Makerspace Local Induction

Welcome to the Makerspcae! This document is a read through containing information to be read before the in-person local induction where the following topics will be discussed in depth along with a tour of the space; after which a quiz will be given, resulting in the completion of the induction.

# Policies:

* Opening hours: 10am-4pm, Monday to Friday. Currently on a booking basis, under supervision from Makerspace Technician.
* The MECD Building Induction must be completed for access and use of MECD prior to the local induction, the link below connects to the MECD Building Induction: [Welcome to your building user guide - Engineering Building A & B User Guide | Rise 360 (articulate.com)](https://rise.articulate.com/share/xi2B7FYeSb9pBPtw0SYI8pVz-0elO-qf)
* Makerspace Risk Assessment must be read and agreed by users for access to Makerspace.
* Reporting procedures for accidents and fault finding; report any incident to Makerspace technician who will escalate to the appropriate measure.
* First aid response and kit are found by the door along with the eye wash station and local rules document. (These will be pointed out during the local induction)

# Fire Safety:

* If fire is found raise alarm by: Shouting, Pressing fire alarm, Call **0161 306 9966**, or **999** for emergency services.
* Nearest fire escapes and assembly points are though the south or west entrances with assembly points 2 or 3.
* Alarm tests at 9:45am each Wednesday.
* Fire escapes must remain unblocked (i.e. keep belongings in the provided storage not in walkways)

# Personal Protective Equipment:

* This space is a practical area so be mindful of your personal H&S while using the space.
* For your personal protection wear the suitable PPE provided i.e. Safety glasses, lab coats. In addition wear appropriate clothing such as footwear (no sandals)
* Maintain personal hygiene and wash hands at the end of each session.
* Mobile phones are allowed, use appropriately and take personal phone call away from the space. The use of headphones are strongly discouraged, if used keep volume at a level where instructions and alarms can be heard.

# House Keeping:

* Respect your equipment and space.
* Tidy up after yourselves and return things to the appropriate space.
* Eating and smoking are prohibited in the space. Bottles of water (with secure lids) are allowed, which are recommended to be consumed away from your work station.

# Booking System:

* The booking system is under revision until this has been efficiently formulated you are to liaise with the Makerspace Technician for your working slots.