

UWTSD Physiology Laboratory Student Guide

1. Emergency Procedures

1.1. Fire Alarm

- If the fire alarm sounds during a test or laboratory class, terminate the test or class immediately and leave the building by the nearest route, closing all doors behind you.
- Assemble on the Tennis Court next to the Studio.
- In the event of a fire the nearest fire extinguishers are located:
 - i. CO₂
 - DR003 next to main double door
 - DR002 next to main door
 - ii. Water
 - DR ground floor lobby next to double door to room DR003
 - DR001 next to external fire exit door
- There are two fire alarms located within the sport and exercise physiology laboratory
 - On the wall next to main door into the DR lobby
 - On the left of the external fire exit door in DR001

1.2. Major Emergency

- In the case of an emergency, immediately inform the member of staff present. They may ask you to assist them in carrying out the following procedures:
- In the case of an emergency, telephone the ambulance service direct by dialling **9 – 999**.

- When calling for direct assistance, request the person bring the AED, oxygen and first aid equipment. Be prepared to use the equipment if required.
- When telephoning the ambulance service, provide as much information as possible, i.e. conscious/unconscious, breathing, pulse, etc.
- Ensure that there is a designated individual who will assist in guiding the ambulance to the emergency.

1.3. Location of Telephones

- There are numerous telephones located in the vicinity of the laboratories:-
 - N.B. Remember, for an outside line you must first dial 9.**
 - i. DR003- next to the sink;
 - ii. On first floor of Dafydd Rowlands (DR) block in all staff offices – DR102, DR103, DR104, DR105, DR107, DR108, DR109, DR110, DR111, DR112, DR113, DR114.
- To receive first aid assistance, contact the Porters on **6593**.

2. Accident and First Aid Procedures

2.1. First Aid

- The lab technician is a qualified first aider.
- A list of qualified first aiders is located with the porters.
- In the event of an accident, contact a named individual or call **6593** to contact the Porter.
- A first aid kit is provided in DR003 on the wall near the double door.
- A defibrillator is located on the wall in DR003 next to the main double door.

2.2. First Aid Kit

- A first aid kit is provided in DR003 on the wall near the double door.
- Use of any items of the kit must be reported to the technician or a staff member. Maintaining stock levels is the responsibility of the technician.

2.3. Accident Forms

- If any accident should occur within a test or laboratory class, an accident form should be completed. The tutor or technician will ensure that this occurs.

2.4. Sport and Exercise Physiology Laboratory Accident Records

- All accidents, near accidents or injuries that occur in the laboratory must be recorded using the designated accident reporting procedure and associated documents.
- These must be completed in order to comply with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Forms will be completed in conjunction with the supervising member of staff and/or technicians.

3. Testing Procedures and Approved Protocols

3.1. Teaching

3.1.1. Student projects

- All student projects require ethical approval and appropriate risk assessments for any procedures included within the testing.
- Students will not be allowed to carry out pilot testing until their project has gained ethical approval.
- Informed consent must be obtained from a participant prior to undertaking any student project testing.
- Any individual participating in physical activity as part of a student project should complete a PAR-Q.
- There is a wide range of equipment and therefore many different procedures available to students within the physiology laboratory.
- Students will be allowed to collect their data; however the level of supervision of the student during the data collection is determined through a competency/supervision matrix (appendix). Competency will be determined by their academic supervisor or a technician after the student has the gained relevant training.
- It is the responsibility of student to be familiar with emergency procedures and all relevant health and safety issues.
- In the event of the recruiting volunteers outside of a healthy adult population, such as children, vulnerable adults, and patients with known illness/injury, appropriate population-specific health screening and consent will be sought from the individual. This will be detailed fully within the application for ethical approval.

3.1.2. Laboratory practical sessions

- All students are requested to complete a physical activity readiness questionnaire and a generic consent form at the start of the module.
- As per teaching requirements, students will be asked to participate in laboratory based activities that require physical exertion. This allows students to develop practical laboratory skills.
- Laboratory practical sessions include recognised procedures that have been risk assessed.
- All laboratory practical sessions are supervised by a member of academic staff with a technician available for assistance as a minimum. Technicians provide direct assistance to the academic staff during the laboratory practical sessions when required.
- All procedures used within the laboratory practical sessions are explained in detail at the start of the session, with the opportunity to ask any questions individuals may have about the procedure.
- All students are reminded that they must inform a member of staff prior to commencing any physical activities if they have an injury or illness, or any reason as to why they should not participate in exercise.

3.2. Conduct within the laboratories

- All individuals running physiological assessments within the laboratories should be dressed appropriately and wearing closed toed shoes.

- Only individuals involved in running physiological assessments and the participant(s) should be present within the laboratories during assessments. An exception to this is offered for students observing practice for teaching/learning.
- Except where it forms part of the experimental procedure, no food, drink or chewing gum is allowed to be brought into, chewed or consumed within the laboratory. This is with the exception of water in a sealed drinking container.
- Individuals are not permitted to sit on the tables or floor within the laboratories.
- All individuals running physiological assessments within the laboratories should return equipment to its designated store upon completion of its use.
- All individuals running physiological assessments within the laboratories should leave the lab clean and tidy upon completion of their testing.

4. Risk Assessment

4.1. Risk Assessment

- A risk assessment of the sport and exercise physiology laboratory has been carried out to identify hazards within the laboratory and of laboratory activities and their associated risks.
- A risk assessment will be carried out for any new pieces of equipment, new protocols or following any changes in the layout of the laboratory.
- Any new risks identified will be controlled in an appropriate manner.
- Risk assessments are reviewed on a yearly basis by the technicians.
- Copies of risk assessments are available in the physiology laboratory for students to refer to.

Appendix

Work Activity	To be completed by qualified person(s).	To be completed by academic/support staff	To be completed by students <u>only under supervision of academic staff/technician</u>	To be completed by students unsupervised, <u>ONLY</u> following completion of adequate training and competency checks by academic supervisor/technician <u>AND</u> when there is assistance available.	To be completed by students unsupervised, <u>ONLY</u> following completion of adequate training and competency checks by academic supervisor/technician
High-intensity exercise using cycle ergometer (Wingate)		*		*	
Maximal aerobic test (VO _{2max/peak})		*		*	
Repeated high-intensity exercise testing/training		*		*	
Sub-maximal exercise testing/training		*			*
Prolonged exercise		*	*		
Blood pressure		*			*
Sterilisation procedures		*			*

Agility test (Smartspeed)		*			*
Strength testing		*		*	
Body composition		*		*	
Use of Douglas bags		*			*
Capillary blood sampling	*	*	*		
Spirometry		*			*
Core temperature assessment		*	*		