

Document HSB003	Title: Behavioural Suite (Experimental Booths) Standard Operating Procedure	Print Date: 20/02/2023
Revision 1.3	Prepared By: Dr Glen Pennington	Date Prepared: 20/02/2022

Purpose: This Standard Operating Procedure (SOP) is to ensure safety and comfort in lab areas

Scope: This SOP covers the Behavioural Suite (HSB 003 – Booths 1-10)

Responsibilities:

Lab Manager – Dr Glen Pennington (penning@hope.ac.uk or ext 3505)

- Approving lab access
- Purchasing supplies
- Coordinating routine maintenance
- Supporting Level H students with software

Principal Investigators – Academic & Research Staff

- Supporting Level H students
- Informing Lab Manager of necessity for consumables
- Training Level H students on equipment

Researchers – Level H students, Postgraduate students, Interns

- Daily visual inspection of equipment when in use
- Reporting problems to Lab Manager
- Courteous and safe use of lab spaces

Procedure:

1.0 ROUTINE ROOM VISUAL INSPECTION

- 1.1 All users should visually inspect the lab space for damage, or wear and tear

2.0 ROUTINE EQUIPMENT VISUAL INSPECTION

- 2.1 All users should visually inspect the PC, monitor and associated cables for wear and tear

3.0 ALL USERS (report issues to Lab Manager using Psychology Lab Helpdesk)

- https://liverpoolhope.fra1.qualtrics.com/jfe/form/SV_8G12ipjdzmadi_gS
- Report general room problems
- Report general PC issues
- Report emergency problems to Security ext: 3800

4.0 ALL USERS

- No food and drink to be taken into the Behavioural Booths
- No smoking or use of electronic cigarettes
- Researchers and participants to conduct themselves in a safe and professional manner at all times

5.0 IN CASE OF EMERGENCY

5.1 For First Aid or Emergency Medical Assistance contact the security lodge on Ext 3800 (0151 291 3800) – Nearest telephone is in HSB Foyer

5.2 If an ambulance is required call security on ext: 3800

5.3 A defibrillator is located in the HSB Foyer

5.2 Local First Aiders

- Dr Dan Clark ext: 3820
- Dr Glen Pennington ext: 3505
- Assoc Prof Caroline Wakefield ext: 3715
- Dr Marc Wells ext: 3046