

Standard ECS Operating Procedure (SOP)	B16.1003 General Bench use and access * HARDWARE PROJECTS *
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Cohort: (Please Circle one only)	Y1	Y2		MSc Term Time	MSc Summer	Other (Please state)
	Y3	Y4	GDP: Group Number:	BioInspRobo: Group Number:		

Student/applicant name		Project Supervisor	
Student/applicant email		Project Supervisor email	
Student/applicant ID number		* Office Use Only Authorised Lab Manager	

Standard Operating Procedure(s):

B16.1005 access restrictions:	5 days per week, 09:00-12:00 – 13:00-16:00 (Safety Officer will advise of other closures by email)
Restricted area(s) within B16.1005	General 16.1003 users agree not use the designated High Voltage area or High Voltage equipment within B16.1007.
Risk awareness. Refer to the following General RCS Teaching Labs Risk Assessment Form and complete tick grid questionnaire (immediately below)	https://secure.ecs.soton.ac.uk/notes/ellabs/Risk Assessment Docs/General ECS Teaching Labs Risk Assessment.pdf

Instructions.

Tick to confirm understanding of risks and control measures:

Risk summary	I have understood this risk (tick) AND the associated control measures (tick required)	Risk summary	I have understood this risk (tick) AND the associated control measures (tick required)	Risk summary	I have understood this risk (tick) AND the associated control measures (tick required)
1) Exposure to Chemicals		8) Injuries : Falling objects		15) Injuries : Component overheating / explosion	
2) Exposure to High Voltage, current or temperatures		9) Injuries : Work at height		16) Injury due to faulty mains powered equipment	
3) Exposure to potentially hazardous waste chemicals/sharps		10) Emergencies : Lone Working		17) Sudden illness : Welfare/hygiene	
4) Exposure to fumes from chemicals		11) Injuries : Musculoskeletal / DSE		18) Injuries : Flying debris	
5) Security of the Laboratory		12) Injuries : NEW EQUIPMENT related		19) Injuries : cuts and abrasions	
6) Injuries: Fire, burns and smoke inhalation		13) Debris, Food & Drink in proximity to equipment		20) Battery charging	
7) Injuries : Falls (on same level)		14) Injuries : Soldering & rework		21) Drone operation	

I agree to the above Operating Procedure:

Student signature	Date

I have ensured that the above person understands the importance of this Operating Procedure:

Project supervisor signature	Date