

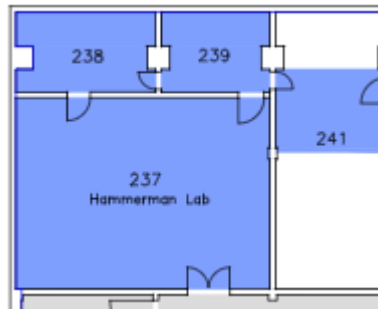
Hammermen Planetary Exploration Laboratories Rooms 237 / 239

James Watt South building

CODE OF PRACTICE

The adoption and practice of good safety procedures is of paramount importance for everybody's health and safety, as well as for the quality of the work we can carry out in the Planetary Exploration Laboratories.

Note: No latex products are to be brought into the laboratories



1. No work of any kind may be carried out in the Planetary Exploration Laboratories, Rooms 237 / 239, James Watt South building without the prior permission of Dr Kevin Worrall or Dr Patrick Harkness.
2. Online Risk Assessments must be completed for specific tasks. These must be approved by your supervisor, and then again by the appropriate responsible person for the lab **BEFORE ANY WORK COMMENCES**. For the Planetary Exploration Laboratories, Rooms 237 / 239, this responsible person (also known as a Lab Guardian) is **Dr Patrick Harkness**.
<https://webapps.eng.gla.ac.uk/tools/risk/>
3. New staff and students should also make themselves aware of the safety procedures and of the location of safety equipment in the lab.

These locations are:

Emergency telephone number: Extension **4444** or, from a mobile or an external line, **0141 330 4444**

Fire Extinguisher (at the entrance to R237)

First Aid kit (at the sink in R237)

Emergency exit (via R237 and R241).



Use of lab equipment

4. To minimise trip hazards, extension cables should be plugged into the closest available socket. Once equipment is not in use, it should be turned off and any extension cables used should be tidied to a suitable location. Leads and plugs should only be used on the allocated item of equipment and should not be switched between equipment.
5. The gain on power amplifiers should be zeroed when not in use.
6. If in doubt regarding any electrical issue, speak with electrical technicians (JWS Room 619). If in doubt regarding the proper use of any other items of equipment, seek assistance from an appropriate person.
7. For any experiments which create significant airborne dust or debris, a mobile extraction hood must be used. Personal Protective Equipment (PPE) must be worn in accordance with the experimental Risk Assessment. Dust and debris on the floor should be minimised, contained, and cleared up regularly. This is not the cleaner's job.
8. For any experiments requiring towers or gantries, check the assembly and stability of these structures before use in accordance with the experimental Risk Assessment.
9. For any experiments requiring blocks of rock, be sure that the blocks can be safely handled and consult appropriate manual handling advice in accordance with the experimental Risk Assessment.
10. For any experiments requiring rotating or translating equipment, be sure to manage loose or trailing clothing and long hair in accordance with the experimental Risk Assessment.
11. For any experiments involving high levels of noise (e.g. drilling or cutting operations), consultation and agreement with staff in nearby offices, labs and teaching rooms should be sought. Exam times require special consideration

General lab practice

12. No excessive luggage, or food and drink, should be brought into the lab. Work areas are to be kept clean and clear of unnecessary equipment.
13. Laboratory doors should remain locked at all times to ensure security.
14. If equipment breaks down or is not working, report the fault immediately.
15. A fault with the fabric of the room, such as a lighting failure, should be reported through Maintenance Request found on the Estates and Buildings webpage, <http://www.gla.ac.uk/services/estates/>.

COVID-19 measures

16. Access is restricted to 8am and 5pm until further notice. You will be required to liaise with the Lab Guardian with regards to acknowledging the COVID-19 measures and recording time-in-lab for the purposes of contact tracing in the event of a COVID-19 outbreak.
17. Guidance from the HSE, Government, and University to manage the COVID-19 risk must be observed. These include physical distancing, frequent hand washing and hygiene measures, cough etiquettes and face coverings in enclosed public spaces. A COVID-19 risk assessment template can be found here (subject to updates): (https://www.gla.ac.uk/media/Media_723618_smxx.docx).
18. Emergency support (First Aiders and Fire Area Officer) may be reduced due to COVID-19 restrictions on building capacity. Task risk assessments need to be reviewed to account for the above measures. All researchers accessing the lab must have undertaken the University of Glasgow COVID-19 awareness training (available on Moodle)
19. With the above in mind, the access procedure is to speak to the Lab Guardian, who will:
 - Record that you have acknowledged these documents
 - Confirm that the appropriate Risk Assessments are in place
 - Note the times you wish to be present, and forward that information to a central authority
20. Once in the lab, you should sanitize your hands, wipe down your work area, and manage your interactions with others appropriately.
 - If alone, you should use a buddy system as set out in the annex below.
 - If in a pair, maintain social distance.
21. When leaving, wipe down your work area and any tools you may have used. Use hand sanitizer before you depart.
22. The maximum occupancy of the combined 237 / 239 space is three people.

Annex: Working alone during periods of low building occupancy e.g. during the Covid-19 period.

Due to the relatively remote location of the Hammermen lab and the lack of people regularly passing down the corridor outside during normal working hours, it is unlikely that anyone will come to the assistance of a lone worker who has had an accident. Thus there is a need to have regular communication between the lone worker and someone who can either provide or summon assistance.

Several means of communication are available: either regular phone calls, text messages, or e-mails between people, or the use of the Glasgow University implementation of the SafeZone app:

<https://www.gla.ac.uk/apps/>

https://www.gla.ac.uk/media/Media_757297_smxx.pdf

During the initial lockdown period (March-June 2020), the University stipulated that lone workers should communicate with security every two hours due to the low building occupancy. For areas such as the Hammermen lab, where there is little 'passing traffic', unless it can be arranged for other people in the building to periodically check in on the lab, the default frequency of communication as above should still be 2 h.

In the case of communication between people, each contact should be acknowledged by the other person in a simple way, and if no communication is received or acknowledged within a reasonable period of the expected time e.g. 30 mins, then a follow-up should be made – in the event of the person working in the Hammermen lab not communicating, this should involve either someone else in the JWS building being contacted to investigate, or the University security being alerted (0141 330 4282).

In the case of communication via the SafeZone app, this should be configured so as to require the user to acknowledge that they are ok every two hours when in the building. (Note, if no acknowledgement is made, the security personnel will attempt to contact the user by a text message and then a voice call, before investigating in person).

The method of communication to be used with these lone working arrangements (or any variation in them) should be given to the lab guardian (or supervisor) when making the lab booking on Bookkit. The method(s) to be used should also be indicated in the risk assessment either at the time of making the assessment or as an amendment to an existing form, if appropriate.

Experimental activities where the consequences of the risks before mitigation action is taken are extremely severe should not be carried out alone. Activities where the consequences are very severe should ideally be carried out with another person present, or if this is not practical, should only be carried out alone if the likelihood of something going wrong without mitigation is improbable or very unlikely.