**Local arrangements of lab/workshop/cleanroom \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

***Note: Please fill in the yellow \*\*\*\* with your specific arrangements and omit any that don’t apply. You may have additional arrangements you want to include.***

|  |  |
| --- | --- |
| **Fire** | On hearing the alarm evacuate the building via \*\*\*\*\*\*\*\*\*\*\*\*\*\* and go to the assembly point at \*\*\*\*\*\*\*\*\*\*\*\*\*  The nearest fire extinguishers are \*\*\*\*\*\*\*\*\*\* and \*\*\*\*\*\*\*\*\*\* and are located in \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |
| **Gas** | On hearing a gas alarm evacuate the area immediately. Do not enter any area with a sounding gas alarm. |
| **Gas Alarms** | If multiple gas alarms sound in the Schuster research basement, a serious leak has occurred. Press the fire break glass to evacuate the whole building. (*Remove if not working in Schuster basement).* |
| **First aid** | The nearest first aid kit is situatedin\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*  For the current list of first aiders consult the poster at \*\*\*\*\*\*\*\*\*\*\*\*\*\*  Eyewash is available by \*\*\*\*\*\*\*\*\*  Diphoterine should be used for chemical burns, it can be found \*\*\*\*\*\*\*\* |
| **Spills** | There is a spills kit locatedby\*\*\*\*\*\*\*\*\* |
| **Telephone** | In an emergency the nearest telephone is \*\*\*\*\*\*\*\*\*\*\*\*\* |
| **Security** | For emergency assistance you can contact security on 0161 306 9966 or by using the SafeZone app. |
| **PPE** | The following PPE is available in this area: \*\*\*\*\*\*\*\*\*\*\*\*\*\*  It can be found by \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* *(list each type and its location)* |
| **Accidents** | If there is an accident, incident or near miss in this area inform \*\*\*\*\*\*\*\*\*. Then fill out an accident form (<https://www.healthandsafety.manchester.ac.uk/>) and submit it to the local P&A safety team. If you suspect you are experiencing ill-health from any work-related task, please inform the safety team. |
| **Waste** | The lab generates the following waste:  General waste should be disposed of in a black waste bin situated by \*\*\*\*\*\*. When the bin is full it should be disposed of via Schuster’s waste room by the back door / the Alan Turing external waste yard (46 on campus map) *(delete as appropriate).*  Hazardous waste is anything that may be contaminated with chemicals, it should be disposed of in the yellow bagged bin situated by \*\*\*\*\*\*. When the bin is full the bag should be disposed of in the large yellow bin situated in \*\*\*\*\*\* *(typically 3.05 or B.07).* Yellow waste bags can be collected from Physics Stores.  Sharps should be disposed of in the sharps bin in \*\*\*\*\*\*\*\*, when at the fill line (*3/4 full*) the sharps bin should be disposed of in the large yellow bin situated \*\*\*\*\*\*\**(typically 3.05 or B.07).* Sharps bins can be purchased from Physics Stores.  Halogenated waste is collected in the 10L containers (*you need to label accordingly*) located by \*\*\*\*\*\*. When full (*see fill line on container*) contact the building manager for disposal. Empty containers can be purchased from Chemistry Stores  Non-halogenated waste is collected in the 10L labelled containers (*you need to label accordingly*), located by \*\*\*\*\*\*. When full (*see fill line on container*) contact the building manager for disposal. Empty containers can be purchased from Chemistry Stores.  Expired or obsolete chemicals should be disposed of by contacting the building manager Alan Wardle.  For any waste not covered above consult the departmental policy: <https://www.staffnet.manchester.ac.uk/physics-and-astronomy/health-and-safety/health-and-safety-policy/> |
| **I&F** | TheI&F team are located in Schuster 2.55; they can also be contacted on [fse.inf@manchester.ac.uk](mailto:fse.inf@manchester.ac.uk) or the online form: [online form](https://forms.office.com/r/b8rbk0cpG7). They can assist with compliance arrangements and testing (pressures vessels, lift and cranes, local exhaust ventilation and PAT testing etc.). |
| **Estates** | Any issues with the infrastructure of the building, such as heating, lighting, temperature or flooring should be reported to the Estates help desk contact them via 0161 275 4242 or <https://www.estates.manchester.ac.uk/services/msu/helpdesk/> |
| **Stores** | Lab consumablescan be obtained from Physics stores, situated next to the rear door of the Schuster building. There is also a Chemistry Stores which has a more extensive selection of lab consumables and PPE that can also be used. |
| **IT Equipment** | Everyone is entitled to a computer monitor, a keyboard and a mouse. This can be obtained by contacting Phys Ops. They can be contacted at [PHYS-OPS@manchester.ac.uk](mailto:PHYS-OPS@manchester.ac.uk) |
| **Intranet** | There is a P&A health and safety intranet site, this contains the H&S policy, example risk assessments, training, forms and posters. It can be found at: <https://www.staffnet.manchester.ac.uk/physics-and-astronomy/health-and-safety/> |
| **Card access** | For card access in Schuster or Alan Turing contact Phys Ops. They can be contacted at [PHYS-OPS@manchester.ac.uk](mailto:PHYS-OPS@manchester.ac.uk) |
| **List Serves** | This is how information, including safety, is disseminated within P&A, please contact Phys Ops to ensure you are added to the relevant list. They can be contacted at [PHYS-OPS@manchester.ac.uk](mailto:PHYS-OPS@manchester.ac.uk) |