
Overview

This standard covers the competence you will need to clean and tidy the workplace after scientific or technical learning activities in accordance with approved procedures and practices.

You will be required to demonstrate that you can work to the relevant workplace procedures, legislation and organisational policy, to use good scientific, technical techniques and practices in accordance with workplace procedures.

The activity is likely to be undertaken by someone in a science related work setting, including individuals working in hospitals, scientific laboratories, schools and universities.

Performance criteria

- You must be able to:*
- P1 ensure that your work is carried out in accordance with workplace procedures
 - P2 use safe practices and the appropriate personal protection equipment (PPE) when doing scientific or technical activities
 - P3 identify any workplace hazards associated with any materials, resources, consumables and equipment to be cleared
 - P4 take appropriate action against identified hazards and clean up any spillages safely
 - P5 ensure that all resources and equipment are cleaned and replenished as necessary before returning to their correct location for storage
 - P6 dispose of waste safely and in accordance with workplace procedures
 - P7 confirm that the workplace is in a fit condition for further learning activities to relevant people
 - P8 work safely at all times, complying with health and safety, environmental and other relevant regulations and guidelines
 - P9 communicate the required information about the work done, in accordance with departmental and organisational procedures

Knowledge and understanding

- You need to know and understand:*
- K1 the health and safety requirements of the area in which you are carrying out the scientific or technical activities
 - K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities
 - K3 the scientific or technical techniques and processes you must use correctly in the workplace.
 - K4 the importance of wearing protective clothing, gloves and eye protection for scientific or technical activities
 - K5 the importance of correct identification, and any unique workplace coding system
 - K6 the lines of communication and responsibilities in your department, and their links with the rest of the organisation
 - K7 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
 - K8 what hazards or risks associated with cleaning and tidying after scientific or technical learning activities
 - K9 what is the appropriate action to take with hazards
 - K10 how to deal with spillages and what action to take
 - K11 how to check that services are working effectively and safely and what action to take if they are not
 - K12 how to store scientific or technical materials, resources, consumables and equipment safely and correctly
 - K13 what are the procedures for the safe storage and handling of scientific or technical materials, resources, consumables and equipment
 - K14 when and how to use risk assessment while cleaning and tidying the workplace
 - K15 the techniques and processes used for cleaning and tidying the workplace
 - K16 how to confirm when the workplace is fit to use

Scope/range

1. check hazards and potential risks in all of the following categories:
 - 1.1 equipment
 - 1.2 services e.g. gas, electricity
 - 1.3 workplace environment
 - 1.4 procedures
 - 1.5 people
 - 1.6 materials or consumable

2. clean and tidy after one of the following learning activities:
 - 2.1 timetabled lessons
 - 2.2 other supervised events
 - 2.3 outside activities

3. confirm workplace is fit for use with relevant people to include one of the following:
 - 3.1 supervisor
 - 3.2 team leader
 - 3.3 health and safety officer
 - 3.4 manager
 - 3.5 head of department
 - 3.6 teacher or trainer

4. record details of work activities, and communicate the details to the appropriate people, using:
 - 4.1 verbal report plus one method from the following:
 - 4.2 written or typed report
 - 4.3 computer-based record
 - 4.4 specific workplace documentation
 - 4.5 electronic mail

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