

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

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.

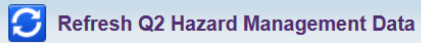


Welcome Roger Buckle

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:

Show

Select Hazardous Area Classification for Location

Area Classification: AC100 - Science and Medical

Cancel Update

Selected Location Details:

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
Area Owner:	Roger Buckle (7871247)	Physics (PX)		R.Buckle@warwick.ac.uk
Hazard Assessor:	Roger Buckle (7871247)	Physics (PX)		R.Buckle@warwick.ac.uk
Revision Revisor:	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)	

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What Next?

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