Guidance for the completion of the General Laboratory / Workshop notice board Room number, name of space / Estates reference number, e. g. 01.029.L01.044. This is available from Hazard module - Locations with Hazards. Lab / Space ref no. **Space Owner** Who is in charge / manages the space. This person will be the principle point of contact in the event of **Principal** an emergency within the space. **Investigators** Only used when it is a shared space - List all PI who share this space. Just a brief indication as the type of activities that Lab Work - Description of Research routinely are performed, consider using the descriptions in your departmental web pages for your group. Lab Rules Add in the relevant MANDATORY and PROHIBITION safety signs and wording to indicate requirements Insert appropriate safety signs \leftarrow 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 WARNING 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** Enter Low / Medium / High in the appropriate boxes, Biological Chemical Mechanical as indicated in your space hazard assessment.

Simply remove what doesn't apply, therefore, where you do

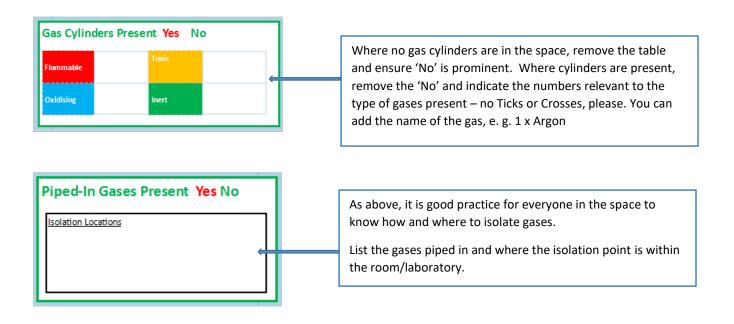
have long term or overnight experiments, ensure relevant

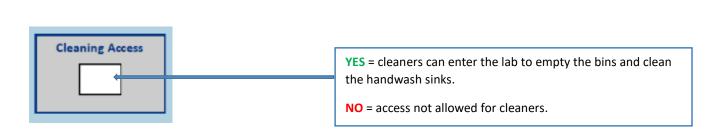
information is readily visible close to the noticeboard.

Unattended / Overnight Reactions

Yes No

If Yes, see separate information





If more detailed information is required for cleaning arrangements this has to be provided to cleaners' supervisors to be used during the induction of new cleaning staff or directly to a new cleaner by the space owner.