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**Overview**

This standard is about the work required before and after a learning and teaching session involving a practical activity in a classroom, life sciences and related industries area. You will be expected to locate all the resources and equipment ensure that they are fit for use and have them in place ready for the learning activity to proceed. You will be expected to ensure that the work space is clean, tidy and safe to work in before and after the activity.

A practical lesson will only be successful if the correct preparation has been carried out. It is therefore essential that all the required resources are available and working at the start of any lesson. Any potential problems are best anticipated and discussed with the member of staff in charge before the lesson starts.

You are expected to be familiar with the company procedures and to know where to locate the required resources. If some preparation work is required you would be expected to follow agreed procedures to prepare the reagents and any other resources that are required. You will have a sound knowledge of all health and safety procedures as well an understanding of the processes you are working with.

Who this standard is for

The standard is recommended for all staff, but particularly new recruits and junior employees.

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**Performance  
criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures
  - P2 confirm that the scientific or technical equipment is in a safe and usable condition before and after the learning activity
  - P3 identify and report any equipment faults accurately to the appropriate person
  - P4 familiarise yourself with the learning activity that is to take place, identifying all the resources that will be required
  - P5 ensure that the classroom, laboratory or workshop is cleared of all previous material
  - P6 obtain all the required equipment and/or reagents and distribute as required within the teaching area
  - P7 ensure that all work areas, resources and equipment are cleaned and/or replenished at the end of the session, before returning to the appropriate place
  - P8 communicate the required information about the work done, in accordance with departmental and organisational procedure

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**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 activities
- K2 the techniques and procedures to prepare the resources required for the learning activity
- K3 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K4 the correct procedures for reporting any faults/issues you encounter
- K5 the location of the resources required for the learning activity
- K6 identification of defective scientific or technical resources, consumables or equipment and the appropriate action to take
- K7 the correct cleaning processes for any work area or equipment you are using
- K8 the appropriate use of risk assessments

## COGLS208(SQA Unit Code-H6F3 04)

Prepare for and clearing up after a learning activity in a class room or a life sciences and related industries area



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