

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

Lab / Space ref no.	
Space Owner	
Principal Investigators	

Room number, name of space / Estates reference number, e. g. 01.029.L01.044. This is available from Hazard module – Locations with Hazards.

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 MANDATORY and PROHIBITION 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 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			
Biological	Chemical	Lasers & Radiation	Mechanical

Enter Low / Medium / High in the appropriate boxes, as indicated 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 no gas cylinders are 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 – no Ticks or Crosses, please. You can add the name of the gas, e. g. 1 x Argon

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.

List the gases piped in and where the isolation point is within the room/laboratory.

Cleaning Access

YES = cleaners can enter the lab to empty the bins and clean the handwash sinks.

NO = access not allowed for cleaners.

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.