

**SECURITY AND ACCESS TO LABS BY STUDENTS**

1. **Context:** The School recognises three types of students who need to access laboratory and other specialised spaces.
  - a. Postgraduate Research (PGR) students: PhD and MSc (Res).
  - b. Postgraduate Taught (PGT) students.
  - c. Undergraduate (UG) students: BSc, MBiochem – including summer students.
2. **Security:** All students should be familiar with, and adhere to the security measures relating to student access to labs.
  - a. **PGT and UG students:** Students conducting projects in the research labs, photonics labs, coding room or consultation room require a specific induction before the start of their project.
    - (1) Students must attend the relevant safety and security induction before access is granted.
    - (2) Students are responsible for requesting replacement/lost cards from [campus card services](#).
3. **Lab Access:**
  - a. **PGT/UG students:** PGT and undergraduate students are not permitted to work out of hours; their projects are expected to be completed in working hours 0830 – 1700 Monday to Friday. If necessary, lab-based students are permitted to work an additional hour Monday to Friday 1700 – 1800 to complete experiments, providing they are directly supervised by a competent PGR student or staff member. Extended card access will not be granted for students for this additional hour. Students will need to rely on their supervisor to obtain access.
  - b. **PhD students:** After their initial induction PhD students have 24/7 access and are permitted to work normal hours 0700 – 2000 Monday to Friday and 0900 – 1700 on weekends. Outside these times, the lone and late working policy applies.
  - c. **MSc (Res) students:** After the initial induction the normal working times are Monday to Friday 0830 – 1700. Access can be extended to work unsupervised if the students fulfil the stated requirements (Monday to Friday 1700 – 2200 with the lone working policy applying after 2000, and weekends 0900 – 1700). Before granting permission for MSc (Res) students to work unsupervised 'out of hours' students must meet the below requirements and the out of hours work must be justifiable. The student's supervisor should complete the following form.

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**Version Control Record** (*expand table as required*)

Date	Revision Description	Major Changes
23/08/2019	Published version	
26/01/2022	Updated policy – combine access and security policies	Clarification about who can work out of hours.

**Request for extended access for MSc (Res) or equivalent students**

Student name		User ID	
Course			
Start date of access		End date of access	

Send the completed form to research support on [medresearch@st-andrews.ac.uk](mailto:medresearch@st-andrews.ac.uk) and [medicinelab@st-andrews.ac.uk](mailto:medicinelab@st-andrews.ac.uk).

For permission to be given for the MSc (Res) student to work in the research labs from 1700 to 2200 on weekdays and 0900 to 1700 on weekends for the dates listed. The supervisor must confirm the student can work unsupervised.

Specifically, the supervisor must ensure that the student:

- Can work safely; adhering to safety protocols, being diligent and alert to potential hazards. ☐
- Recognises the limits to their own abilities and the responsibilities with lone working. ☐
- Understands the published [fire safety strategy](#) and can identify the fire escape locations. ☐
- Understands the [common security measures](#) and policy. ☐
- Is aware of the alarms that might sound; fire, security, low O<sub>2</sub> pressure, high freezer temperature and the appropriate response to these alarms. It is important that lab workers do not wear noise cancelling headphones. ☐
- Is aware of who to call for help (out of hours / supervisor). ☐
- Is aware of the gas shut off location. ☐
- Is aware of what to do in an emergency. ☐

**Student and Supervisor declaration**

*Student: I confirm that I will read and comply with the safety and security rules and will only use the labs at the times set.*

*Supervisor: I confirm that the student can work outside normal hours.*

Supervisor name	
Supervisor signature	
Student signature	
Date	