

## **Code of Practice for Computer based teaching and project labs**

Rankine: 317, 316, level 7 computer lab, level 6 Control computing lab, level 6 Music lab)

These teaching laboratories combine a networked computer with specialised electronic teaching equipment. They are also used for project work, which makes substantial use of computers combining this with practical electronic design, build and test activities.

The labs are the responsibility of a 'lab guardian' which for level 3 is Dr D Muir and for the level 6 labs is Dr Nick Bailey (music) and Mr Tom O'hara (control). Each lab is also under the supervision of technical staff.

### **Intended use of labs**

These labs are intended for:

- a) Holding scheduled practical laboratory classes.
- b) Use by project students as permitted and directed by their project supervisor and the lab guardian.

### **Code of practice for using the facilities**

The room, the computers and any equipment is to be used only for academic purposes.

All student practical work has to be authorised and overseen by academic supervisors.

Working with any electrical system where voltages are higher than 50V or currents that are expected to be greater than 5 Amps MUST have written risk assessments signed off by academic supervisors before any work proceeds.

Where soldering operations are in progress, it is recommended that eye protection should be worn. Care should be taken to avoid any chance of hot soldering irons harming others, or damaging clothes etc.

Undergraduate Students must not work in labs on their own. University staff must be at least within hailing distance.

Users are asked to be mindful of others and to be careful to keep the room tidy and the chairs out of the way of gangways and escape routes.

People should locate and familiarise themselves with the emergency escape routes and equipment e.g. fire extinguishers, emergency phones and first aid kits

Eating and Drinking is NOT ALLOWED.

### **Late working arrangements**

Undergraduate students are not allowed to work out of hours in these labs.

### **Security and Authority**

During the working day, Support staff are responsible for the safe and proper use of these rooms. If they discover that anything improper is in evidence they will report bad behaviour to the school authorities.