

This Information Sheet provides guidance regarding the practical steps to take to ensure your health and safety when visiting another laboratory or working in a laboratory.

## Visiting another Laboratory

If you are just visiting a laboratory (lab) to meet with someone or find someone always:

1. Call first to make sure the person is there so you don't have an unnecessary trip, or make alternative arrangements so you don't have to enter the lab at all.
2. If not possible, before entering the lab, read all notices displayed on the lab door to ensure you understand any special requirements eg must wear a lab coat, emergency contacts.
3. If specific authorisation is required to enter the lab **DO NOT ENTER**. Either obtain authorisation or call the person to make alternative arrangements.
4. When inside the lab, ask for the person or proceed directly to their work area. Do not touch anything, lean on any workbench etc.
5. If you do accidentally knock anything over or damage something let someone know **immediately**. **DO NOT** attempt to clear up yourself as you may not know what the substance is, or what the vessel contained and how to clear it up safely.
6. If you can't find anyone, leave the lab and call Security on **333 / 2795** immediately.



## Working in a Laboratory

As a member of staff / student working in a lab you must always:

- Only work in labs you are authorised to.
- If specific authorisation is required **DO NOT ENTER** until you have the authorisation.
- Ensure you have received a Laboratory Induction.



- Ensure you know and understand:
  - Local Rules
  - Emergency Procedures eg First Aid, Fire
  - The Out of Hours Working Procedures
  - The Risk / COSHH Assessment process
  - Contact details of those to contact if you have a problem / query

- Read and follow any notices displayed on the lab door before entering.
- Always wear a lab coat.
- In some labs, safety glasses must be worn at all times.
- Wear appropriate shoes eg no sandals and follow rules regarding shorts and skirts.



- If you need help and no one is available to ask, call Security on 2795 / 333.

## NEVER



- Undertake work without appropriate authorisation and / or if required supervision.
- Undertake work without an appropriate Risk / COSHH Assessment.

**REMEMBER IF IN DOUBT – ASK!**