

Emergency Numbers

- 88188 – Campus Security
- 4141 – University Emergency Number
- (9)999 – UK Emergency Services Number
(add the extra 9 if using an internal phone)



When Calling to Report an Emergency



- Clearly state the Emergency Service you require.
- Give the precise location of the incident/victim.
- Clearly state your name and telephone number.
- Wait for confirmation that your message has been understood.
- Meet, or send someone to meet, the Emergency Service at the appropriate building entrance.

Evening & Weekend Building Security



- Report any security concerns immediately to Campus Security on 88188.
- Please do not grant anyone access to the Complex, e.g. by 'swiping' them in through a secure door, unless they can prove they have a valid reason for being here.

Fire Procedure



- On hearing a continuous siren, leave by the nearest fire exit and follow the green & white exit signs out of the building.
- Do not use the lifts.
- Report to the Assembly Point.

Fire Procedure



- If you discover a fire, do not attempt to tackle it unless it is safe to do so.
- Raise the alarm by hitting the nearest break-glass and leave by the nearest fire exit.

First Aid



- Every First Aid box within the Complex contains a list of CLS First Aiders.
- Campus Security staff are also trained to provide First Aid and can be called out with normal working hours.

Lone Working

- Make sure someone knows exactly when and where you are working.
- Keep a fully charged mobile phone and Emergency Numbers Card (available from Reception) with you at all times.
- Avoid high risk activities.

Children on CLS Premises

- The parent/guardian must provide strict and close supervision at all times.
- The following areas are deemed unsuitable for children:
 - any laboratory area;
 - writing rooms off laboratory areas;
 - workshops;
 - waste collection/disposal areas;
 - stores facilities and loading/delivery bays;
 - goods lifts;
 - basement areas.
- Travelling through these unsuitable areas to reach a low risk area is also unacceptable.

General Lab Safety

- Do not smoke, drink, eat or apply cosmetics within laboratory areas.
- Ensure that any spills are cleaned up quickly, carefully and thoroughly.
- Take great care when working with naked flames and other ignition sources.



General Lab Safety



- You must wash your hands thoroughly if contamination is suspected, after removing gloves and immediately prior to leaving the laboratory area.

Personal Protective Equipment



- When working within a laboratory area you must wear a fastened, long-sleeved lab coat.
- Wear appropriate clothing to protect the parts of the body not covered by your lab coat.

Personal Protective Equipment



- Wear gloves if there is risk of coming into contact with a hazardous substance.
- Watch out for signs of dermatitis or allergic reaction to the glove material.
- Remove your gloves before leaving the lab or touching door handles, phones, computer keyboards, etc. used by people not wearing gloves.

Personal Protective Equipment



- Wear safety glasses when there is risk of accidental contamination of the eyes.
- In some cases goggles may be more appropriate.
- Wear a face shield when the entire face requires protecting.

Personal Protective Equipment



- Wear appropriate footwear when working in the lab, i.e. shoes or boots that fully cover the toes and feet.
- High heels are not appropriate for the lab environment.



Personal Protective Equipment



- Respiratory protective equipment (RPE) should only be worn if inhalation cannot be prevented by other means.
- Anyone wearing RPE should be face-fit tested to ensure it gives adequate protection.
- The filter must be of the correct type.
- Remember, RPE only protects the wearer and others working in the immediate vicinity may still be at risk.

Personal Protective Equipment



- Ear defenders should only be worn if noise cannot be reduced by other means.
- A good fit is essential.
- Remember, ear defenders only protect the wearer and others working in the immediate vicinity may still be at risk.

