**NANOMETROLOGY**

**LABORATORY INDUCTION CHECK SHEET/RECORD**

(Covers Laboratories: 7/5019)

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| **First Name(s):** | | | **Surname:** | | | **ID Number** | | **Main Supervisor:** |
|  | **UG Student**  **MEng Student**  **MSc Student**  **PG Student**  **Staff Visitor**  **Intern**  **Summer Intern**  (select as applicable) | | | | | **Email Address:**  **@soton.ac.uk** | | **Finish Date:**  (IP/MSc/GDP – when project finishes) |
| **Faculty:**  Faculty of | | |
| **Course/theme** (UG, MEng and MSc students only)**:** | | |
| Staff, Visitors and PG students only | | | | | | | | |
| **Tel No**  x | | **Building** | | **Office** | **Agresso Code** | | **Academic Unit:** | |

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| *Please √ Boxes to confirm that you have read and understand them*  **DUTY OF CARE** | |
|  | All laboratory users have a duty of care to anyone entering laboratory (all other staff, students, visitors and cleaners).  A duty of care is applicable whether the individual laboratory user is physically present or not.  An individual may be held personally liable if accident occurs as a consequence of their neglect. |
| **RISK/COSHH ASSESSMENTS** | |
|  | Work must not be undertaken in a laboratory unless a fully completed and approved Risk Assessment/COSHH Assessment has been submitted via the Faculty online approval process and a copy received by the Laboratory Manager.  All laboratory users must be able to present their individual Risk Assessment or training in the use of equipment when requested by any member of staff.  Risk Assessments should be reviewed and adapted, whenever significant changes are made and also annually.  Specific Risk Assessments must be carried out for all activities not covered in a general area and equipment risk assessments.  Individuals should refer to their supervisor or relevant laboratory manager and Area Safety Officer for advice and support with Risk Assessments & COSHH Assessments. |
| **PERSONAL PROTECTION** | |
|  | Durable clothing (covers arms, legs and feet) should be worn in laboratories. No loose clothing.  Open toe shoes must not be worn.  Long hair must be tied back and where identified by risk assessment, jewellery removed to avoid coming into contact with equipment.  Appropriate Personal Protective Equipment (PPE) must be worn for the work being undertaken where identified by risk assessment or during equipment training.  PPE must be used, cleaned and/or disposed of in a safe manner. If you require PPE this can be arranged by the laboratory manager. |
| **HOUSEKEEPING, HYGIENE & CLEANLINESS** | |
|  | Spills - Clean up all spills immediately – even small amounts of water or other substances may be hazardous to others.  Gangways – Must be kept clear of obstructions (bags, coats etc on hooks provided or keep in work bench cupboard).  Wash hands periodically throughout your activities and always prior to leaving the laboratories.  You must maintain your working area in a reasonable state of cleanliness.  All equipment, tools and materials should be cleared away when leaving the laboratory.  When finishing an experiment or series of experiments you must ensure that the equipment used is thoroughly cleaned for the next person.  Food and drink must never be taken into laboratories. |
| **WASTE DISPOSAL/RECYCLING** | |
|  | University Policy must be complied with - see <http://www.southampton.ac.uk/estates/what-we-do/waste-and-recycling.page>. If in doubt, seek further guidance from a technician.  Broken glass must be disposed in bins marked for broken glass disposal (square cardboard ones).  Sharps must be disposed in the sharps bin.  Dispose of samples and/or reagents according to an approved Risk/COSHH Assessment.  Recycling bins (outside of room, in corridor) are to be used for packing materials, paper towels (for drying hands) and stationary paper.  If in doubt, seek further guidance from a Laboratory manager. |
| **EQUIPMENT** | |
|  | General equipment – Never touch or use, unless you are trained in its’ safe use and it is part of the experiment or process you have been authorised to carry out. Seek guidance if unsure.  Unattended Apparatus – If any apparatus has to be left running, it must have a fully completed “Unattended Apparatus Notice” prominently displayed, to provided details of how to shut down in emergency and who to contact if necessary.  No Portable Electrical Appliance may be used unless it has been properly safety tested and an in date sticker is displayed.  Equipment faults should be reported to a technician/laboratory manager as soon as possible.  Facility equipment logbooks must be filled out after equipment use. |
| **LABELING STORAGE AND CARRIAGE OF SAMPLES/REAGENTS** | |
|  | Store samples upright in leak proof containers; double bag where necessary.  Clearly label samples/reagents with your name, date, contents and any appropriate hazard warning.  Store chemicals in appropriate cupboards i.e. flammables, poisons, acids, designated refrigerators.  Avoid carrying chemicals between laboratories. If carriage is unavoidable ensure containers are tightly sealed and use a bottle carrier when necessary.  Only carry chemical/biological material up/down stairs if absolutely necessary. |
| **LABORATORY ETIQUETTE** | |
|  | General laboratory equipment and tools must be cleaned and returned after use.  If you borrow a colleagues equipment or tools they **MUST be informed**, either personally or by leaving a note, and the equipment or tools must be returned in a reasonable time or by the arranged date.  **You must** **not** remove general equipment and tools from the laboratory without permission from the technician/laboratory manager.  **You must not remove** a colleague’s general equipment and tools from the laboratory without their permission. |
| **GENERAL SAFETY** | |
|  | Main hazard in laboratories is electricity. .  Accidents/Near Misses – Following initial emergency assistance/reporting, must inform laboratory staff so that preventative actions can be taken.  Lone Working – The normal working day is 0800 – 1800 (Monday to Friday), during this time must ensure that colleague or member of staff is in the vicinity. Outside of normal working hours (0600 – 0800, 1800 – 2300 weekdays, weekends 0600 – 2300 and some banks holiday, that are not University closure days) lone working is only permitted if you log in and out with security (x22811) and work is restricted to minimal risk activities (such as data logging, adjusting experimental settings, checking up on experimental runs). Note these non-working hours above you can do more extensive work but only if there are other people around.  Out-of-Hours working – the appropriate forms need to be filled out and signed by appropriate parties. Note access control is set between 2300 until 0600 weekdays and University closure days and you will not be allowed in during this time if you have not filled out the Out-of-Hours form and informed security, note it is advisable also to inform the laboratory manager as well.  Moving of Heavy Items – Must not be carried unless the appropriate manual handling training has been completed.  Never run in the laboratory. |
| **EMERGENCY PROCEDURES**  Must ensure you are aware of nearest telephone and location for: | |
|  | **First Aid**: First Aider and First Aid Box.  **Fire**: Fire Alarm Call Point, Fire Exits, Fire Assembly Point and Fire Fighting Equipment.  **Emergency Services:** From any internal phoneDial 3311  **Internal University Central Control Room (24 hours):** Dial 22811. |
| **ID Cards and Access** | |
|  | **ID Cards**: must be keep on your person at all times while in the lab. This is your access into and out of the lab. Do not lend your card to other users, except in exceptional circumstances.  **Replacements**: Each individual ID card as an ‘rf’ chip associated with it and not your ID number, so if you have to replace it, the new card will have a different chip and the University does not shift access over, unless asked. If you replace the card you need to inform the lab manager. |
| **IMPORTANT CONTACTS** | |
|  | **Laboratory Manager**: Dr Terry Harvey (Room 7/3003, x23761, ncatsfac@soton.ac.uk).  **David Lynock:** Area Safety Officer (Room 21B/2050, x25340, djl2@soton.ac.uk)  **Building Manager:** Andy Giles (Room 13/3003, x23381, [a.a.giles@soton.ac.uk](mailto:a.a.giles@soton.ac.uk)) |
| **GDPR** | |
|  | **User data**: The data provided in this form will only be used for laboratory and facility management purposes, including applying for access to laboratories through planon, emailing users relating to equipment; training; health and safety; laboratory, as well as logging equipment usage. Equipment usage data will be shared with the faculty. |
| **DECLARATION**  The undersigned declare that this Laboratory Induction Form is a true record of the induction undertaken.  Signature of Laboratory User ……………………………………………. Date: ……………………. ………….  Signature of Inductor ………………………………………………  Name of Inductor ………………………………………………  (Print in CAPITALS) | |