



**Smart Grid and Energy Systems Lab  
Room 627, James Watt South Building**

**CODE OF PRACTICE**

The adoption and practice of good safety procedures is of paramount importance both for the health of fellow workers and for the integrity of the fabric of the Smart Grid and Energy Systems Laboratory (SGES Lab).

**1. Lab Safety Management Responsibilities**

1. No work may be carried out in the Room 627, James Watt South building without the prior permission of an academic staff member, i.e. Dr Jin Yang.
2. Online risk assessments must be completed for specific tasks, or use of specific items, and approved by your supervisor, and the appropriate responsible person for the lab **BEFORE ANY WORK COMMENCES.**  
<https://webapps.eng.gla.ac.uk/tools/risk/>
3. New staff and students should make themselves aware of the safety procedures and of the location of safety equipment in the lab.

These are:

- i. In case of emergency, dial telephone number: 4444 (internal), 0141 330 4444 (external)
  - ii. Emergency exits are located in the lab or via the main building
  - iii. The fire extinguisher is located in the room 627 (lab)
  - iv. First Aid kits are in the room 620 on Level 6
4. Work outside normal office hours (including weekend working) requires the permission of your supervisor. This can be given by an e-mail trail for audit purposes in the event of an accident and can be for multiple or extended periods of time. If permitted, the out-of-hours working book located in the foyer of the JWS building must be signed and the time recorded on arrival and the time of departure.



## 2. Practice of General Activities

1. Food and drink are not permitted in the lab.
2. If equipment is required to leave the lab, permission is required from your supervisor Dr Jin Yang and, if necessary, seek assistance.
3. If equipment breaks down or is not working, report the fault to your supervisor immediately.
4. Laboratory doors should remain locked at all times to ensure security.
5. 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/>.

## 3. Covid-19 measures

1. Guidance from the HSE, UK Government and Scottish Government to manage the risk related to Covid-19 pandemic must be applied to the Lab. These include physical distancing, frequent hand washing and hygiene measures, cough etiquettes and face covering in enclosed public space. Considerations for codes of practice and risk assessment for the James Watt School of Engineering can be found here (<https://www.gla.ac.uk/schools/engineering/covid-19protocols/> ).
2. Physical distancing within the SGES Lab means a maximum capacity of 1 person working in the lab at any one time, due to the lack of natural ventilation.
3. Demand to use the lab will be managed by the Lab Guardian in collaboration with the Safety Coordinator. Collaboration will be required between lab users, supervisors, PIs and the lab guardian to establish a rota where necessary. Impact on the overall capacity of the James Watt South building will be reviewed by the Technical Services Manager. Booking of access to the room should be done in advance via Bookkit (<https://app.clustermarket.com/login>).
4. Lab users must wash their hands regularly and wipe workstation surfaces, materials, and equipment at the start of their work and before leaving.
5. Emergency support (First Aiders and Fire Area Officer) might be constrained due to Covid-19 restriction on building capacity. Task risk assessments need to be reviewed to include the above measures and to review with personnel through the risk assessment, which work can be safely undertaken with reduced access to emergency support.



#### 4. Practice of Hazardous Activities

- 1) Electrical connections between different devices or equipment should be safe. If in doubt, or unsure how to correctly use an item of equipment, speak with technicians in the Electrical Workshop (JWS Room 619).
- 2) To minimise trip hazards, extension cables should be plugged into the closest socket and avoid crossing pathways. If crossing a pathway is totally unavoidable then, only as a temporary measure, the cable must be secured to the floor and covered with a suitable (commercially supplied) floor cable cover, cable protector, floor cable tidy to prevent tripping hazards. However, leads crossing pathways at the top or bottom of stairways is not allowed, even as a temporary measure – they should be routed at least 2 m (i.e. two paces) away from these areas.
  - i. Once equipment is not in use, it must be turned off and any extension cables used should be tidied to a suitable location.
  - ii. Leads and plugs should ONLY be used on the allocated item of equipment and should NOT be switched between equipment
  - iii. All equipment plugged into university outlets must be PAT tested (contact the electrical workshop for testing).
- 3) To minimise the risk of falling objects, no equipment or lab materials should be kept on top of cupboards and file cabinets.
- 4) Once experimental work has been completed and the experimental setup is no longer required, the experimental area should be cleared in preparation for another researcher/experiment. The following practices should be followed, after the completion of experimental work;
  - i. Equipment should be placed in an appropriate location safe guarding its safety, minimising potential damage and allowing other researchers access to it.
  - ii. The experimental area, if required, should be wiped or cleaned. This is NOT the responsibility of the cleaner.