



MEMO

FROM: Dr Sandro Lanfranco, Head
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TO: Students taking courses at the Department of Biology

SUBJECT: Health and safety, in particular, presence at the department after normal work hours

CC: Academic staff
Senior Laboratory Officer
Senior Technical Officer
Departmental Secretary

DATE: *Updated on 30th October 2019*

Students undertaking work in the laboratories and/or using other departmental facilities should consult the University Health and Safety Guidelines that may be downloaded from:
<http://www.um.edu.mt/hrmd/services/healthsafety>

In particular, students who would like to work in the laboratories and/or use other facilities of the Department of Biology should note the following:

- (i) Undergraduate students are **not** allowed to work in the laboratories and/or use other facilities of the Department of Biology **outside normal work hours**. If any undergraduate student requires to work outside normal work hours, the need for this should first be discussed with his/her supervisor.
- (ii) Postgraduate students should ideally **avoid** working in the laboratories and/or use other facilities of the Department of Biology **outside normal work hours**.

In either of the above, if a student and his/her supervisor feel that such after hours work is crucial, then an official request for permission should be sent to the Head of Department for evaluation. The Head of Department will then discuss the request with the supervisor and H&S Officer, and a decision for granting/not granting permission taken. If permission is granted, the student may be required to follow a given procedure to ensure health and safety considerations.