



# ***University of Glasgow Racing***

## ***CODE of CONDUCT***

Revised February 2016 (to incorporate Garage code of Practice)

This document outlines the Code of Conduct for team members of the University of Glasgow Formula Student Racing Team (UGR). Each team member is required to abide by this code at all times during their tenure with the team.

All breaches of the Code of Conduct are dealt with on a case by case basis. It is at the discretion of the active Team Principal and Academic Champion to determine an appropriate course of disciplinary action for any infringement. For serious or persistent breaches of the code, team members may have to leave the team, and banned from any future UGR activity. Bans are not enforced by team members, but by University of Glasgow staff members.

The following rules are for your safety and protection, as well as to ensure the team's survival and success. By signing this document you are declaring a clear understand of team rules and agree to always abide by this Code of Conduct.

### ***The Code of Conduct:***

- 1.) All team members must be current students **or staff members** of the University of Glasgow.
  
- 2.) Each team member must have fully read and understood any health and safety documents related to the team. This list of documents includes the UGR Risk Assessment and the School of Engineering Safety Manual. In addition to this, before commencing any training on machinery, team members must have fully read and understood any relevant documentation handed to them by team officials.
  
- 3.) Each team member must follow any health and safety instructions provided by the University and senior team members and staff members. Team Members must always make use of appropriate safety equipment. Failure to follow health and safety rules could result in serious injuries, loss of life and lawsuits.

- 4.) Each team member must work and behave in a way appropriate to students belonging to the University of Glasgow. Team members are seen to be representing both the team and the University at all Formula Student related events. This includes, but is not limited to, competitions, testing, recruitment days, and sponsorship events.
- 5.) Each team member is expected to maintain a high academic standard while on the team. At no point should any team member be failing any of their University courses. In addition, academic commitments should always be acknowledged in the setting of deadlines. Failure to complete an agree task due to academic commitments is not acceptable.
- 6.) Each team member must conduct themselves in a way which shows respect to other colleagues, staff members, and business partners. This is achieved by:
  - Being honest
  - Being hard working
  - Being prompt
  - Being professional
- 7.) Each team member must consult with a senior team member before conducting business with 3<sup>rd</sup> parties (sponsorship/logistics/external manufacture). Miscommunications can result in monetary losses, damage the University's reputation and can risk lawsuits.
- 8.) Team members must attend all team meetings. Team officials must be notified of any absences well in advance. Absence is allowed only for serious reasons.
- 9.) Each team member is responsible for keeping the team's equipment in pristine operating condition. This includes, but is not limited to: welders, spanners, grinders. All working areas should be kept in a pristine condition when not in use. (GUES room, the garage etc.)
- 10.) Each team member is responsible for keeping workspaces clean and tidy. No team social events should be held in the GUES room, and specifically no alcohol shall be consumed in any UGR workspace.

- 11.) Each team member must own their own set of goggles and work gloves. These can be stored in the garage, but must always be kept in a good, hygienic state (appropriate safety equipment can be bought off the team). Appropriate clothing must be worn at all times in the garage.
  
- 12.) Failure to complete a task is considered a serious violation of team conduct. Be reasonable and speak to your team head if you are struggling. A more appropriate task will be allocated to you. This does not mean you are failing the team; everyone has their own areas of strength and weakness.
  
- 13.) Quitting the team for no serious reason is seen as a violation of the Code of Conduct, and will most likely result in a ban being placed on the infringing team member.
  
- 14.) Team members must check the internet forum on a daily basis to stay up to date with team affairs.
  
- 15.) All office bearers shall be registered students of the University of Glasgow and shall not have opted out of SRC representation under the Education Act 1994.
  
- 16.) ASK! There is nothing embarrassing in admitting you don't know something. You will not be laughed at; remember we are all here to learn! Chances are if you don't understand something, you won't be the only one with a question.
  
- 17.) Speak out your opinion. If you believe something is wrong, say so. The team managers are not automatically right; truth is born in argument and debate.
  
- 18.) The team reserves the right to use any Formula Student related work produced by team members in future years. This includes, but is not limited to, design work, presentations, written reports, and sponsorship material.
  
- 19.) If any unsolvable issues with other team members arise, please speak to a member of staff supervising the team.

- 20.) Treat other teams with the respect you would want in return. Formula Student is the biggest student engineering event in the world, and the sportsmanship spirit must be maintained by everyone (even with Strathclyde!)

***And most importantly, have fun and achieve something to be proud of!!!***

## *Garage Code of Practice*

### **General**

Emergency telephone number is 4444

Fire extinguishers located next to emergency exit door

First aid kit and eye wash kit in storage shelves

Safety glasses and other PPE in storage shelves

Emergency exit is via double doors

All team members must undertake a workshop induction, and must familiarise themselves with, and comply with the UGR Risk Assessment and Method Statement displayed on the Safety Station.

### **Tool Use and Training**

No-one may use the workshop and its equipment unaccompanied.

Everyday clothing should normally be covered while working in the workshop so Personal Protective Equipment (PPE) (dust coats/overalls, safety specs, safety footwear, ear-defenders and respirators) are provided and must be worn when operating machinery and carrying out tasks around the workshop as necessary. Loose clothing and jewellery should be removed, and long hair tied back as appropriate.

Specialist equipment and PPE is provided for use with the welding equipment and other hot-working processes. These processes will be carried out in designated welding area where extraction and relevant eye protection is provided. Users in this area must ensure the safety and protection of others in the local vicinity. Where welding is of a larger nature, the main garage area is used, with welding screens placed appropriately.

Team members may only use tools for which they have received appropriate training, or with appropriate supervision. Hand, power and machine tools are colour coded according to risk, a risk table is displayed in the garage:

- Green - lower-risk tools usable by all team members after safety induction.
- Yellow - usable by team members with appropriate training, eg. welder, angle grinder.
- Red - usable only under supervision of Mechanical Workshop staff.

### **Garage Organisation**

All walkways will be kept free of blockages as far as possible depending on activities within the workshop.

Compressed gas cylinders will always be attached to suitable rack or trolley. Transportation of gas cylinders is carried out using appropriate trolleys.

At the end of the day tools, parts and materials must all be put away in their correct place, benches and floors swept and rubbish bags taken out. This is critical as cluttered work areas and being unable to find tools and parts are massive timewasters and reduce the chance of completing the car on time. The floor should be kept clear of obstructions, and all spillages must be cleaned up immediately. Metal waste bins are provided and should be used.

Appropriate masks should be worn when creating dust or fumes.

A separate risk assessment should be produced when the need arises for activities not covered by the garage risk assessment, such as use of new/unfamiliar materials, chemicals, solvents etc.

### **Garage Access**

T1 members have access until midnight 7 days/week to garage. This is a privilege and must be used responsibly. Team members are only permitted to access the UGR garage via the marked yellow walkway around mechanical workshop. Team members may only enter the Mechanical Workshop machine tool area during normal working hours, and then only to interact with workshop staff.

Team members working out of hours must sign the out-of-hours book in the building foyer.

The last person leaving the garage must check the door to the Mechanical Workshop and the external door are locked. Leaving these doors unlocked when the garage is unoccupied exposes the garage and Rankine building to the risk of theft.

### **Signatories**

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Dr. Nader Karimi, Academic Champion

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Dr. James Beeley, Electronics Adviser

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