

CODE OF PRACTICE – MP LAB

1. The MPL is a shared facility between the School of Medicine, the School of Biology¹ and Conference services. During Semester times the space is designated for the use of Medicine and Biology, and outwith semester times MPL 154 is turned over to conference services. The following regulations currently only apply to members of the School of Medicine and those specifically associated with their activities.
2. Outwith semester teaching dates the benches in MPL154 are moved into the corridors for the duration of the summer break and specialised teaching equipment is stored in designated areas.
3. Good manual handling practice must be followed when moving equipment. All work-related injuries, accidents and near misses must be reported to the individual's supervisor and recorded appropriately. Appropriate recording of incidents will be in the Accident Book for the MPL and signed by the individual and their supervisor.
4. Student safety:
 - a. All students are provided with the following rules of conduct for the MPL, and have them explained to them at the beginning of each new academic year.
 - b. No eating or drinking in the lab unless directed to by an academic.
 - c. No bags or coats in the lab, these should be left in a locker (safest) or in pigeon holes outside the DR.
 - d. No mobile phones or laptops allowed unless permission is given by the academic.
 - e. Report all spills or sharps accidents to either the academic or the technician.
 - f. You are not required to wear a lab-coat, but be aware that some chemicals in the lab can damage clothing. Do not sit on the benches.
 - g. There is a potential low risk posed to foetal development from substances used in the lab. If you are pregnant or think you might be pregnant, please talk to a pro-Dean before the lab is scheduled.
 - h. Be aware of the safe exit route in case of emergency (check poster on wall)
 - i. When dealing with biological material, follow all safety instructions carefully
 - j. Leave the lab tidy when you go, put stools under the benches
 - k. Never run in the laboratory
 - l. Long hair should be worn tied back
5. All practicals are risk assessed by the medical school technician and COSHH entries made in the appropriate University repository. These are checked and signed off by their Schools safety officer
6. All incidents of chemical spillage are recorded by the MPL technician and monitored by their supervisor.

¹ The School of Biology is currently expected to provide their own set of regulations for use of the MPL

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7. All medical incidents (stick injury, fainting/nausea, accidents resulting in injury) to either staff or students occurring in the MPL are recorded appropriately by the MPL technician and monitored by their supervisor.
8. Students are permitted to work out with scheduled classes in the MPL provided they have first gained the permission of the technician or an appropriate academic. Permission will not be given for unsupervised student use of the MPL after 5pm.
9. At the end of each practical class the MPL must be left in an uncontaminated condition such that that it would be suitable for an untrained individual to use the facilities or to clean the area². Bins for specialised waste must be clearly labelled and the disposal of specialist waste must follow university guidelines. In the first instance the MPL is responsible for waste management, and must organise for appropriate removal and disposal where required by university regulations.

Author:	Executive Administrator (DCM)	Approval Committee:	
Consultees:			
Location/s (Med Handbook):			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
8/8/2021	Published version	
11/11/2021	Review and minor updates	

1. A lay person, without protective clothing or gloves, can enter, touch any bench surface after teaching has finished for the day, with un-gloved hands, leave the room without hand wash with no residual risk (poisoning, infection, carcinogens, teratogens etc) to self or others. It follows that before the lab is closed or handed over after any session then any contaminants have been eliminated.