


	<b>LABORATORY AND CLASSROOM RULES</b>	  
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## FOREWORD

The Laboratory and Classroom Rules<sup>1</sup> are intended to ensure both the good **preservation of the** Institute's **assets** and compliance with **accident prevention** regulations. These rules pursue the objectives of **safety** efficiency, effectiveness and protection, regulating the behaviour of teaching and non-teaching staff and students, establishing how to access educational facilities and defining individual responsibilities.

Each laboratory is entrusted to the teacher who uses it with the class and becomes responsible for it.

The teacher using the laboratory must take care of and periodically check the educational equipment.

They have the task of:

- reporting any anomalies within the laboratory, communicating any damage to equipment to the Purchasing Department (or to the Information Systems Department in the case of computer equipment) and to the Headteacher or their staff;
- notifying the Purchasing Department of the need to replace defective equipment;
- tidying up and storing material and technical equipment, ensuring the periodic verification and procurement of material useful for educational exercises, in liaison with the Purchasing Department.

The head of the Purchasing Department collects and prepares lists of material to be purchased and schedules maintenance work in the laboratories.

The System Administrator is responsible for coordinating the work of configuring PCs and networks, access policies and security measures.

## TYPE OF THE INSTITUTE'S LABORATORIES





There are various types of laboratories in the Institute as shown in annex 3.

## USING LABORATORIES AND CLASSROOMS

### GENERAL PROVISIONS

1. The use of the laboratories for educational purposes is reserved for all classes led by the relevant teachers in the field of practical/scientific disciplines, subject to prior planning of educational activities.
2. It is forbidden to take classes to the laboratory during substitution hours, unless the substitute teacher has the required skills for the activity in the laboratory.
3. In the event of **anomalies, damage or shortages** found while staying in the aforementioned premises, the current procedure shall be applied using the appropriate forms.
4. All unused laboratories must be locked and the keys handed in at the janitorial office.
5. It is strictly forbidden to enter the laboratory without the presence of the teacher; for entry, students will gather outside the door and only when the teacher arrives will they go to their assigned work stations, for which they will be responsible until the end of the lesson.
6. Consuming food and drink inside the laboratories and classrooms is strictly forbidden.
7. It is the teacher's responsibility to check, at the beginning and end of the lesson, that the equipment is in perfect working order, acting as per point 3 in the event of any anomalies, damage and/or shortages; it is also the teacher's responsibility to supervise the students' actions and ensure that they do not damage the facilities. If a teacher finds irregularities that were not reported by the teacher of the previous lesson, the class accompanied by the latter will have to pay any compensation that may be required. Damage that can be qualified as vandalism and shortages, in addition to having

<sup>1</sup> "Laboratory" means Laboratories and Workshops as well as equipped classrooms

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to be recorded and immediately reported to the Headteacher or their staff, will be subject to compensation: the cost will be charged to the person directly responsible or to the class that last used the laboratory.

8. It is the student's responsibility to check at the beginning of the lesson that their workstation is in working order and to promptly report any damage or anomalies.
9. Equipment, machinery, tools, etc. must be used correctly, wearing the recommended personal protective equipment (PPE) (overalls, goggles, gloves, etc.) where required by current legislation.
10. After using a workstation and/or a machine, it must be left in order. To avoid inconvenience to classes in the following hours, the room (floor, chairs, desks...) must be left clean and tidy. Activities will be discontinued at least 5 minutes before the end of the lesson to allow students to tidy up their workplaces.
11. Under no circumstances and for no reason may students be left alone in the laboratories. If the teacher accompanying the class needs to be temporarily absent from the laboratory, they must ensure that the students are supervised by another teacher, technical or auxiliary staff.
12. Tools and hazardous materials must be kept under lock and key, distributed (at the beginning of the lesson) and collected (at the end) under the direct control of the teacher.
13. At the end of the lesson, the teacher must check that the equipment has been properly switched off.
14. Using laboratories for personal purposes is prohibited. Teachers are guaranteed entry into the laboratories for educational-related functions.





**Please note that not complying with these rules entails the adoption of disciplinary measures, in addition to the punishment provided for by the regulations in force, as well as the assumption of civil and criminal liability for one's actions.**

#### **MAINTENANCE AND MODIFICATIONS**

1. All requests for maintenance or repair of any kind or property must be forwarded to the Purchasing Department (or to the Information Systems Department in the case of computer equipment).
2. All parties concerned may make suggestions and requests for modifications and/or extensions to the laboratory equipment and forward them for evaluation to the Department Coordinator, who will inform the Headteacher's Office.
3. Any modification or relocation of laboratory equipment and instruments must be carried out by staff authorised by the Headteacher's Office.

#### **COMPUTER LABORATORIES**

1. Users are forbidden to save material in spaces other than those specifically designated or reserved.
2. The System Administrator is authorised to permanently delete any files, programs or folders from the network that have been saved or installed without their consent, or that are in a location that is not safe for the operation of the network.
3. It is the responsibility of the teacher to ensure that all workstations and peripheral devices are switched off at the end of the lesson-
4. It is forbidden to introduce pen drives or SD cards without the teacher's authorisation.
5. Any installation of new software, even for educational purposes, other than that envisaged by the Administrator, is prohibited. Any new piece of software not present on the network that is deemed necessary for educational activities must be agreed with the Administrator, who will check its correct operation on the network and compliance with the user licence rules. The teacher is responsible for verifying compliance with these indications.

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6. Teachers and students are expressly forbidden from using the network to browse the Internet for personal purposes; private e-mails may only be used for educational and/or administrative purposes.

#### LEGISLATIVE REFERENCES

Pursuant to legislative decree 81/08 et seq., which lays down measures to protect the health and safety of workers in the workplace:

- the employer must ensure the safety and health of workers;
- the worker must comply with the prevention rules and take care not only of their own safety, but also of that of the other persons present in the workplace who could be affected by their actions and omissions, in accordance with their training and the instructions and means provided by the employer;
- students are treated in the same way as workers when they attend educational workshops and processing departments and are exposed to specific risks due to their activity. Specific risk activities are considered to be all those activities in which the use of machinery, apparatus and work equipment, plants, prototypes or other technical means, or chemical, physical or biological agents is involved and which expose students to specific risks;
- staff are equated with supervisors and/or workers in relation to the functions performed at the time;
- students will be provided with information and training on safety in the workplace.

**The following annexes form an integral part of these Rules.**

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## ANNEX 1

### **INSTRUCTIONS FOR TEACHERS**

In addition to being responsible for the educational activities, teachers are equated with supervisors and are therefore also **responsible for the safety** of the students when carrying out specific risk educational activities. The teacher is also understood to be qualified, i.e. in possession of the specific training required for appointment to the job, informed pursuant to legislative decree 81/08 et seq. with regard to health and safety risks arising from using equipment and products in the laboratory and therefore responsible for their own actions with regard to safety regulations.

The teachers are responsible for,

- at the beginning of classes, informing students about:
  - the specific risks associated with using the products and equipment;
  - the accident prevention and protection measures envisaged for the safe performance of laboratory activities, the appropriate clothing and personal protective equipment to be worn;
  - how to behave in an emergency;
- how to plan exercises or activities that, due to their intrinsic degree of danger, the level of ability of the students, the particular state of the equipment, the objective possibility of exercising adequate supervision by the trainer, cannot generate situations of risk to the physical safety of the students;
- only using machines and equipment with all safety devices;
- how to use, periodically check and maintain the equipment;
- how to check the integrity of PPE before each exercise;
- how to supervise and check the work of students to ensure that PPE is used during exercises.

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## ANNEX 2

### **INSTRUCTIONS FOR STUDENTS**

During the exercises, students must:





- check, at the start of their work, that their workstation and the various pieces of equipment are in good condition and, if they find any anomalies, inform the teacher;
- use all the individual and collective means of protection indicated by the teacher for the specific exercise;
- use machines, work equipment, tools or other technical means as well as hazardous substances and preparations carefully, correctly and appropriately, following the instructions of the teachers;
- keep the workstation clean and tidy;
- avoid manoeuvres that may compromise one's own safety and the safety of other workers and for which no authorisation has been given and/or adequate training has not been received;
- keep passages between desks and to doors, the actual doors, corridors and all escape routes clear, leave bags, books, clothes, umbrellas, etc. in the designated spaces or outside the laboratory;
- follow the instructions on disposing and storing special waste;
- at the end of the exercise, leave their workplace in perfect order, return equipment and tools in perfect working order, excluding wear and tear, cooperate in tidying up the laboratory.

It is absolutely forbidden to:

- smoke, drink, eat;
- move and/or remove materials;
- remove or modify without authorisation the safety or signalling or control devices of machines, work equipment, tools or other technical means;
- try to operate equipment one is not familiar with;
- attempt any repair work in the event of malfunctioning or failure of the assigned machines or equipment;
- use equipment and materials for purposes other than those for which they are given for use.

### **STUDENT ACCIDENT INSURANCE**

Regularly enrolled students are insured against accidents they may incur due to violent causes while carrying out experiences and exercises provided for in the teaching programmes, regulated and directed by the teacher. Any cases of injury or accident must be reported promptly to the Headteacher or their staff, who will take appropriate action.

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### ANNEX 3

The following types are present in our institute:

- Welding workshop
- Mechanical workshop
- Electrical workshop
- Computer laboratories
- Mobile computer laboratories
- CNC (computer numerical control) laboratory
- Automation laboratory;
- Pneumatics and electropneumatics laboratory;
- Electronics laboratory;
- P.L.C. (Programmable Logic Controller) laboratory;
- Electrical measurements laboratory;
- Measurement and testing laboratory;
- Prototyping laboratories (FAB LAB);
- Physics and science laboratory;
- Classrooms with personal computers, multimedia interactive whiteboards and interactive monitors;