

Bradley Group Safety Rules

- All reactions, processes and equipment must be risk assessed **before** work begins.
- All risk assessments must be signed by an appropriately qualified post-doc (i.e. do not get a biological PDRA to sign a Chemical risk assessment).
- When a reaction is in progress risk assessments must be displayed beside it in the lab.
- All overnight reactions must be accompanied by a red overnight form.
- All overnight experiments must be checked by a competent person, who will then sign the overnight form. The use of pre-signed forms is not allowed.
- Generic risk assessments can only be used for reactions that are essentially the same. Any changes to a procedure, (e.g. temperature, scale, hazardous reagents) requires a new risk assessment to be completed.
- Lone working out of hours is not allowed.
- Particularly hazardous practical work must be conducted during normal working hours.
- The last person leaving the lab every day is responsible for checking that everything is safe. This includes: switching off any unused equipment (stirrers, Buchis, shakers etc), ensuring all sashes are closed on fumehoods, that overnight reactions have both COSHH and overnight forms filled in and signed, checking that water is off (unless required for overnight experiments), lights are switched off and finally ensuring that the lab is locked.
- Risk Assessment forms must be sent electronically to either Phil Macdonald (Philip.Macdonald@ed.ac.uk) or Ron Brown (Ronald_Brown@ed.ac.uk). A signed hard copy must also be kept on file (when not displayed alongside a reaction in the lab). Also please deposit an electronic copy in the safety section of the group server for use by others.

Note: Equipment will be generically risk assessed every 12 months. If you are doing something out of the ordinary re Equipment make sure these modifications are assessed.