

Room P124 Laboratory Rules

This brief set of rules is not intended as an exhaustive list of work protocols, but as a short introduction to working safely in Room P124. If you witness any unsafe working practices please bring these to the attention of the Laboratory Head (Geetha Balakrishnan). If you are unsure about anything associated with your work in this laboratory, please ask your Supervisor or the Laboratory Head for advice and/or guidance.

Before Starting Work in Room P124

Departmental Safety Information and training

Make sure that you have read and understood all the general Physics Department Safety Information, and taken and passed any required safety tests.

<https://warwick.ac.uk/fac/sci/physics/intranet/healthandsafety/training/>

You must have done:

- University H&S Mandatory Training
- Undergraduate Induction (if appropriate)
- Postgraduate Induction (if appropriate)
- Chemical Assessment and Laboratory Safety Awareness Training

Risk Assessment

Complete a supervisor approved Risk Assessment for your work. Lodge a Risk Assessment online or in the Superconductivity and Magnetism Group Room Register. Both you and your Supervisor must sign and date the Room Register.

Note, if you start a new activity, or significantly modify an existing activity, a new Risk Assessment should be placed in the Room Register and the Register signed, countersigned by your Supervisor, and dated.

All Risk Assessments should be reviewed at least once a year.

Read the Room P124 Risk Assessment.

Working in Room P124

Personal Safety

Use PPE as and when required. Do not work unsupervised or out of normal working hours unless it is safe to do so.

Be aware of other users who may also be working in this rather small room.

Laboratory Housekeeping

Keep the laboratory tidy. Dispose of any waste in the approved receptacles.

Clean and then store any used glassware or crucibles immediately after you have finished with them.

Dispose of, remove, or store any samples immediately after finishing your work in the laboratory. Any samples left in the laboratory should be clearly labelled. Any unlabelled samples or chemicals will be disposed of.

Dispose of, remove, or store any chemicals immediately after finishing your work in the laboratory. Any chemicals left in the laboratory should be clearly labelled. Any unlabelled chemicals will be disposed of.

Tidy up your workspace after you finish your work.

Do not eat or drink in the laboratory. Do not allow unauthorised persons to enter the laboratory.

Chemicals and Solvents

Read all the COSHH information for any chemicals or solvents you plan to use in the laboratory. Follow all University and Departmental regulations regarding the use of chemicals and solvents.

Always wear the appropriate clothing and PPE.

Only use chemicals as indicated in your personal Project Risk Assessment. All work undertaken with chemicals samples and solvents in this laboratory must have a separate Supervisor approved Project Risk Assessment.

Furnaces

Follow all University and Departmental regulations regarding the use of high-temperature equipment.

Read instrument manuals and or user guides provided. Carefully follow any user instructions and or training.

Do not enter the room when the R.F. Generator is on to power the R.F. Furnace. The lab will be locked and entry prevented for safety.

Do not enter the room when image furnace is at pressure without permission and appropriate PPE.

Do not open up any of the electrical enclosures or attempt to modify any of the furnaces in the laboratory. Do not attempt to override or tamper with any safety devices or safety measures deployed in the laboratory.

Vent any gas safely.

All work undertaken using the furnaces in this room must have a separate Supervisor approved Project Risk Assessment.

Sanctions and Penalties for Misuse of the Laboratory

Given the potential hazards associated with working in this Laboratory anyone found to be working unsafely or in breach of University, Departmental, and or Laboratory rules may be sanctioned.

This may range from a *simple verbal* or *written warning*, through to University led disciplinary action, including perhaps legal proceedings, *termination of registration* or *termination of employment contract*.

Version Control Information

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Version 1 valid from 11/08/14 to date.