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| FACULTY OF NATURAL & MATHEMATICAL SCIENCES  Department of Informatics |  |



Department of Informatics

Informatics Teaching Laboratory Safety Induction (Summer School) 2019

***Before commencing any activity in the Engineering laboratory all students must first:-***

**1.** **KNOW WHERE THE FIRE ALARMS, THE EMERGENCY EXITS, THE EVACUATION ROUTES AND THE ASSEMBLY POINTS AT THE MACADAM BUILDING ARE LOCATED.**

Fire alarms are situated are situated at each end of the laboratory by the exit doors. The main doors to the laboratory are your main exit from the lab in the event of a fire, the assembly point is in **Surrey Street.**

If the main exit is blocked then use the exit at the other end of the laboratory, and follow the fire exit signs down to floor -3 and exit via the fire exit into stand lane, then assemble in **Surrey Street**.

**2.** **REMEMBER IN CASE OF AN EMERGENCY, DIAL 2222. PLEASE DO NOT USE 999. IF IN THE BUILDING.**

**3. UNDERSTAND THAT STUDENTS ARE ONLY ALLOWED TO WORK IN THE LABORATORY WHEN A MEMBER OF STAFF IS PRESENT.**

**4. READ & UNDERSTAND THE RELEVANT RISK ASSESSMENTS AND SAFETY LAB NOTES.**

All the risk assessments are available for the experiments that take place in the engineering laboratory, please ask a technician if you have any questions.

**5. ENSURE THAT THEY HAVE A CLEAR UNDERSTANDING OF ALL WRITTEN AND ORAL INSTRUCTIONS BEFORE STARTING ANY LABORATORY ACTIVITY.**

**Always ask a supervisor or technician if you are not sure.**

**6. AGREE TO FOLLOW GUIDELINES PROVIDED BY THEIR DEMONSTRATOR FOR APPROPRIATE USE AND HANDLING OF ALL EQUIPMENT.**

**7. ENSURE TO WEAR THE CORRECT PPE AS APPROPRIATE WHEN IS REQUIRED.**

**9. COMMIT TO KEEPING THE WORK AREA CLEAN AND IN GOOD ORDER WHILE PERFORMING THE EXPERIMENTS AND LEAVING IT TIDY ONCE FINISHED IN THE LABORATORY.**

**10. UNDERSTAND THAT NO UNAUTHORISED EXPERIMENTATION IS PERMITTED.**

**11. EATING OR DRINKING IN THE LABORATORY IS PROHIBITED.**

**12. REPORT ALL ACCIDENTS AND INJURIES TO THE TECHNICIAN AT ONCE, NO MATTER HOW MINOR.**

**12. NO HEADPHONES ARE ALLOWED TO BE WORN IN THE LABORATORY.**

**13. STORE ALL BAGS ON THE SHELF UNDER THE DESKS TO PREVENT TRIP HAZZARDS.**

**14. WET CLOTHING MUST NOT BE WORN IN THE LABORATORY.**

**If you have any questions or concerns then please ask**



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I confirm that I have read and understood all the health & safety lab rules, understood the laboratory safety induction and I agree to follow all the applicable regulations and procedures.

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