

# Code of conduct for Computer Science Labs

## You are free to

- Make full use of the PC's in the labs for your projects, assignments or other curriculum-related work.
- Use the Lego kit in 125 (if you have a locker) as long as you return all loose pieces when you are finished.
- Use the white boards to discuss ideas with colleagues (though you should respect noise levels as discussed below).

## You must

- Ensure that all doors to the McCrea building and the labs are closed. Do not use wedges, Fire extinguishers etc., to keep the doors open.
- Respect anybody else who is using the labs. This means keeping noise levels to a minimum and generally not doing anything that is a distraction.
- Keep the labs in the state they are meant to be in. All rubbish must be placed in the bins, which you can find in the reception area near lab 125.
- Computers must not be moved. Chairs and tables should be left where they were found.

## You must not

- Let in anybody to the building or labs whom you do not know. If you see anybody you do not know in the lab contact Security on extension 3063 (01784 443063 from your mobile).
- All students must not leave any personal items unattended in any of the Labs or reception areas.
- Confectionary and soft drinks are allowed whilst working, but not food items such as pizzas or alcoholic drinks.
- Deface the lab in any way or cause damage to equipment. Any accidental damage should be reported immediately to Computer and Technical Support team. (support@cs.rhul.ac.uk).
- Use the lab for entertainment purposes. All users of departmental facilities are expected to behave in a way that avoids disturbance to other people's work. In general this means that mobile phone use, the playing of music through loudspeakers, playing games should not take place in laboratory areas.
- Using the PC's for anything inappropriate.

*Attempts at unauthorised access to any part of the departmental, College or external computer systems will be treated as a serious disciplinary matter. Offenders may be reported to the police under the Computer Misuse Act 1990; the maximum penalty under this Act is six months imprisonment and an unlimited fine. Disciplinary action will be taken against any student storing or transmitting offensive material on the departmental computer system, including sexist, racist or pornographic text or pictures.*

- Students must not reveal their password to anyone.
- Do not leave your PC or laptop unattended when logged in, set a screensaver with password on resume or user Ctrl Alt Del to lock the computer if you are leaving the room.
- Use of the departmental system by students from outside the Computer Science department must be authorised by the Head of Department. The systems team regularly monitor the use of the departmental system.
- Take white board pens, wipers or anything else that doesn't belong to you from the lab.

## Lone working policy and procedures

The College has a 'Lone Working Policy and Procedure' that can be found at:

<http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx>

Lone working is defined as working during either normal working hours at an isolated location within the normal workplace or when working outside of normal hours.

The Computer Science department is a low risk environment, but you should still take precautions by storing the emergency number for Campus Security (01784 44 **3888**) in your mobile phone.

- Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person's location and that they have access to means of communication; it is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return.
- Any out of hours or weekend working needs to be reported to College Security Office 01784

44 3063 stating name, location and duration of stay.

- There are phones in both McCrea 103 and McCrea 125 which can be used for this purpose; use 3063 (Internal) from these phones.

### **Fire Safety**

Fire doors should not be wedged open under any circumstances. Fire extinguishers should not be removed from their mounting or obstructions placed in front of them to inhibit accessibility. Fire extinguishers should not be used to prop open doors.

In the event of discovering a fire, the nearest call point should be activated. Do not attempt to tackle the fire yourself.

If you discover a fire during the weekend or out of hours you should also contact security on 01784 44 3888 (mobile) or emergency 444 (internal phones), once you are safe at the accessibility point 11.

The department has two weekly fire alarm tests which are carried out at 9.15am on a Tuesday and last for a few seconds. If the fire alarms sounds at any other time except during a test, you must **vacate the building immediately** and assemble at the meeting point nearest to the Horton Building, assembly point number 11. **You must not re-enter the building** until instructed to do so by the fire Warders.

### **Fire Marshalls**

Mrs Jenna Sparkes, Mrs Elaine Marshal and Mrs Sandra Walton are our Fire Marshalls for the ground floor, (lower level) of McCrea and can all be found in room 119 between the hours of 9am-5pm.

### **Accidents**

All accidents and incidents must be reported to the Health and Safety Coordinator Mr Adrian Thomas and the departmental office; Mrs Sandra Walton or Mrs Jenna Sparkes. The office will then record and complete an accident report form.

If at any time during out of hours or weekends you need have an accident or witness an accident or incident you should contact security on 01784 44 3888 (mobile) or emergency 444 (internal phones).

### **First Aiders**

Mrs Sandra Walton is our qualified First Aider. Sandra can be found in room 119, Monday to Friday – 9am-5pm, Extension 3432.

If you require First Aid at any time during out of hours or weekends you should contact security on 01784 44 3063 (mobile) or emergency 444 (internal phones).

### **Departmental Smoking policy**

In line with British Law, there is no smoking allowed in any of the Computer Science department building. Smoking is only allowed in designated areas which are a **minimum of 5 meters** away from the building. It is the responsibility of the smoker to ensure that smoke does not enter any building.

### **Housekeeping, slips, trips, falls**

Wall sockets and desk-based extensions are provided throughout the room. If any additional extensions / cables are used, these are not permitted to trail across walking areas and create trip Hazards. Cable covers to be made available if needed.

Maintain good housekeeping by cleaning up of spillages immediately.

Maintain floors and walkways clear of any obstructions, reporting any defects promptly to Support and Technical Team ([support@cs.rhul.ac.uk](mailto:support@cs.rhul.ac.uk))

*Prof. José Fiadeiro, Head of Department*