Welcome
to
Aeronautics
Orientation
Orientation

CAGB
(Admin, Offices, Labs, Workshops)

Skempton
(Lecture Theatres, water Flume)
Health and Safety in Aeronautics

Introduction

Health and safety depends on co-operative efforts by all. You are responsible for your safety and those around you.

Safety procedures are there to help you.
Health and Safety in Aeronautics

Lines of Safety

- HOD
- Supervisor / Lab supervisor
- Student
- College Safety Policies and Staff
- Departmental Safety Policies / Lab rules
- Safety Officer / Safety Staff
Safety Personnel

Safety Meetings are held each term. 3 Lab inspections per year.

**Head of Department and Safety Committee Chairman**
Professor Paul Robinson  extn: 45056

**Safety Officer**
Dr Nigel MacCarthy  extn: 45043

**COSH Assessor Control Of Substances Hazardous to Health**
Mr. Roland Hutchins  Technical Office 207  extn: 45439
Mr Jonathan Cole  Composites Suite  extn: 45041

Full list on the web site:
http://www3.imperial.ac.uk/aeronautics/about/healthandsafety
College Safety Information
www.imperial.ac.uk/safety

- RAFT
- Policies
- Training courses
- Forms and links
Where to find Safety Information

https://www.imperial.ac.uk/engineering/departments/aeronautics/local/health-and-safety/
Safety Notice Board and Signage

Safety Noticeboard: Level 2 CAGB Building

- General safety related information
- Information on forthcoming courses
- Contacts and Phone Numbers

Safety Signage: End of each corridor

- Your exact location
- First Aiders
- Fire Wardens
- Other contacts
IN AN EMERGENCY

4444
College phone

020 7589 1000
from a mobile phone

Tell security which service you require: FIRE, POLICE, or AMBULANCE

Give your room location in CAGB. If you are in a corridor, information about your exact location is given on the signs at each end of the corridor (or above a fire call point)
If you discover a fire:
- Immediately operate the nearest alarm call point
- Warn other people
- Attack the fire with the appliances provided, without taking risks

On hearing the fire alarm: Bell/Voice message CAGB, Continuous Bell L50, High Speed Flows Lab
- Leave the building by the nearest available exit
- Close doors behind you. (Press E-Stop on equipment you are using)
- Proceed to assembly point

DO NOT USE LIFTS,
DO NOT STOP TO COLLECT PERSONAL BELONGINGS,
DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO
Fire Alarm and Evacuation

**Assembly points**
Roderic Hill/ACE – Aero cark park, Bone car park

Skempton – Queens tower car park

CAGB – (Front) corner of Exhibition road/Imperial College Road
(rear) Queens tower car park

**Don’t stand by the exit doors.** Move quickly to the Assembly Point

- Different buildings may have different alarm systems/sounds
- Alarms are tested weekly
- Fire drills are held annually.
- Green Break Glass on every fire exit door.
- Fire wardens will be on hand to assist with evacuation
Fire Alarm and Evacuation
Fire Alarm and Evacuation

CAGB Building Level 1

CAGB Building Level 2
Fire Alarm and Evacuation

Roderic Hill Building
(L50 and 10x5 Wind Tunnel)

ACE Extension
(High Speed Flows Laboratories)
Fire Alarm and Evacuation

Skempton Building
(Lecture Theatres)

Assembly Point

Queens Tower
When in Skempton or other buildings, look for local signage regarding first aiders.

Ensure your own safety first.

Call for the assistance of a First - Aider or Dial 4444
(020 7589 1000 from mobile)

Further information on the web site and in your induction pack
All Accidents and Dangerous Occurrences **must** be reported to the Departmental Safety Officer, so that they can be recorded and sent to the college safety department.

Alternatively use SALUS online system accessed from the college safety website:

http://www3.imperial.ac.uk/safety/formsandchecklists/accidents
Departments

The Safety Unit
For information and advice on all safety related matters
www.imperial.ac.uk/safety

Occupational Health   Tel: 0207 594 9401
The Occupational Health Service (OHS) provides immunisations required for study and research. In addition, it monitors the health of those with hazardous research activities. www.imperial.ac.uk/occhealth

Health Centre   Tel: 0207 584 6301 (24hr Service)
The Health Centre can be contacted on extension 49375/6 in normal working hours (08.00 - 18.00). OUT OF HOURS: contact Sherfield Security on extension 4444.
The security office (169 Sherfield Building) is open Monday to Friday 08.30-10.30, 12.00-14.00 and 15.45-16.45. (Extn 4444)

For further information requiring your ID swipe card please go to http://www3.imperial.ac.uk/facilitiesmanagement/security/services/idcard/idcardguidlines

Emergency: 4444
Mobile: 0207 589 1000

• Swipe Cards must be with you at all times when on Campus

• Report any suspicious behaviour

• Keep valuables with you (do not leave laptops unattended in lecture theatres or laboratories.

• Bicycles are not permitted in the building (There are 5 designated areas at SK Campus, 2 secure stores. See http://www3.imperial.ac.uk/facilitiesmanagement/security/bicycles for more info)
Estates

The estates helpdesk is: extn 48000 or 020 7594 8000 from a mobile

- Any defect or issue about the building
- In the first instance, please report such occurrences to your lecturer, supervisor or a member of the technical team
Laboratories and Experiments

All Aeronautics laboratories and workshops have:

- A Laboratory Manager
- A set of rules and procedures
- Varying degrees of hazard
- Access control
Access Control

• For laboratories with specific safety hazards

AERONAUTICS:

- Hypersonics and Shock Physics
- Laser Laboratories

http://www3.imperial.ac.uk/safety/guidanceandadvice/accesscontrol

Please be aware of the signs around the department
Access Control

**Swipe Cards**

Two types of swipe readers:

**LENEL – Magnetic Lock**
Perimeter doors, access to some of the bigger laboratories such as the DFF and Composites Suite.

**Aperio**
Internal rooms and laboratories

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**General perimeter access** – Granted now

**Access to laboratories or workshops with reader control** –
- Arrange for a lab induction with the lab supervisor
- The Supervisor will authorise access for your swipe card
Laboratories & Restricted Areas

- Read the Laboratory safety instructions displayed
- No eating and drinking
- Keep the door to the Laboratory unlocked
- Report any broken equipment to the lab manager or safety officer

Restricted Laboratories

For Example;

Laser Designated Area

Please be aware of the signs around the department
Personal Protective Equipment (PPE)

Personal Protective Equipment is supplied for your safety, and must be used where required.

Overalls may be purchased through Mr G. Senior (45041 room CAGB125 Composites Suite).

UG's will not normally be expected to provide their own safety shoes but PG's and RA's should be aware that there are areas in the department, which require their use.

PLEASE NOTE OPEN-TOED SHOES / SANDALS ARE UNACCEPTABLE IN ALL CASES.
Hazard Signs

Black / yellow = warning
Red/ white = prohibition
Blue = instruction or obligation
Green = information
Supervisors

**Your Supervisor;**
• Health and Safety information about your specific Project and associated equipment.

• Help and advice regarding completion of Risk Assessments and RAFT

**Laboratory / Area Supervisor;**
• Health and Safety information about the laboratory and the generic equipment within the laboratory.

• Laboratory Safety Procedures and access restrictions

Please read local Safety Policy of any lab you happen to work in
Health and Safety in Aeronautics

RAFT

Risk Assessment Foundation Training

The course will be delivered by the Virtual Learning System ‘Blackboard’ and all students should see the course listed.

Blackboard link (use your college login and password)

http://learn.imperial.ac.uk
RAFT

Risk Assessment Foundation Training

• The RAFT course material should take you no more than a few hours (maximum) to complete

• Two attempts to pass the subsequent test.

• The pass mark is 80%

When you have passed, you will an automated result. Please print this and keep it with you. If you have any problems with the course or test, please come and see me or your supervisor for advice and further information.
Risk Assessments are required if you do experiments or procedures in laboratories or use any Aeronautics equipment.

<table>
<thead>
<tr>
<th>Task</th>
<th>Do I need Risk Assessment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit or view laboratories</td>
<td>No</td>
</tr>
<tr>
<td>Watch a demonstration</td>
<td>No</td>
</tr>
<tr>
<td>Participate in practical labs</td>
<td>No</td>
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<tr>
<td>Carry out your own project</td>
<td>Yes</td>
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</tbody>
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**To do work in our Laboratories**

1. Take the RAFT test on Blackboard
2. Carry out a Risk Assessment online
3. Check to see if any other training is required for your work
4. Do a Risk Assessment for each experiment you carry out.
Risk Assessments

*Required by;*

The management of health and safety at work regulations 1992
Control Of Substances Hazardous to Health regulations 2002 (COSHH)
Health and safety (DISPLAY SCREEN EQUIPMENT) regulations 2002
Manual handling operations regulations 1992

• Your Risk Assessment is a legal document and is essential to your experiment or lab work.

Risk Assessments should be carried out ONLINE at;

https://www.imperial.ac.uk/engineering/departments/aeronautics/local/health-and-safety/
Late/lone Working

Normal working hours: **09.00 to 18.00 Monday to Friday.**

Swipe card access: **07.00 to 23.00 all week.** You **must** be out of the building by 23.00.

**Anyone needing to work in a laboratory or wind tunnel** outside of these hours must meet the following criteria:

- A late working form must be completed BEFORE starting (available from DSO)
- A valid registration of experiment form and Risk Assessment must be available.
- Students must carry their college ID Card.
- Ensure that you know the location of your nearest Emergency Exit.
- Report any accident or emergency to Security Ext. 4444 or 020 7589 1000 (mobile)

Further Details
Aeronautics Health and Safety Website
• Do you know what your safety responsibilities are?

• Do you know where to find the college safety policy, the departmental safety policy and the Laboratory/Workshop safety Policy (if applicable)

• Do you know how to report accidents and dangerous occurrences?

• Do you know that all experimental work must be Risk Assessed

• Doing Experiments? Have you passed RAFT?

• Do you know what PPE is and when it should be used?

• Do you know the fire/evacuation/assembly point procedures?

• Do you know how to call the first aiders and who to contact in an emergency?
Need Help?

Further Details
Aeronautics Health and Safety Website

Recommended Reading
Guide to Experimental Services in Aeronautics

SAFETY - EXPERIMENTS - WORKSHOPS - LABORATORIES - WIND TUNNELS - EQUIPMENT BOOKINGS - LASERS

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