

## **Working in the Building 85 Laboratory**

### General use of the laboratory

Staff or visitors using the FAAM laboratory in B85 should first 'sign out' of B125 using the board in reception. This is to facilitate the location of staff who may be split between the two buildings

The B85 laboratory is for instrument work only. Under no circumstances is wet chemistry, or biological experiments to be undertaken there.

Before carrying out any new task a risk assessment must have been carried out and, if required, a COSHH assessment completed for the particular activity being undertaken.

Protective equipment must be worn as required by local procedures, good practice, or the risk assessment.

Only small soldering tasks may be undertaken in the B85 laboratory. Local extraction fan units should be used to disperse fumes.

Eating and smoking are prohibited in the B85 laboratory; no food waste is to be disposed of in the laboratory bins.

Only as a last resort should live instruments be worked on. If resorting to working on live instruments with the 240v mains supply, (an) RCD unit(s) must be used. RCD units must be tested before commencing work; instructions for this are on the supplied units.

Any special safety instructions that are displayed in the laboratory, or that have been issued to laboratory users must be read and observed.

Working areas must be kept clean and free from obstructions. Coats, bags or unnecessary books must not be left on the benches, or on the floor where they may form a trip hazard. Waste material must be removed as soon as possible and disposed of in the appropriate manner; see FAMIL 34 for waste disposal instructions.

Once work is completed, areas must be tidied and any instructions for clearing and cleaning equipment must be followed. All tools must be returned to the tool kit at the end of each working day. On task completion, all equipment must be returned to its home (a lab map is displayed on the laboratory notice board).

All laboratory users must ensure that they know how to use all required equipment, including safety devices, before beginning work. In case of uncertainty, inquiries may be made with the laboratory manager.

Safety spectacles are available in the drawer under the sink in the aerosol laboratory and must be worn whenever there is any risk to the eyes, however slight. Risks include chemical splashes, hot solder projected into the face,

chippings from mechanical operations and damage from projectiles or venting when using gas cylinders.

Vinyl gloves are provided (around sink area in aerosol laboratory) and must be worn when handling chemicals. Hardwearing rigger's gloves must be worn when undertaking mechanical operations such as sawing, chiselling and drilling.

Remove protective equipment before leaving laboratory.

All laboratory users must learn the location, type and method of use of the fire extinguishers, and the location of fire alarms and first aid equipment. In case of a fire alarm, the emergency escape routes stated above should be followed. The assembly point for the laboratory is at the far end of the airport car park

Working alone in a FAAM laboratory when dealing with open live instruments, chemicals that require a COSHH assessment or high-pressure systems is prohibited.

All breakages and spills must be reported to the Laboratory Manager who will provide instructions for cleaning up. In the absence of the Laboratory Manager, the COSHH forms, with clean up information, are available on each chemicals cupboard.

All accidents and near misses, however minor, must be reported to the appropriate Laboratory Manager, Safety Advisor or Facility Administrator (see FAMIL 01). Details must be included in the FAAM Accident Book.

Out of hours working by non-FAAM staff (before 0700 or after 1900) is not permitted except where they are working directly with FAAM staff in the same place and at FAAM's discretion.

In the interests of security, all outer doors used to access the building must be properly shut on leaving.