



# SEMS MAKERSPACE

## Student workshop - Emergency Plans & Procedures

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**Fire alarm  
call point**



**First aid**



**DANGER**  
Hazardous to health

### Fire Alarm and Evacuation

If the fire alarm sounds when you are in the Makerspace workshop proceed with the following:

- ⇒ **Stop your work**
- ⇒ **Put your tools down**
- ⇒ **Wait for instructions**

On a continuous sounding alarm (30 seconds or more), **the Technician on duty will call for an evacuation. DO NOT STOP to grab personal belongings**, your first priority is to **GET OUT**.

Make your way quickly and calmly via the designated fire escape routes out of the building towards our assembly point, which is:

- ⇒ **Fire assembly point B** - Graduate Centre square by the temporary building.

A member of the team will lead you to the designated assembly point.

**Once you have exited the building, you will not be allowed back in until it is safe to do so.**

**Wait until the all clear signal has been given by a Fire Marshal or member of the Security team before returning to the Makerspace workshop.**

### First Aid procedure

If you sustain any injuries while in the Makerspace workshop please follow this procedure:

#### **REPORT**

- As soon as you are able **please report your injury to the Technician on duty**
- If you cannot move, then call out and a Technician will come to you.
- Alternatively, alert a peer or fellow workshop user to get help.

#### **LOCATE**

- Once you have alerted a Technician, please make your way to the main First Aid Station (if you are able). **Located by the Main sink area in ENG-106.**

#### **TREATMENT**

- A member of the Makerspace team who is first aid trained will assess you and provide suitable treatment at the First Aid station.
- If a first aid trained technician isn't available, then follow the procedures outlined in the **"Summoning a First Aider poster" for requesting first aid.** This is located on all the entrances to the workshop and both sink areas.
- Eye washes are available at both sink areas for flushing and treating of eye injuries.

### Chemical Use & Spills procedure

If you wish to use Chemicals or have a spill in the Makerspace workshop please follow this procedure:

- **Use the Makerspace chemicals provided. Speak with a technician first before bringing in any Chemicals.**
- Look out for **RED TAPE**. If you see it then speak to a technician before use.
- **Use the appropriate Control systems for the chemical in use:**
  - ⇒ **Fume hood** - Any chemical that is **solvent based** or has **medium to high VOC's**
  - ⇒ **Spray booth** - Anything that is an **aerosol** or **spray can.**
  - ⇒ **Anything water based** or **adhesives in small quantities of can be used at your bench.**
- All Workshop users **MUST wear gloves** when working with any chemical in the Makerspace.
- Please return chemical stock to the **Yellow COSHH cabinets** after use.

**ANY CHEMICAL SPILLS must be reported to the Technician on duty.**

### Use of the Emergency Stops (E-stop)

The E-stops are available in the workshop and machine shop and will control the power to each room respectively.

**Press the red mushroom stop** in the event that:

- You are in danger from a electrically controlled device that cannot be turned off via the main on/off switch or the mains plug.
- You observe another workshop user in a similar situation.

The E-stop will turn off all mains power to the relevant room and must be restarted by a Technician.

**Please report to the Technician on duty if the E-stop has been activated.**

