

Document HSB0012	Title: Transcription Room Standard Operating Procedure	Print Date: 21/02/2023
Revision 1.1	Prepared By: Dr Glen Pennington	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 Transcription Room

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

3.2 Use to report general room problems

3.3 Use to report general PC issues

4.0 IN CASE OF EMERGENCY

4.1 For First Aid or Emergency Medical Assistance contact the security lodge on Ext 3800 – Nearest telephone is in this room

4.2 If an ambulance is required call security on ext 3800

4.3 A defibrillator is located in the HSB Foyer

4.2 Local First Aiders

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