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| **Access to Lab & Makerspace Orientation Checklist***School of Engineering & Materials Science* |
| **Lab & Makerspace Access Pre-requisites** | **Shown** |
| **Health & Safety Induction Course***General safety induction + Lab safety Induction + Fire Safety Awareness Training.* |[ ]
| **Risk assessments***Approved risk assessment(s).* |[ ]
| **If above criteria not met, lab user must leave and return when completed** |  |
| **Lab & Makerspace Orientation Information** | **Received** |
| **Technical contacts within the school and lab** *Technicians based in the area, Safety Coordinators, First Aiders* |[ ]
| **Incident management and reporting***What to do in the event of an incident and how to report it* |[ ]
| **First aid***Location of first aid boxes, how to summon a first aider.* |[ ]
| **Fire safety** *How to raise the alarm, what to do upon hearing a fire alarm, fire assembly points, Personal Emergency Evacuation Plans (PEEP), fire extinguishers, local fire marshals.* |[ ]
| **Other emergency procedures***Firetrace system, Hazardous spills, threats, O2 depletion.* |[ ]
| **PPE***Lab coats, safety glasses and lab glove info. Employee Eye Care Scheme from HSD.* |[ ]
| **Waste Management***How and where to dispose of different waste streams.* |[ ]
| **Lone working***School and QM-wide policies, Risk assessment, Emergency contact details and means of communication available.* |[ ]
| **New and expectant mothers***Notification of pregnancy, Risk assessment process, School and QM-wide guidance.* |[ ]
| **Young persons***Children of staff members of University premises.* |[ ]
| **Work equipment and welfare facilities** *Portable Appliance Testing, Personal equipment not be used on University premises.*  |[ ]
| By signing my name, I certify that I have received the above information. My signature also certifies my understanding of the information provided. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |