

# Lab safety rules for visiting engineers

(Covering labs AG4.01 (Lab+) and Ag3.09)

The AG teaching labs are category 2 biological and chemistry teaching labs. Every effort is made to keep the areas clean, however, as these are busy teaching spaces, please assume that all surfaces and equipment may be potentially contaminated. To mitigate risk, please follow the guidelines listed below and be aware of any potential contamination on your person or equipment.

All rooms require a card pass to enter, which can be requested through Estates. If there is no access to a contractors pass, please arrange for a technician to provide access into the room but please do not prop any doors open. Anyone may exit all rooms without need of a pass, but a pass is required to re-enter the room. University staff are not permitted to lend out their personal ID card.

## **PPE**

Lab coats and safety glasses will be provided by the technical staff. These must be worn at all times within the lab, but if leaving the lab, even for a brief time, the lab coat must be removed. After removing a lab coat, wash hands before leaving the lab. Hand washing sinks are available in both arrival zones and the preproom. Please do not use the lab sinks for hand washing. When leaving, return the lab coat and any borrowed safety glasses to a member of the technical team.

- Personal safety glasses may be used in place of the ones provided. For wearers of normal (none safety) spectacles, there are safety glasses which will fit over the top.
- Always wear enclosed shoes whilst in the lab.  
These do not need to be safety shoes for the purposes of entering the lab, but please consult the risk assessment connected to the task at hand.

## **Personal safety**

- Do not eat, drink or bring any food or drinks into the lab. This includes any item entering the mouth including the end of pencils, screwdrivers, fingers etc. As far as possible, avoid touching the face at all.
- Avoid the use of mobile phones in the lab. Ideally, leave the lab and wash hands before using a phone. If it is critical to use a phone or other digital equipment in the lab, please ask the technical team for a disinfectant wipe and decontaminate the device before leaving.
- In the event of a fire alarm, please take off your lab coat and leave it where it is in the lab, and then leave by the nearest exit using the stairs. Do not use the lift.

## **Waste**

For any item which needs to be discarded into a bin, please confirm with a member of the technical team which bin to use as there are different waste streams in operation.

Please do not turn off any equipment that is already on without consulting a member of staff.

**If you have any concerns or questions, please ask a member of technical staff.**

*Please confirm that any person entering the AG labs have read, understood and will comply with the above guidelines.*