**Undergraduate Project Laboratory**

**Room MPEB 6.12**

**Code of Practice**

Department of Electronic and Electrical Engineering,

The following rules and codes of practice apply to all staff, visitors and students working the project lab. Before commencing work in the laboratory make sure that you read, understand and follow the code of practice.

The rules must be enforced and anyone observing infringements of these rules must endeavour to report the offending person/s to the lab technicians at the earliest opportunity provided this does not result in any danger to themselves.

1. Before starting work you must have a valid up to date risk assessment approved by Andrew Moss or Gerald Mcbrearty (Laboratory PIs).
2. You must sign in and out of the lab using the sign in sheet provided.
3. No eating or drinking anywhere in the laboratory.
4. Please behave in a sensible manor; no running, shouting across the room, etc.
5. If using lasers, chemicals, hand tools, performing soldering you must read and be familiar with the codes of practice.
6. before using lasers and/or chemicals notify technicians so safety procedures can be applied.
7. No one is to work in the lab outside of normal college hours.
8. Keep your working area clean and free from obstructions.
9. Do not leave coats, bags or unnecessary books on the benches or on the floor to trip over.
10. When you have finished working, leave your area tidy and follow any instructions that maybe requested. Dispose of any waste from your area in appropriate bins and containers.
11. Do not move or remove any equipment from the project lab. If items need to be borrowed see laboratory technicians so it can be documented.
12. If you suffer an injury, please report to the local first aider (see laboratory safety poster for nearest first aid box and person).
13. When a fire alarm sounds leave the lab and exit the building via the stairs follow instructions given by the fire marshals (see lab safety poster for nearest fire marshal and assembly point).
14. Do not attempt to install or remove applications on the computers, if this is required please contact Computer support support@ee.ucl.ac.uk room 604.
15. No food or drink should be kept in the laboratory fridge this is for storing authorised chemicals, solder pastes, etc.
16. When using the soldering irons or oven do not leave them unattended and turn off after use.
17. For any emergency dial 222 on the nearest phone (main lab entrance).