

Guidelines and Authorisation Form for Laboratory Use

The School of Civil, Aerospace and Mechanical Engineering (CAME) has world-class laboratory facilities and equipment for the manufacture, characterisation and evaluation of structural materials, enabling outstanding research. Maintaining such a facility for a large number of people requires all users to respect the facilities available, and undertake a 'duty of care' towards their colleagues and equipment. The following guidelines are in place to ensure safe lab practises and maintain the internationally leading quality of research that the Faculty of Engineering is capable of.

The use of laboratory facilities involves an important agreement between the lab user, supervisors and the lab support team. By making use of the facilities, you agree to follow the working practices outlined below;

Risk Assessment

- Before commencing work in the laboratory a lab induction and a risk assessment must be completed. Once the Risk Assessment is approved, work can commence in the lab.
- The risk assessment will identify Personal Protection Equipment (PPE) that is needed to carry out the work and this should be followed explicitly.
- This is a Health and Safety requirement! No work may be carried out in the lab without an appropriate Risk Assessment in place.

Lab Support Team

- Bristol Composites Institute (ACCIS) has a lab support team with a wide range of experience in order to provide technical assistance to research projects for undergraduates, post-graduates, RA's and visitors.
- Entry hours into the lab support office at QB 0.65 is from 1000 – 1300, and 1400 – 1600 only.
- Requests for lab support should be e-mailed to aero-accislab@bristol.ac.uk
- The role of lab support is to evaluate and provide feedback on Risk Assessments, provide basic training on the equipment, and facilitate the use of the equipment/materials.
- The lab support team are also able to discuss research and help generate ideas to help facilitate work in the lab. However, they are not there to do your testing for you, or to maintain the lab cleanliness on a day-to-day basis.
- Basic training will be provided for our equipment, however highly complex/bespoke experimental setups are the responsibility of the individual users.
- Lead times for lab training will be a minimum of two weeks, machine bookings shall be two days. Queries will be answered in the best possible timescale, but be aware of the high workload of the lab team.

Equipment

- Appropriate training must be received before using any of the laboratory equipment
- Machine bookings over 3 days shall require explicit permission from lab support.
- We all have a collective responsibility to look after the equipment that is entrusted to us. Caring for the equipment maintains its availability for you and your colleagues to use in future research.
- When booking equipment, remember to book any supporting equipment that is needed alongside it, and ensure to leave enough time to allow for the preparation of samples beforehand.
- It is important to provide as much notice as possible for a cancellation of equipment bookings. A full day booking will be cancelled if the equipment is not in use before 11am.
- All equipment will be returned to the lab support team on time at the end of the booking and in the condition it was received.
- Any accidental damage or breakages are to be reported immediately (see issues section below). Any damage found not to be reported will be considered a serious infringement of lab procedures.
- No equipment is to be swapped to another user. The original booked user remains responsible for that equipment until it is signed back in.

- The Bristol Composites Institute (ACCIS) Wiki page contains useful information about the lab including equipment details, health and safety documentation and information on how to get support:
<https://wikis.bris.ac.uk/display/ACCISLab/Lab+Information>
- There is an 'ACCIS Lab Support' group on Yammer for all lab users to share advice and discuss techniques:
<https://www.yammer.com/bristol.ac.uk/>

Laboratory Usage

- Lab opening hours are 8am to 5pm on working weekdays only. Any work that needs to be done outside of these times is classed as out of hours working and requires approval from the Lab Support Team by mid-day on the day in question. Unattended experiments out of hours must be accompanied by an out of hours experiment form.
- The Lab Support Team must be informed before any COSHH materials are purchased to arrange appropriate storage and safety precautions. All materials must be appropriately labelled.
- When working with COSHH materials, ensure that you have clean hands when touching door handles / surfaces / taps / sinks. Remove all contaminated PPE and lab coats before entering the offices and do not bring any COSHH materials into these areas.
- When finishing work in the lab, please ensure that;
 - Equipment/tools are undamaged and clean and returned to the correct place
 - The working area is clear of debris and surfaces are clean. Any chemical spillages must be reported to the lab support team.
 - Waste material is disposed of in the correct bin e.g. Sharps / COSHH. Please speak to the lab support team if you are unsure of appropriate disposal procedures.
 - Any chemicals/resins are appropriately stored
 - Remaining samples are labelled and stored appropriately
- If you use the last amount of any material or consumable or you notice supplies are near to the end, it shall be reported to the lab team.
- Altering / covering or interfering with any part of the fire alarm system or safety equipment is strictly prohibited.
- **Lab cleanliness is the responsibility of every single user. You are required to keep the lab in a clean and tidy state at all times.**

Issues

- It is understood that issues with laboratory equipment do occur, and accidents happen, therefore if any accidents are reported immediately and explained clearly then there will be a much greater understanding and support from the lab team.
- Any breakages, spills, or malfunctions in equipment should be reported to the lab support team immediately so that steps can be taken to rectify the problem quickly.
- This is to minimise the disruption to fellow researchers, and to prevent any health and safety incidents
- Any loss or damage of equipment due to neglect or misuse will be charged to the research contract of the user.
- Supervisors are ultimately responsible for ensuring that their students comply with the lab guidelines.

Annual lab consumables charges are:

- £450 for doctoral students
- £650 for Research Associates/Senior Research Associates (RAs)

Additional penalty charges may be imposed (up to £100) for missing or abused equipment on return of borrowed items (e.g. missing lens caps, etc).

Ihereby agree to the above lab usage conditions) and understand that the annual lab consumables charge. This is a mandatory requirement for using the lab. I further understand that any non-compliance with these lab guidelines will have consequences on my future lab use, and may result in access to the facilities being revoked or a financial penalty being imposed on my supporting grant code.

Signature

Date:.....

Status: **Research Associate/Senior Research Associate**

Phd/EngD Student

Visiting Researcher

Other (please specify below)

E-mail Address (for lab mailing list):

Year of Study (if student):

Dates of visit (if appropriate):

As a Laboratory User you need to provide a project charge code to enable you to use the facilities. Please ask your supervisor to complete this next section.

Project Charge code:

Supervisor Name:

Supervisor Signature:

Date: