**The Department of Computer Science**

**Health & Safety in Labs Declaration 2019/20**

**Good practice is essential to work safely within the department**

* Always follow the local rules.
* Always follow instructions and any other guidance available including signs and notices.
* Do not start work if you do not understand instructions or if you have any concerns about the safety of the work**. If in doubt – ask.**
* Be alert to hazards and your surroundings – consider others working near you.
* Handle all components with care and as directed.
* Never eat, drink or smoke in the laboratory.
* Keep work area clean and tidy.
* Do not put personal items on benches or in gangways.
* Always report accidents or near misses to your module leader or personal tutor.

**Know the procedure to follow in the event of a Fire**

* Shout ‘Fire’ and activate the nearest red break glass point.
* Leave by the nearest available exit – do not take risks and never use lifts.
* Do not linger in doorways as this only impedes the fire brigade and endangers you and other people.
* Do not use a fire extinguisher unless you have been trained to so.
* Go to the designated assembly area  for the Department of Computer Science this is the car park outside WMG’s IMC building
* If you need help evacuating in an emergency situation please notify the Department as soon as possible and please use one of the emergency shelter call points on the stairwells.
* Do not re-enter building until told it is safe to do so by Security.
* Do not put personal items on benches or in gangways.
* Always report accidents or near misses to your module leader or personal tutor.

**Occupational Health**

* If you have concerns about the impact of your study/work on your health, report it to your personal tutor or a member of the admin team. Further information on health and safety can be found University’s website <https://www2.warwick.ac.uk/services/healthsafetywellbeing>.

**Training and Further Guidance**

* University Health and Safety Induction Module: <https://moodle.warwick.ac.uk/course/view.php?id=20009>.
* Guidance for Setting up a Computer Workspace: <https://www2.warwick.ac.uk/services/healthsafetywellbeing/guidance/computerworkstations/setup/>.

\*University ID:

\*Full name:

Declaration *I hereby acknowledge that I have received a copy of the document entitled "Health and Safety in DCS Work Areas 2019 - 20" and that I agree to comply with the regulations relating to work in the University which are contained therein.*

\*Confirmation: *I confirm that I have read Health and Safety in DCS Work Areas 2018-19.*

\*Email:

**Privacy statement**

The date and time of your submission, your identity will all be stored, but will not be used for any purpose other than administration.