

Guidance on working in the Psychology Labs

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Policy and guidance: Working with human participants

The following policies and guidelines are to be adhered to at all times: It is the responsibility of members of staff to ensure that students, collaborators and visitors working with them are competent and follow the guidelines below:

In research involving human participants, **the well-being of the participant takes precedent over all other interests.**

General safety, toolbox talks and laboratory bookings

1. Users must not in any way deliberately cause any form of damage to Liverpool Hope University's facilities
2. Users must comply with any instructions or regulations displayed in the labs
3. Food and drink are not to be consumed in the laboratory
4. Users must respect the rights of others and conduct themselves in a professional manner
5. You must not occupy a computer workstation unless you are actively using it for learning, teaching and research.
6. You are not permitted to leave your belongings at a workstation in an attempt to reserve the workstation while you are away for an extended period. Not only do you risk the theft of belongings, it is also preventing the use of the equipment by others
7. Space is at a premium in some of the laboratories, depending on the lab you need to use, some labs only have sufficient space for 1 student / staff researcher and 1 participant. Ensure that you arrange participant arrival timings such that overlap / waiting time between participants is avoided
8. Ensure that the equipment is left as you would wish to find it when you walk in, with all surfaces and equipment being cleaned prior to leaving the laboratory.
9. Prior to any activity taking place the appropriate risk assessment shall be read, if an appropriate risk assessment is not in place, then the risk assessment shall be completed by the student and the Dissertation Supervisor
10. No piece of equipment / protocol shall be used until the student is proficient and 'signed off' as such by the Lab Manager / or their supervisor (as appropriate)
11. Undergraduate and postgraduate students must consult with their supervisors about their practical work in order that the potential hazards associated with their research be assessed and practicable precautions / procedures be put into place
12. Supervisors must ensure that their postgraduate students have appropriate safety training, this should be included within the induction process

Lab bookings

1. Depending on the lab / equipment required, Postgraduate students and staff are allowed to self-book into the labs between the normal working hours from 9.00 until 18.00 h for data collection. A thirty-minute period prior to 9.00 and post 18.00 h can be used to prepare / de-service equipment as required
2. Undergraduate students can have access to the laboratories from 9.00 until 16.30 h for data collection. A thirty-minute period prior to 9.00 and post 16.30 h can be used to prepare / de-service equipment as required
3. The availability of each lab is managed by SONA (<https://liverpoolhope.sona-systems.com/Default.aspx?ReturnUrl=%2f>) Log in using your @hope credentials
4. BE CONSIDERATE OF OTHERS The labs may get extremely busy during the periods assigned to data collection. Access is limited by availability of equipment and also participants. Only request slots that you know you are going to use. While booking slots a week in advance allows you to organise your time effectively, block bookings week after week require confirmation of this requirement from your supervisor prior to bookings being accepted.
5. If a participant cannot attend a slot and you cannot fill the slot with an alternative participant, then use SONA to cancel the slot. Unused slots will be noted.

Out of hours working

1. Out of hours working in the laboratories is **not typically permitted** for undergraduate students (normal working hours being 9.00 – 16.30 h)
2. Out of hours working is discouraged for postgraduate students and staff members however if required access can be agreed so long as staff in the Security Lodge are aware of timings etc, and the appropriate Out of Hours Forms are completed
3. Anyone working out of hours must identify associated hazards and assess specific risks via COSHH procedures and Risk Assessments as appropriate
4. Anyone wishing to undertake practical work involving hazardous techniques / materials must ensure that they are within calling distance / sight of another person
5. No experimental work shall be completed in Labs when the university is officially closed (e.g. Christmas)

Use of equipment / subsequent cleaning of equipment

1. When appropriate, the equipment required for each research session will be made available in the associated lab
2. Any other equipment (eyetracker, EEG, computer keyboards) will be sprayed and wiped down using proprietary cleaner by the researcher.
3. Lab users will wipe down lab benches and the equipment on these bench surfaces

Risk assessments

The management of Health and Safety at Work Regulations 1999 and Health and Safety at Work Act 1974 require that arrangements are put into place which control the risks to health and the safety of staff and visitors while undertaking activities in the Laboratories.

Definition of Hazard and Risk

A hazard is defined as a substance or an activity which has the potential to cause harm or injury.

Risk is defined as the likelihood that harm will occur, if a hazard exists then this hazard will be associated with a level of risk.

While it is not possible to remove all of the risk associated with a substance / activity there is a requirement to control the risk so far as is reasonably practicable. This requires that a proportionate balance is achieved between the measures required (time, inconvenience, cost) and the level of risk. This balance is assessed by the completion of risk assessments.

1. Risk assessments should only include what is foreseeable, the anticipation of unforeseeable risks is not expected
2. A risk assessment must be suitable and sufficient; it should show that:
 - a. A proper check was made;
 - b. You identified persons who might be affected;
 - c. You dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
 - d. The precautions are reasonable, and the remaining risk is low;
3. The risk assessment should be completed by the lab user and checked by the dissertation supervisor.
4. One copy is to be emailed to the Lab Manager for sign off (penning@hope.ac.uk)
5. One copy to be placed in a plastic wallet in the risk assessment folder by the door in each lab, and must remain there for the duration of the research project

Risk assessment templates for rooms and equipment are available electronically from the Psychology Departmental Moodle

Emergency procedures: Injuries, Accidents, Incidents

Immediate action

1. Assess the situation
2. Protect from danger if safe to do so
3. Get help: shout 'HELP' or call Security Lodge: 0151 291 3800 (external) 3800 (internal) phone
4. Determine extent of injuries
5. If a major accident / serious injury then contact Security Lodge and 1st Aider
6. If a minor accident then ensure that a 1st Aider is contacted. 1st Aider details are listed in the Standard Operating Procedures on the wall by the door of each laboratory
7. The department has a number of academic staff and support staff who are 1st Aid trained

Defibrillator (Located on the ground floor outside HS020)

1. If the casualty is not breathing and unresponsive get help: shout 'HELP'
2. Contact Security Lodge (3800) tell them that you have an unconscious casualty NOT breathing and you require an ambulance and an **AED / Defibrillator**
3. Break glass, remove key, open AED door, remove AED, return to casualty. Follow AED instructions.

As soon as possible

1. Details of the accident must be recorded on an electronic version of the university's Accident Report Form available at <https://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/personnel/forms/healthandsafetypolicy/media,14614,en.pdf>
2. Ensure a copy is sent to Glen Pennington (penning@hope.ac.uk) and Eddie Fahy (fahye@hope.ac.uk) within 24 hours of the incident

Near Miss

A near miss is an incident which, but for luck, had the potential to cause harm. If a near miss occurs, then the information provided via an accident report form may be used to improve current working practises.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

All serious diseases and injuries resulting from accidents at work which cause incapacity for more than seven days, or a specified injury or death MUST be reported to the HSE Inspectorate under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). Eddie Fahy (fahye@hope.ac.uk) will oversee this process

This document has been prepared with the help of Dr Marc Wells