

# IMAPS Laboratory Rules

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## Safety in Undergraduate Laboratories



# Overview

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- Legal Responsibilities
- Emergency Procedures
- Basic First Aid
- Laboratory Rules
- Special Hazards
- Reporting Problems

# Legal Responsibilities



- **Students**

- Comply with safety procedures
- Not to endanger self or others

- **Staff**

- Provide adequate supervision
- Identify and minimise risks
- Make students aware of risks and control procedures

# Emergency Procedures

## Fire Alarm

- Warbling Fire Alarm
  - Leave Building Immediately
  - Do not run
  - Do not use lifts
  - Turn off experiment
  - Do not waste time
  - Close Doors behind you
- 
- Assemble across road
  - Await Instructions



**Fire exit**

# Emergency Procedures

## Discovering a Fire

- Raise Alarm
  - Break Glass on Panel
  - Tell Staff
- Emergency Phone **2222**
- Do not fight fire unless trained





# Basic First Aid

## Get Help



- Get Help / Tell Someone
  - Steve Fearn (Labs)
  - Matt Gunn (Room 122)
  - General Office
- Incident must be reported



# Basic First Aid Essentials



While waiting for help to arrive:

- **Severe Cut**
  - Apply Pressure
- **Fracture**
  - Do not move patient
- **Burns / Scalds**
  - Apply cold water
- **Chemical Burns**
  - Flush with water
- **Eyes**
  - Flush with water

# Laboratory Rules

## Do Not...

- No running
- No smoking in any building
- No food or drink
- No unauthorised experiments





# Laboratory Rules

## You must...

- Wear:
  - sensible clothing & footwear
  - protective clothing if instructed
- Keep floors & gangways clear
- Keep areas tidy
- Inform supervisors of new procedures



# Laboratory Rules

## Out of Hours Working

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- Normal Hours
  - Mon – Fri 9:00am - 5:30pm
- Outside normal hours
  - ‘Low risk’
  - Consultation with staff
  - Second person present
- Overnight / Weekend equipment
  - Consultation with staff
  - Written safety instructions posted



# Special Hazards

## Flammable Liquids



- Only work with small quantities
- Do not store in fridge
- Avoid naked flames & sparks
- Report spills
- Do **NOT** dispose of down sink
- Avoid ingestion / skin contact
- Beware fumes



# Special Hazards

## Electrical Hazards



- Do not modify wiring
- Do not remove covers from equipment
- Not allowed:
  - Room heaters (of any type)
  - Kettles or coffee makers
  - Toasters or other cooking equipment
  - Fans or portable air conditioning units
  - Power tools

# Special Hazards

## Sharps / Glassware

- Do not use cracked glassware
- Dispose of sharps and broken glassware in suitable bin
- Notify staff of breakages
- Clean glassware after use





# Special Hazards

## Radiation



- Subject to legislation
- Departmental RPO – Prof. D.A.Evans
- Risk Assessment before use
- Locked storage when not in use
- UV (<340nm) dangerous



# Special Hazards

## Lasers



- Potential for eye damage
- Class 1,2 & 3R in U/G laboratory
  - Only up to 5mW
  - Special Risk Assessment
  - Laser Safety Notes
- Class 3B & 4 not for U/G use
- No laser pointers above Class2

# Reporting Problems

- If it goes wrong...
  - Safety Issues
  - Broken Equipment
  - Hazards
- ...then tell Someone
  - Lab technical staff (Steve Fearn)
  - Academic Staff
  - General Office (room 220)
  - Safety Officer (D.Langstaff)