.

When using a version of Internet Explorer for the Q2 application, please ensure that Compatibility View is not enabled so the pages of this application are correctly displayed in your browser. If the Compatibility View button (with the "broken page" symbol) is displayed in the browser's Address Bar (to the left of the Refresh button), it should not be highlighted.



# Home Page



Estates and Facilities  
Management Software

Home

Locations With  
Hazards

Hazard  
Assessments

## Hazard Management

Logged in as: rbuckle.

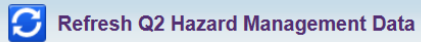


Welcome Roger Buckle

You are logged in as: rbuckle

Your department is: Physics (PX)

Your role(s) are: Q2 Hazard Management Departmental Key Staff



## User Administration

• Change Password

# 'Locations with Hazards'



Estates and Facilities  
Management Software

Home

Locations With  
Hazards

Hazard  
Assessments

## Locations With Hazards

### Filter All Locations By

Department: PX - Physics


Show only Internal Building Space and Zones locations owned by yourself (Roger Buckle)

This box should be checked

### Selected Location

Site: 01 - Central Campus  
Building: Physics (01.042)  
Floor: L01 - First Floor  
Internal Space: 232 (01.042.L01.013)

### Location Details

Loc. Type: Internal building space  
Local Ref: 232, Physics (01.042.L01.013)  
Room Desc.: Office  
Room Type: AC.01.08 PDRA/PGR Office  
Department(s): Physics (PX) [100.000%]  
Area Owner: Roger Buckle (7871247)  
Classification: 

Save Area Classification

- Select location
- Check location details are correct
- If the Area Classification has not been set then please set it by clicking on the blue icon

# Setting Area Classification

Home Locations With Hazards Hazard Assessments

## Locations With Hazards

Filter All Locations By

Department: yourself (Roger Bu)

Show

Select Hazardous Area Classification for Location

Area Classification: AC100 - Science and Medical

Cancel Update

Selected

Site: 01 - Central Campus

Building: Physics (01.042)

Floor: L01 - First Floor

Internal Space: 232 (01.042.L01.013)

Location Detail:

Loc. Type: Ir

Local Ref: 2

Room Desc.: C

Room Type: A

Department(s): P

Area Owner: R

Classification:

- Select correct faculty

- Click Update

# Area Classification

Home

Locations With Hazards

Hazard Assessments

## Locations With Hazards





Logge

### Filter All Locations By


Department: PX - Physics

Show only Internal Building Space and Zones locations owned by yourself (Roger Buckle)

### Selected Location

Site: 01 - Central Campus  
Building: Physics (01.042)   
Floor: L01 - First Floor    
Internal Space: 232 (01.042.L01.013) 

### Location Details

Loc. Type: Internal building space  
Local Ref: 232, Physics (01.042.L01.013)  
Room Desc.: Office  
Room Type: AC.01.08 PDRA/PGR Office  
Department(s): Physics (PX) [100.000%]  
Area Owner: Roger Buckle (7871247)  
Classification: AC100 - Science and Medical 

Save Area Classification

Click to Save

# Hazard Assessment

## Locations With Hazards

Logged in as


### Filter All Locations By


Department: PX - Physics

Show only Internal Building Space and Zones locations owned by yourself (Roger Buckle)

### Selected Location

Site: 01 - Central Campus

Building: Physics (01.042) 

Floor: 000 - Ground Floor 

Internal Space: 129 (01.042.000.018) 



### Location Details

Loc. Type: Internal building space


Local Ref: 129, Physics (01.042.000.018)

Room Desc.: Laboratory

Room Type: AC.07.00 Teaching/Research Laboratory

Department(s): Physics (PX) [100.000%]

Area Owner: Roger Buckle (7871247)

Classification: AC100 - Science and Medical 

### Details For Selected Internal Space (Including Any Zones)

[Hazard Assessments](#) [Emergency Contacts](#) [Emergency Plans](#) [Risk Assessments](#) [Notice Board](#) [Photos](#) [Other Associated Docu](#)






 [New Hazard Assessment](#)

# Hazard Grid

**Name**                      **Department**   **Phone No.**   **Email**  
**Area Owner:**        Roger Buckle (7871247)   Physics (PX)                      R.Buckle@warwick.ac.uk  
**Hazard Assessor:**   Roger Buckle (7871247)   Physics (PX)                      R.Buckle@warwick.ac.uk

## Hazard Assessment

Hazards		Hazard Level		
Hazard Category	Nature of Hazard	Low	Medium	High
		HS300. Laser and Radiation	HS301. Ionising Radiation – Sealed Sources	Security Category 5 sources including exempt sources: low radiation hazard 
HS300. Laser and Radiation	HS303. Ionising Radiation – Open Sources		All others 	High energy beta and gamma emitters eg 32P, 125I 
HS300. Laser and Radiation	HS304. Ionising Radiation – Equipment	X-ray generating equipment from main suppliers 		X-ray generators designed and / or built by staff or by small suppliers 

# Hazard Grid

- Scroll down through all hazard
- Rate each hazard, by clicking the relevant '+' symbol
- Further detailed guidance is available on each Hazard in 'Hazard Grid Guidance'
- If the hazard is not present, don't click
- Click save on completion

# Hazard Details

**Hazard Assessment**

Hazards	
Hazard Category	Nature of Hazard
HS300. Laser and Radiation	HS301. Ionising Radiation – Sealed Sources

**Enter Hazard Details**

**Hazard Category:** HS300 - Laser and Radiation

**Nature of Hazard:** HS301 - Ionising Radiation – Sealed Sources

**Hazard Level:** 2 - Medium

**Hazard Type:** Radiation hazard requiring source accountability and Security Category 3 and 4

**Enter Hazard Details:**


Enter notes or comments here.  
Then click Update below when done.


Awaiting Hazard Details     Further Details to be Added



# View Hazard Assessment

	Name	Department	Phone No.	Email
<b>Area Owner:</b>	Roger Buckle (7871247)	Physics (PX)		R.Buckle@warwick.ac.uk
<b>Hazard Assessor:</b>	Roger Buckle (7871247)	Physics (PX)		R.Buckle@warwick.ac.uk
<b>Revision Revisor:</b>	Roger Buckle (7871247)	Physics (PX)		R.Buckle@warwick.ac.uk

 [Back to Location With Hazards](#)

 [Change Viewed Revision](#)

 [Edit Hazard Assessment](#)

## Hazard Assessment

Hazard Assessment Ref.: HA10007.2

Hazards		Hazard Level		
Hazard Category	Nature of Hazard	Low	Medium	High
		HS200. Chemical	HS212. Explosives and detonable substances	
HS200. Chemical	HS213. Fire risks from Flammable Liquids		Highly Flammable - Liquids with a flashpoint below 21oC and above 0oC.(R11, H225) - test	
HS300. Laser and Radiation	HS301. Ionising Radiation – Sealed Sources		Radiation hazard requiring source accountability and Security Category 3	

# Completed Hazard Assessments

Home

Locations With  
Hazard


Hazard  
Assessments

## Hazard Assessments List

Logged in as: rbuckle.

 Logout




Department: Physics (PX)

Hazard Assessments					
Local Ref. ▲	Location Description	Assessed By	Date Assessed	Revised By	
 129, Physics (01.042.000.018)	Laboratory	Roger Buckle (7871247)	09/06/2014 (10:59)	Roger Buckle (7871247)	09/06/2014 (10:59)


# Records

- The new hazard assessment is now displayed

## Selected Location

**Site:** 01 - Central Campus  
**Building:** Physics (01.042)   
**Floor:** 000 - Ground Floor   
**Internal Space:** 129 (01.042.000.018) 

## Location Details

**Loc. Type:** Internal building space  
**Local Ref:** 129, Physics (01.042.000.018)  
**Room Desc.:** Laboratory  
**Room Type:** AC.07.00 Teaching/Research Laboratory  
**Department(s):** Physics (PX) [100.000%]  
**Area Owner:** Roger Buckle (7871247)  
**Classification:** AC100 - Science and Medical 


[Save Area Classification](#)

## Details For Selected Internal Space (Including Any Zones)

[Hazard Assessments](#) [Emergency Contacts](#) [Emergency Plans](#) [Risk Assessments](#) [Notice Board](#) [Photos](#) [Other Associated Documents](#)

 [New Hazard Assessment](#)

1 to 1 of 1

Assess. Ref.	Area Ref.	Area Description	Assessed By	Date Assessed	Revised By	Date Revised	
HA10007.2	129	Laboratory	Roger Buckle (7871247)	09/06/2014 (10:59)	Roger Buckle (7871247)	09/06/2014 (11:00)	

# Additional Information

- Allocating Departmental Space Owners to Spaces
- Changing Space Owners
  - ‘Departmental Key Staff’ tab
  - Select the Space Owner you want to amend

# 'Departmental Key Staff'



**Q<sup>2</sup>**  
**QUANTARC** *Estates and Facilities Management Software*

Home   Locations With Hazards   Hazard Assessments   **Departmental Key Staff**

## Hazard Management

Welcome Health & S John Phillips

You are logged in as: jphillips2  
Your department is: Safety Office (SF)  
Your role(s) are: Q2 Hazard Management Departmental Focal Point

 Refresh Q2 Hazard Management Data

### User Administration

- Change Password

# Select the Space Owner

Home Locations With Hazards Hazard Assessments Departmental Key Staff Hazards Grid Schedules Hazardous Area Classifications

Logged in as: jphillips

## Departmental Key Staff

Department: All Departments

Dept. Key Staff 1 to 50 of 371 [Next](#)

Dept. Key Staff per page: 50

Staff No.	Full Name	Department	Username(s)	Local Ref(s) of Owned Internal Space	Staff Notes	
0584130	Juul Achten	[Staff Only] Warwick Medical School - Clinical Trials Unit (MT)	jachten		WMS, Clinical Trials Unit, Health Sci	<input checked="" type="checkbox"/>
1273707	Professor Mark Achtman	[Staff Only] Warwick Medical School - Microbiology and Infection (MK)	machtman		WMS, Microbiology & Infection, Translational Med	<input checked="" type="checkbox"/>
0070344	Ann Adams	[Staff Only] Warwick Medical School - Mental Health & Wellbeing (MW)	aadams		WMS, Mental Health & Wellbeing	<input checked="" type="checkbox"/>
1272710	Assistant Emily Adams	[Staff Only] Warwick Medical School - Microbiology and Infection (MK)	eadams		WMS, Microbiology & Infection, Translational Med	<input checked="" type="checkbox"/>
1271983	Assistant Kwabena Agyapong-Kodua	Warwick Manufacturing Group (WM)	kkagyapong		Warwick Manufacturing Group	<input checked="" type="checkbox"/>
1274378	Professor Marin Alexe	Physics (PX)	malexe	<ul style="list-style-type: none"> <li>• 2.11, Materials and Analytical Sciences Building (01.284.L01.054)</li> <li>• 420, Physics (01.042.L03.015)</li> <li>• 421, Physics (01.042.L03.013)</li> <li>• 461, Physics (01.042.L03.080)</li> </ul>	Physics	<input checked="" type="checkbox"/>
0581787	Robin Allaby	School of Life Sciences (LF)	rallaby		Life Sciences	<input checked="" type="checkbox"/>
0380184	Rebecca Allen	School of Life Sciences (LF)	rallen		Life Sciences	<input checked="" type="checkbox"/>
0380185	Charlotte Allender	Warwick HRI (HR)	callender		Warwick HRI	<input checked="" type="checkbox"/>
1275230	Research F Luis Alves Perdigao	Chemistry (CH)	paves		Chemistry	<input checked="" type="checkbox"/>
0582862	Mark Amor-Segan	Warwick Manufacturing Group (WM)	masegan		Warwick Manufacturing Group	<input checked="" type="checkbox"/>
1273503	Research F Karthik Ananthanarayan	Warwick Manufacturing Group (WM)	kananthanarayan		Warwick Manufacturing Group	<input checked="" type="checkbox"/>
0673452	Associate Emma Anderson	School of Life Sciences (LF)	eanderson		Life Sciences	<input checked="" type="checkbox"/>
1273504	Research F Neal Armstrong	Warwick Manufacturing Group (WM)	narmstrong		Warwick Manufacturing Group	<input checked="" type="checkbox"/>
1270039	Research F Helen Ascroft	Warwick Manufacturing Group (WM)	hascroft		Warwick Manufacturing Group	<input checked="" type="checkbox"/>

# Change Owned Spaces

## Change Owned Internal Space

**Full Name:** Senior Hea Caroline Farren (0971929)

**Department:** Safety Office (SF)

**Username(s):** cfarren2

**Gain Notes:**

Health and Safety Department

Please deselect any internal space that you wish to un-assign as being owned by this Dept. Key Staff Member.  
(Note: This can only be done for internal space which does not have any Hazard Assessments completed.)

Currently Assigned Ownership of Internal Space		
<input type="checkbox"/>	Reference	Location Description
<input checked="" type="checkbox"/>	W007	Consulting Room

Please select the internal space that you wish to assign as being owned by this Dept. Key Staff user.  
(Note: Any selected internal space currently owned by another Dept. Key Staff user will be re-assigned.)

Internal Space (for Department) not Owned by this Departmental Key Staff User			
<input type="checkbox"/>	Reference	Location Description	Location Owner
<input type="checkbox"/>	W008	Reception Office	John Phillips
<input type="checkbox"/>	W009C	Health Surveillance Room	John Phillips
<input type="checkbox"/>	W010	Office	John Phillips
<input type="checkbox"/>	W012	Waiting Room	John Phillips
<input type="checkbox"/>	W09a	Office	John Phillips
<input type="checkbox"/>	W09b	Office	John Phillips

- Check the correct person is selected
- Un-tick spaces that are not owned by this person
- Tick spaces that are owned by this person

# Objectives

- To allow Space Owners to login to Quemis, check their details and change their passwords
- To allow Hazard Data to be entered into Quemis for rooms or spaces allocated to individual Space Owners
- To allow Space Owners to save and review Hazard Data they have entered into Quemis
- To allow Departmental Contacts to allocate and change owners of spaces



# What Next?

- Login
- Change Password
- Check rooms allocated to you
- Enter live data for your rooms
- Email [HealthandSafetyAdmin@warwick.ac.uk](mailto:HealthandSafetyAdmin@warwick.ac.uk) if you have any problems