Jill Cheesman
Territory Sales Manager
East Midlands



Jill's Tech Guide on

Prep Room Management & Science Technician Tips

Every Science Technician is different and will want to manage the Prep Room in their own way, however we felt it would be useful to summarise some ideas to help you, most of which is from personal experience

Please also refer to CLEAPSS document: Running a Prep Room L248a, for more in depth guidance.

Dry area:	Have an office area that allows you to work away from the practical preparation area. Ideally you would want your computer and printer in that area where it is dry, and not in the area used to prepare practicals. Make sure you have a comfortable office chair and a set up that is right for you.
Wet area:	Keep an area clear for preparation of practicals using chemicals, and an area to store washing up and completed practicals.
Security:	Ensure the Prep Room and labs have restricted access, if possible locked, when they are not being used, especially if they contain science equipment and chemicals.
PPE:	Ensure you have your own PPE that fits you well and is designed for the use required. Also have spill kits already prepared to use in an emergency.
Labs:	Manage regular checks of the labs including gas supply, fire safety, clear sinks, empty glass bin and general housekeeping – report any concerns. Create a checklist to work through.
Bookings:	Set a deadline for booking practicals, i.e. 48 hours before, to ensure you have time to safely prepare. How well this works depends on you and your science department.

Continued on next page...

Prep Room Management & Science Technician Tips

Equipment:	Store commonly used lab equipment in an easy to reach place, label trays, and note the location of items used sporadically. Keep an inventory of equipment. Also, keep a log of equipment lent to other departments/schools. Keep a stock list of chemicals and use this to maintain accurate stock levels. This will prompt you to re-order when stock is running low and arrange for safe disposal of anything out of date or unused.
First Aid:	Ensure all staff know the location of the nearest First Aider (it maybe you) by installing a sign in each lab. Put a short length of rubber tubing (stored in a sealed plastic bag) in each lab to connect to a tap for eye rinsing – this can be started by any member of staff until a first aider arrives.
Purchasing:	Contact your dedicated SLS Select Education Territory Sales Manager to discuss your purchasing requirements and they will be very happy to help. Sign up to our loyalty scheme for free delivery and 2% credit.

Science Technician Tips

Top Tip: How to remove a bung from inside a flask

Insert a glove into the flask and tip the bung towards the hole with the glove behind it. Inflate the glove slightly, ensuring the bung remains between the inflated glove and the hole, then pull gently. The glove will bring the bung out with it. Be careful of breakages – wear safety specs!

Top Tip: Practical clear up

Place washing up bowls in each lab for students to fill after each wet practical. This helps you easily retrieve the washing up, and prevents clean items being washed for no reason. The clean equipment can be placed back in trays or elsewhere so they don't become contaminated. Ideally have 2 bowls per lab so there is always one available and label them with the lab number so you can easily see which labs they need to return to.

Top Tip: Broken equipment tray

Include an empty tray labelled 'broken equipment' with practicals that use a lot of equipment – such as circuits. Ask staff and students to place any broken or non-working equipment into this tray. This will hopefully avoid conversations such as 'there is one voltmeter that doesn't work... but I don't know which one'.