

# Royal Holloway, University of London

## Laser Safety Local Rules - Laser Pointers/Pens

(Version 2)

These rules should be followed by anyone who uses or acquires laser pointers or pens for use on Campus. The misuse of lasers of any class can directly or indirectly result in serious injury and their misuse will constitute a disciplinary offence.

1. Laser pointers of class 2 and below do not need to be registered with the Laser Safety Officer.
2. Laser pointers above class 2 are not to be used under any circumstances. This will be kept under review.
3. Use of laser pointers will be limited to members of staff and PhD and equivalent students.
4. Any laser pointer must be clearly marked with its classification and other relevant information.
5. Laser pointers of class 2 have the potential to cause damage to the eye and the following must be complied with:-
  - i) Under no circumstances should the pointer be directed towards the audience.
  - ii) Unless dictated by the nature of the presentation the room should not be entirely blacked out.
  - iii) A visual check of the room must be carried out before the presentation to ensure that there are no reflective surfaces which might divert the beam back into the audience or towards the presenter.
  - iv) In the event that the presenter or a member of the audience suffers an exposure to the eye from the laser beam then the Health Centre and the Health and Safety Office should be informed immediately. If necessary they will arrange for an eye examination to be carried out within 24 hours at an appropriate hospital.

### Notes

1. Although most laser pointers are marked with a class number, there have been instances of pointers exceeding the stated class. Also, American classification differs somewhat from the European system.

Andy Alway  
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