

Guidance for the completion of the General Laboratory / Workshop notice board

Lab / Space	
Space Owner	
Principal Investigators	

Room number, name of space

Who is in charge / manages the space. This person will be the principle point of contact in the event of an emergency within the space

Only used when it is a shared space - List all PI who share this space

Lab Work - Description of Research

Just a brief indication as the type of activities that routinely are performed, consider using the descriptions in your departmental web pages for your group.

Lab Rules
Insert appropriate safety signs

Add in the relevant safety signs and wording to indicate requirements for entry – all labs handling chemicals will require labcoat and eye protection, no eating etc. (see the signs directory)

Principal Hazards

Add in the relevant safety signs which indicate the key hazards normally found in your space, use your space hazard assessment, e.g high voltage electricity, radiation, lasers, highly toxic substances etc. If none, leave blank.

University Hazard Categories			
Biological	Chemical	Lasers & Radiation	Mechanical

Enter, Low / Medium / High in the appropriate boxes, as indicates in your space hazard assessment

Unattended / Overnight Reactions
Yes No
If Yes, see separate information

Simply remove what doesn't apply, therefore, where you do have long term or overnight experiments, ensure relevant information is readily visible close to the noticeboard.

Gas Cylinders Present Yes No

Flammable		Toxic	
Oxidising		Inert	

Where are no gas cylinders in the space, remove the table and ensure 'No' is prominent. Where cylinders are present, remove the 'No' and indicate the numbers relevant to the type of gases present.

Piped-In Gases Present Yes No

Isolation Locations

As above, it is good practice for everyone in the space to know how and where to isolate gases

Cleaning Access

Add colour to the white box to indicate the access level granted to cleaners

- No Access for cleaners
- Cleaners allowed
- General waste bin emptying only