

Govan Laboratory

Craigton Road

CODE OF PRACTICE

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

1. No work of any kind may be carried out in the Govan Laboratory without the prior permission Patrick Harkness or Kevin Worrall.
2. The extent of the Govan Laboratory is marked out by barriers. You may use the toilet and office spaces outwith this area, but no equipment (except for personal laptops, etc) should be installed beyond it.
3. Patrick Harkness or Kevin Worrall may issue a key to provide access to the Govan Laboratory. This key must not be loaned or copied to anyone else.
4. Online Risk Assessments must be completed for specific tasks. These must be approved by your supervisor, and then again by the Lab Guardian, Patrick Harkness. <https://webapps.eng.gla.ac.uk/tools/risk/>
5. Established rigs may have operating procedures placarded upon them, which will address issues such as lone working and check-ins depending on the risk associated with different experiments. Compliance with these procedures should be noted in the task-specific risk assessments above. Where lone working is permitted, routine call-ins must be arranged or the Safe Zone app must be used. <https://www.gla.ac.uk/myglasgow/securityandoperationalssupport/>
6. **The site is open 0530 to 1800, Monday to Friday. Do not exceed these hours without agreeing it in advance with Patrick Harkness or Kevin Worrall, who will request the external security provider to extend the hours on your behalf. This is very important: if you are present outside these hours, there may be a Police response.**
7. In an emergency, call 999. The what3words location is ///poetic.cheer.flood
8. Access is via the gate onto Craigton Road. If the gate is closed, there is a buzzer to contact security and request access.
9. You may use the car park in front of the building. Leave the roller shutter switch isolated unless you are using the roller shutter.



Use of lab equipment

10. 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.
11. The gain on power amplifiers should be zeroed when not in use.
12. 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.
13. 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.
14. For any experiments requiring towers or gantries, check the assembly and stability of these structures before use.
15. For any experiments requiring blocks of rock, be sure that the blocks can be safely handled and consult appropriate manual handling advice.
16. For any experiments requiring rotating or translating equipment, be sure to manage loose or trailing clothing and long hair.