

Institute/Faculty/University	Blizard Institute Faculty of Medicine and Dentistry Queen Mary University of London 4 Newark Street London E1 2AT
Institute Manager	Rachael Parker
Work Experience Coordinator	Director's office manager (if BIWEP programme) Centre Managers Lab manager
Supervisor/s	Staff member/s directly in charge of students for each session
Student's details	Provided in the Work Experience application form accessible to Coordinator

The Work Experience Supervisor must consider whether the student will do

1. Work that is beyond their physical or psychological capacity.

This does not have to be complicated, it could be as simple as checking a young person is capable of safely lifting weights and following instructions. This could also include the young person being exposed to sensitive materials or images. The student therefore should be asked if they are comfortable with images of medical imagery for example.

2. Work that involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way.

Be aware of substances a young person might come into contact within their work, consider exposure levels and ensure legal limits are not exceeded.

3. Work that involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training.

A young person might be unfamiliar with 'obvious' risks. An employer should consider the need for tailored training/closer supervision.

Description of activities that will be carried out by the student

	What activities will the student be carrying out? (List tasks below, including any machinery and substances used)	Hazards associated with this activity?	What control measures are in place?	Additional control measures required? Yes/No
1	<p>Shadowing Blizzard Institute PhD students and postdoctoral researchers in the centres of Cell Biology and Cutaneous Research, Genomics and Child Health, Immunobiology, Neuroscience, Surgery and Trauma, and in the Core Laboratory Facilities. Activities include (not exhaustive) the following:</p> <ul style="list-style-type: none"> ○ Explanation of and discussion around what it is like to be a PhD student/Postdoc researcher and give students a brief background summary regarding the research/projects conducted. ○ Demonstrate to students the methods involved in cleaning the Lab and carrying out experiments in a safe environment. ○ Students to observe supervisors performing various wet lab experiments, including cell culture, staining and flow Cytometry, electrophysiology. ○ Students can participate in (dependent upon their ability and competency): pipetting, measuring solutions, weighing, photoshop, ImageJ analysis. ○ Explain to students the handling of simple lab equipment such as pipettes, microscopes, balances, test tubes, tongs, racks and flasks. ○ Demonstrate to students the counting of cells under microscopes and how to make/run DNA Gels. DNA quantification using a pico green assay. ○ Show and explain to students data analysis using statistical software. ○ Students may observe clinicians that carry out the actual clinics (Royal London Hospital) on patients 	<p>Laboratory equipment/apparatus.</p> <p>Very low risk of exposure to chemicals.</p>	<ul style="list-style-type: none"> • Local laboratory and office induction upon arrival on first day to outline health and safety, and emergency procedures. • Personal Protective Equipment (PPE) provided. 	Yes

	<p>with Hepatology and Inflammatory Bowel Disease.</p> <ul style="list-style-type: none"> ○ Early to mid-career doctors may have brief informal talks with students. ○ 3D bioprinting demonstration (including 3D printing their names). 			
2	Participating in STEM Pod shows and/or Neuron Pod workshops arranged by the Centre of the Cell (Blizard public engagement centre for informal science-learning).	Flash images. Enclosed environment.	<ul style="list-style-type: none"> • Centre of the Cell staff are inside pods when shows are run and available to help if needed. 	No

Potential Hazards:	Risks	Control measures to be in place
1. General health and safety in the Blizard labs and secure building.	<p>Washroom contains heavy equipment as well as detergent and other chemicals.</p> <p>Blizard Institute contain laboratories where exposure to harmful chemicals/ agents could occur if health and safety protocols are not followed.</p>	<ul style="list-style-type: none"> • Students to be given a lab and office induction outlining health and safety in lab spaces, and emergency evacuation procedures. They will be accompanied by a member of lab management or a Centre supervisor while in lab spaces. • Students will be shown where to access dedicated PPE in the form of lab coats, gloves, and eye wear.
2. Exposure to Chemicals (COSHH)	Dust, fumes and vapours which may be toxic, irritant, harmful, corrosive.	<ul style="list-style-type: none"> • Appropriate storage and disposal arrangements are in place for chemicals. • PPE is provided. • Spillage kit is available in lab areas and staff are trained in use. • Student to be supervised at all times in laboratory area. • Student's personal items, including mobile phones, are not taken down to the lab to avoid getting contaminated.
3. Machinery and equipment	Photocopiers, printers, shredders, PC's, laptops, tablets, etc.	<ul style="list-style-type: none"> • Work equipment assessments are made by QM staff on a regular basis or in advance. • Suitable instruction on use of equipment. • Supervision as required. • Student will not be working with high-risk equipment (e.g. autoclaves).
4. Movement around campus and laboratory areas	Slips, trips and falls/getting lost.	<ul style="list-style-type: none"> • Induction and supervision. • Student's dress code advice: legs covered and not open shoes. • Use of yellow wet/slippery floor signs around freezers.
5. Manual Handling	Back and upper limb strain.	<ul style="list-style-type: none"> • If there is significant risk from manual handling, training will be done by staff supervising student.

6. Emergency Preparedness and Procedure	Major or serious injury	<ul style="list-style-type: none"> • Student will be made aware of the emergency procedures during induction. • In the event of an emergency, student will remain with their supervisor and follow their instructions at all times. • Laboratory management team have dedicated first aiders. • Coordinator will have student's emergency contact details available.
7. Negative social interactions	Negative social interactions could impact confidence and general mental wellbeing (e.g rude, misunderstanding staff, lack of patience from staff).	<ul style="list-style-type: none"> • Safeguarding is mandatory at the Blizzard Institute. • Any bullying, harassment or inappropriate behaviour will be reported through the appropriate channels. • Coordinator will be the point of contact to come to with any issues. • Coordinator will have daily catch ups with the student to assess how student is getting on.

Details of any relevant learning/ behavioural difficulties, disabilities or medical/health conditions that may be restrictive or require special consideration prior to the student starting work experience:

This will be provided by student in section 1 of the Work Experience application form and/or by student's school representative as requested on section 6 of the same form.

Declaration to be completed by the Work Experience Coordinator

- *Appropriate measures are in place for the safe conduct of the work experience activities proposed.*
- *Appropriate supervision will be provided to enable work experience to be conducted within acceptable safety standards.*

Coordinator Name:	Signature:	Date:

Where students below minimum school leaving age are to be engaged on Work Experience, relevant and comprehensive information on the findings of the risk assessment must be made available to the student's school representative or tutor (if home schooling). The information need not be supplied in writing but if not, Work Experience Coordinator must still have a way of confirming that relevant and comprehensible information has been provided.

School representative :	Signature:	Date:
Name: Email:		