Document **HSB008**	Title: **Colour Vision Lab Standard Operating Procedure**	Print Date: **21/02/2023**
Revision **1.1**	Prepared By: **Dr Glen Penington**	Date Prepared: **21/02/2023**

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

Scope: This SOP covers the Colour Vision Lan (HSB008)

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

2.2 All users should ensure that there are no trailing cables from the foot pedals or headphones

3.0 ALL USERS (report issues to Lab Manager)

    3.1   https://liverpoolhope.fra1.qualtrics.com/jfe/form/SV_8G12ipjdzmadigS

        3.1.1   Use to report general room problems

        3.1.2   Use to report general PC issues

4.0   IN CASE OF EMERGENCY

- In case of a fire alarm evacuate calmly and quickly to the nearest Fire Assembly Point
- If you detect a fire, or require First Aid/ Emergency Medical Assistance contact the security lodge on Ext 3800 – Nearest telephone is in the ChildLab (HSB009) or the HSB Foyer
- A defibrillator is located in the HSB Foyer

LOCAL FIRST AIDERS

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