



Research Complex
at Harwell

Research Complex Health & Safety Induction

Mandatory for all visiting users

July 24

Research Complex Open Hours

Research Complex is a 24/7 facility, our core hours are designated as 7am – 6pm, Monday to Friday.

If you wish to work outside of these times please follow the out of hours procedure described on the next slide.

Please note Core Team office hours are 8am – 5pm Monday to Thursday and 8am – 4pm on Fridays.

If you are planning to leave equipment running unsupervised, you must leave a notice next to the instrument with your contact details. In an emergency, security staff may switch off anything running without such a notice.

Out of hours procedure

As soon as you start working out of hours, email securityral@stfc.ac.uk with your name and which room or lab you will be working in.

You should complete the out of hours working record sheet on the table in the foyer.

Please email securityral@stfc.ac.uk again when you leave the building.

If you hear any alarms or warnings, follow emergency procedures as required; call RAL security on 2222 or 01235 778888 from a mobile.

Health Conditions

Any health conditions that could affect your work in Research Complex need to be discussed with your line manager or host and risk assessed.

According to the measures in the Risk assessment, you might need to inform Research Complex First Aiders and Science support team about conditions such as hard of hearing, epilepsy, mobility.

In case of mobility constrains a Personal Emergency Evacuation Plan (PEEP) must be agreed and put in place before your visit.

Fire Action

If you discover or suspect a fire (equipment emitting smoke or strong smell of burning):



- Operate the nearest manual call point and alert colleagues - shout “Fire! Fire!”



- Call Security on x2222 (01235 778888 from a mobile) giving location and type of fire



- Leave the building by the nearest available exit



- Go to the assembly point for the building (RCaH car park)

Fire Evacuation

EVACUATE IMMEDIATELY when the building is “in alarm” – indicated by a continuous ringing tone

- Don't run
- Don't return to collect personal items
- Encourage others to evacuate as well
- Shut doors as you leave etc
- Go to your Fire Assembly point (Research Complex main car park)

Do not return into the building until you are instructed it is safe to do so.



Fire Alarm Testing

Building fire alarms are tested weekly. The alarm will “pulse” when tested and no action is required.

For Research Complex the fire alarm test is every Thursday at 10.15am.



First Aid

- For minor injuries during office hours call on one of the Research Complex first aiders below or if one cannot be contacted call Security on the non-emergency number x5545

Research Complex First Aiders can be contacted on x7777

Locations of Plasters Dispensers

Name	Location
Lauren Cater	G.06
Marta Szykiewicz	G.25
Paul Giles	G.06

Location
Outside G.06
Outside G.30
Outside 1.04
Outside 1.22



For serious injury or illness call Security on 2222 (landline) or 01235 778888 (mobile)



Gas Alarms

Many of the Research Complex labs use compressed gases, either from external vessels piped in through the building or from cylinders inside the lab.

These labs all have alarms fitted to notify users of unsafe gas levels. Sounders and beacons can be found above the lab doors.

If an alarm sounds:

- Leave the lab IMMEDIATELY.
- When available the Science support team will respond.
- Call Security if science support team is not available or out-of-hours.
- DO NOT re-enter the lab until the science support team or security tell you that it is safe to do so.

Laboratory Waste Management

Solid waste is disposed of as follows:

- Grey bins – general waste (collected by Research Complex cleaners)
- Green bins – recycling (collected by Research Complex cleaners)
- Red bins – chemically contaminated waste (disposed of by laboratory users)
- Autoclave bins – biologically contaminated waste (autoclaved and disposed of through the prep room)
- Yellow bins – long serological pipettes (disposed of by laboratory users)
- Sharps bin

Spill kits are located in the consumables stores (1.30 and G.73). If you do use a spill kit, inform the science support team as soon as it is safe to do so.



Smoking

Smoking, including vaping, is not permitted within the Research Complex building.

There are 2 designated smoking areas located outside Research Complex:

- Area 1 near the bike racks.
- Area 2 near rotating gate on footpath.