IGEAM. CONSULTING

RISK DISCLOSURE IN THE WORKPLACE OF THE EUROPEAN NONLINEAR SPECTROSCOPY LABORATORY - LENS

(art. 26 paragraph 1 lett. b, D. Lgs. 81/08)

Client	EUROPEAN NONLINEAR SPECTROSCOPY LABORATORY - LENS
Object	Collaborations with staff of external research institutions
Users	External academic staff
Duration	-
Risks of Interference	**NONE**

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1. RISK IDENTIFICATION SECTION OF THE WORKPLACE

1.1 Premise

This document has been written in order to comply with the legal provisions regarding Security in Procurement Management. In particular, responding to the legal provisions (art. 26 comma 1 lett. b D.Lgs. 81/08), this document aims to provide detailed information regarding:

- the specific risks existing in the work environment object of the contract;
- the prevention and emergency measures adopted.

This document, signed for acceptance by the user, integrates the contract.

1.2 Description of the activities object of the contract

The subject of the contract are all the activities included within the collaborations in research activities carried out by external staff, operating within the workplace object of the contract.[1]

In particular, the planned activities are the following (The following is a non-exhaustive list of the activities):

- Research activities in the biochemistry field;
- Research activities in the biophysical field;
- Research activities in atomic physics, photonics, dynamic structure and reactivity;
- Use of spectroscopy instruments of different types.

There is no interference with the normal activities carried out by the Client, due to the specific type of activity carried out.

The service will be carried out at the headquarters of LENS in Sesto Fiorentino, via Nello Carrara, 1.

The building, located within the area of the Scientific Center of Sesto Fiorentino, identified as the European Laboratory of Non - Linear Spectroscopy (LENS) includes laboratories of different types, workshops of different types, offices and technical rooms.

The activities covered by the convention/agreement involves the entry and use, by highly trained personnel, of machines typically used for research activities and sites within the various laboratories. The Lens laboratories can be divided into five different types:

- Laboratories of Fotonica;
- Laboratories of Atomic Physics;
- Laboratories of Biophysics;
- Laboratories of dynamic structure and reactivity;
- Chemical laboratory.

The Laboratory rooms have different dimensions. Inside the laboratory rooms there are instruments of various types distinguished by type of laboratory.

The laboratories in which lasers are used are equipped with their power transformers, mechanically isolated tables and specific detection and analysis equipment.

[1] *For details please refer to the project/convention/agreement documentation*

Chemical and biochemical laboratories use reactors, centrifuges, detection systems, chemical hoods, etc.

Laboratories of dynamic structures and reactivity use reactors, autoclaves, detection systems, chemical hoods, etc. For an exhaustive list of equipment and related certifications of conformity, please refer to the documentation prepared by each individual laboratory.

2. RISK IDENTIFICATION SECTION: THE CLIENT'S WORKING ENVIRONMENT

This section contains information regarding situations that may cause a risk to the LENS external workers, as well as the identification of the relevant prevention and protection measures adopted by the Client, aimed at the elimination of the risks, or where not possible at their reduction, measures that the Contractor must not compromise during the work activities.

2.1 Brief description of the site and activities

The structure consists of a building with the shape of a horseshoe, within which there is a large courtyard confined by a wall with a metal fence; the building is spread over two floors above ground, in addition to a basement that contains part of the facilities, accessible only to the owner and to the maintenance companies appointed by the owner.

The ground floor includes various types of rooms, in particular:

- Research laboratories
- Mechanical workshop;
- Technical rooms;
- Reception;
- Toilets on the floor.

The first floor includes the offices (Administration, Management and Secretariat), Staff Offices, meeting rooms, coffee room and the library. The floor is accessible via two separate staircases and by using the elevator. The heating systems of the building are installed on the roof. The roof is accessible from the first floor by the main staircase (access is allowed only to authorized personnel).

2.2 The homogeneous areas object of the contract

The following is a list of homogeneous areas of the LENS workplaces affected by the transit and/or activities covered by the Convention/Agreement. The same, will be, then, estimated with regard to the possibly existing risks.

HOMOGENEOUS AREAS OF LENS AFFECTED BY CONTRACT ACTIVITIES
All areas affected by the activities
Utility rooms
Offices
Laboratories
Toilets
Horizontal/vertical junctions
Meeting rooms/libraries

2.3 Identification of risks in the areas object of the risk disclosure and the prevention and protection measures adopted

Regarding each of the above-mentioned areas, the identification of the risks and the prevention and protection measures adopted by LENS for the mitigation and control of these risks is reported below. For the homogeneous areas related to the laboratories, in addition to the general information of the laboratories, a detailed evaluation is also reported for some laboratories.

In carrying out its activities, the host must undertake to maintain the preventive and protective measures implemented by the Client.

All areas affected by the activities			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
Electrical installations	– Direct and indirect contacts with live elements such as cables, utilities, etc. – Fire caused by live elements or malfunction of the electrical system	• In some rooms there may be electrical cables near the utilities. • Electrical systems are equipped with the minimum safety requirements required by current legislation (magnetic and differential devices). • Electrical installations and switchboards shall be appropriately marked and maintained. • Extinguishing media are present near the electrical panels and along the exodus paths of the site. • In some rooms there may be several electrical panels kept open.	➢ It is planned to install external ducts close to the baseboards, in order to collect the free cables and avoid damage. ➢ It is common practice that any intervention on electrical installations or utilities must be explicitly requested and authorized. ➢ Maintenance work is carried out periodically on the electrical system. ➢ It is the practice that all activities involving the use of electricity are preceded by a verification of the absorption of any electricity used, and that they are compatible with the power of the electrical system. ➢ It is forbidden to intervene or use any component of the plant or electrical user that is visibly damaged or in the process of adjustment. ➢ Electrical consumers with CE marking are used. In case of faulty operation, the immediate intervention of qualified personnel is required. ➢ The use of slippers is limited to the minimum necessary. ➢ The roles of the staff involved in shutting down and deactivating energy supplies are defined. In the event of a fire, alert the emergency management personnel immediately.
Thermal/air conditioning systems	– Microclimatic discomfort	• The working environments are equipped with heating and/or air conditioning systems and blackout means at the windows to attenuate any phenomena of	➢ Maintenance and cleaning of the terminals of the plant are carried out periodically. It is common practice that any intervention on the thermal system, or on the terminals of the same, must be explicitly requested and authorised.

All areas affected by the activities			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
		propagation of solar heat absorbed by the windows. • The thermal systems are equipped with the minimum safety requirements required by current legislation. • Ordinary and periodic maintenance operations are carried out. • Working environments enjoy microclimatic comfort.	➢ The working environments are periodically evaluated both from the qualitative and instrumental point of view, in order to ascertain any occurrence of microclimatic discomfort situations.
Ventilation system	– Insalubrity of the air	• The premises of the premises are generally equipped with suitable natural ventilation surfaces. • In the laboratories, the glazed surfaces are generally screened and the ventilation is guaranteed by the presence of a forced ventilation system. • The toilets are equipped with forced air extraction systems.	➢ Maintenance and cleaning of the ventilation and suction system are carried out periodically. ➢ It is common practice to ensure periodic air exchange by opening windows whenever possible. ➢ The working environments are periodically evaluated both from a qualitative and instrumental point of view, in order to ascertain the possible presence of biological agents in the breathing air.
Illuminance	– Lack of light	• Working environments are equipped with both natural and artificial light. • The common areas and offices have suitable lighting conditions for the activities carried out there.	➢ Checks and maintenance of artificial light points are carried out periodically. ➢ It is customary to use blackout media only when necessary, to avoid possible glare phenomena. ➢ Workplaces are periodically set up in order to ascertain any occurrence of unfavourable lighting situations in the rooms, based on the activities carried out there.

All areas affected by the activities			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
Structural	– Falling from a height due to structural failure – Trip/fall for unsuitable flooring – Cuts/abrasions for the presence of glass doors and windows – Unhealthy environments due to the presence of moisture infiltration.	• Workplaces are generally characterised by structural integrity. • The floors are adequate and are maintained in good condition. • Inside the seat, the presence of suspended lamps, equipped with a ceiling anchorage system, was detected. • Inside several laboratories there are iron structures supporting the optical benches. They are generally anchored to the floor and/or ceiling.	➢ Ordinary and extraordinary maintenance of the structures are carried out. ➢ It is forbidden to intervene on damaged structures and windows, unless expressly authorized or authorized. ➢ A periodic check of the integrity of the abovementioned anchorage system is being carried out in order to avoid the risk of serious falls from a height. ➢ Is in progress the affixing of a plate indicating the maximum load on the shelves in the office
Organisational and management measures	– Falling from a height due to incorrect arrangement of materials	• There are shelves and cabinets for the storage of materials of various kinds (folders, various material, etc.), not always properly anchored. • It is possible to find the presence of materials deposited on the tops of shelving and/or cabinets.	➢ It is forbidden to use the internal areas of the structure not designated for storage, such as rooms where to store equipment and other materials. ➢ It is forbidden to deposit material on the tops of cabinets/ shelving out of shape. ➢ Shelving is being anchored.
Hygiene and cleanliness of premises	– Health risks related to the hygiene of the premises	• Cleaning and hygiene of the premises is carried out regularly. • Several works have been carried out to restore the structures affected by humidity phenomena by the University of Florence. However, there is still the presence of some structure affected by humidity	➢ Cleaning activities are scheduled at least once a day. ➢ The restoration of the integrity of damaged surfaces is ongoing through routine and/or extraordinary periodic maintenance. ➢ Periodic checks are ongoing indicating that there are no further phenomena of infiltration and moisture on the walls

All areas affected by the activities			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
Fire prevention and protection systems	– Fire for an emergency management error – Exodus difficulty – Spread of fire	• The ban on smoking in the workplace is complied with and appropriate signs are generally displayed. • There are suitable portable extinguishing devices along the exodus paths, suitably marked. • There is an emergency lighting system. • The areas are served by a smoke detection system.	➢ Signs are being checked and updated. ➢ It is expressly forbidden for everyone to tamper, even temporarily, with active and passive fire protection devices, with particular reference to the removal/displacement of extinguishing media. ➢ It shall be prohibited to obstruct or obstruct the easy opening of emergency exits. ➢ The documentation attesting the periodic checks and the good functioning of the emergency lamps and the smoke detection system is being found.
First aid	– Unsuitability of first aid facilities – Mismanagement of first aid emergencies.	• The working environments are equipped with first aid devices in compliance with DM 388/2003. • The first aid kits, located near the toilets and in the various laboratories, are deprived of some medical devices or with expired medical devices. In addition, some of them are not properly reported.	➢ The stock of medical devices is being updated as well as the correct reporting of first aid kits.
Furnishings	– Obstruction to the passage due to incorrect arrangement of the furniture – Accidental impact on unfit furniture – Cut/abrasion for the presence of furniture with glass parts.	• In some rooms the arrangement of the furniture can cause difficulties in passing. • Inside the building, glass elements (cabinets, doors, DC) and glass surfaces (gallery railings) were found, for which there was no evidence of the documentation showing the adequacy	➢ For furniture that has been placed in a way not suitable for reducing working spaces, are planned logistical redistribution. ➢ It is forbidden to dispose of various material in the spaces of passage of the work areas. ➢ Certification of the unbreakability of the glass elements present in the building is being found. In the absence of such certifications, suitable anti-breakage adhesive films will be installed to be applied directly on all glass surfaces.

All areas affected by the activities			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
		against the risk of breakage and projection of splinters.	

All technical rooms			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
Plants	– Risk areas and technical rooms accessible safely to only authorised personnel	• In general, all technical rooms within the premises shall be free of signs indicating the prohibition of unauthorised access and shall not be locked. • On the second floor of the building, access to the local coverage is free of signs • In the outdoor area serving the Lens, there are no. 4 rooms used for storage and waste storage areas. All the premises are locked. On the other hand, there is no sign indicating the prohibition of access to the unauthorized. • A liquid nitrogen storage tank is installed near the iron rod storage. There is a suitable poster and the emergency contact of the installation company (SAPIO) to contact in case of emergency.	➢ Unauthorised personnel shall not have access to the technical rooms. ➢ The presence of suitable signs indicating the prohibition of access to unauthorised personnel is being supplemented.

Offices			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
Furnishings	– Obstruction to the passage due to incorrect arrangement of the furniture – Accidental impact on unfit furniture	• In some rooms the arrangement of furniture (desks, chests of drawers, etc.) can cause difficulties in passing.	➢ For workstations that do not meet the appropriate conditions of space and passage, they are planned logistical redeployment within the offices, in order to ensure free passage and avoid accidental impacts against parts of the furniture. ➢ It is forbidden to place various material in the spaces between the desks.
Work at the VDU	– Work equipment (desk, chair, terminal, etc.) suitable and compliant with regulatory requirements	• Generally, office workstations are equipped with suitable work equipment and comply with regulatory requirements.	➢ Ensuring that regulatory compliance is maintained
Lighting	– No annoying reflections on the screen	• The presence of VDT workstations with monitors arranged parallel to the windows and the absence of adjustable dimming devices was found in several offices. This arrangement of the monitor can cause annoying reflections on the screen or glare phenomena.	➢ The arrangement of the monitors perpendicular to the window wall is being revised so that the operator's gaze is parallel to the light source and does not have any other light sources in front or behind. Alternatively, if it is not possible to change the lay-out of the workstations, the glazed surfaces can be equipped with special dimming devices that can be adjusted correctly.

Laboratories			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Health of the workplace	– Suitable protection against atmospheric agents, humidity and water infiltration, sufficient openings for a quick air exchange, workplaces are kept in a good condition of hygiene, cleanliness and order	• Regular cleaning of workplaces is noted. However, the cleaning conditions are not adequate due to the impossibility of performing these activities due to the presence of large quantities of material stored on the ground.	➢ The reorganization of the material present inside the laboratories is underway so that the possibility is guaranteed to the cleaning company to carry out the activities provided for in the contract.
Machines	– Absence of risks of various nature: assembly errors, extreme temperatures, noise, vibration, radiation, laser, electrical nature	• In most of the laboratories on the ground floor there are class 3 and 4 lasers. The SLC zone is often the entire laboratory except in cases where it is possible to completely confine the entire optical benches. This is not possible during the alignment phases. There are light signals outside the doors of the laboratories that can be operated manually; only in some cases the light signal is connected to the laser device. • There is also the presence of non-commercial lasers (self-produced) without a label. • It should also be noted that in some laboratories, in some cases, the optical benches are delimited by barriers and protection screens, while in other cases there is no barrier that can prevent the	➢ The Controlled Laser Zone (ZLC) is being adapted so that it is properly marked, preferably delimited by physical barriers, with regulated accesses where the presence and activity of the people inside is regulated by special control procedures. In addition, external light signals are being adjusted to be connected to the laser ignition devices, so that the laser cannot be activated if the external light signal is not accessed beforehand. ➢ The classification of self-produced instruments according to the requirements of EN 60825-1 and ensure proper labelling is underway. Periodically update the list of laser sources with specifications useful for classification. ➢ The adaptation of all instruments, including self-produced instruments, is under way, so that the confinement of the beam is ensured by absorbers, diffuse reflection materials or materials with adequate reflectivity and thermal properties, and that they are equipped with attenuators or beam stops that can prevent the radiation output exceeding the VLE, when the laser is in standby.

Laboratories			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
		accidental interception of laser beams. It is also noted that in almost all rooms there are reflective surfaces (showcases, visible pipes, PC monitors and notebooks). Where present, the panels and protective curtains, in most cases, are not certified according to the technical standards; Therefore, there is no guarantee of the actual protection characteristics.	
Chemical agents	– Presence of hazardous chemical agents and, where appropriate, assessment of the extent of risk to both health and safety and the adequacy of risk management measures	• Chemical products are used in laboratories. • There is a central decompression system (located outside the office in room n.48) and a reduction group in each laboratory (nitrogen and compressed air).	➢ A specific procedure for the use of chemical products is defined, which provides for the use, management, storage of the same in cabinets and/or appropriate rooms and disposal. The information sheets for each laboratory with the list of chemicals used are being updated in order to update the specific risk assessment. ➢ The updated maintenance report of the ramps is being found.

Laboratory 11			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Workplace characteristics - stability and solidity	– Stability, integrity of workplace elements (floors, ceilings, walls, windows, stairs)	• There are missing or torn ceiling panels in the corridor near Laboratory 11.	➢ The need for maintenance or replacement of damaged panels is being verified.

Laboratory 12 A			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Chemical agents	– The machinery is designed, constructed and/or equipped in such a way as to avoid risks due to liquid, dust, vapours and other residues produced (e.g. restraint and/or collection systems)	• Chemical hoods used for solvent cleaning and sample preparation were installed. The hoods are constantly maintained.	➢ Compliance with regulatory compliance is ensured through planning and maintenance of the equipment present ➢ Workers shall be informed, trained and trained in the use of the equipment in accordance with the operation and maintenance manual and the procedures in place
Chemical agents	– Presence of hazardous chemical agents and, where appropriate, assessment of the extent of risk to both health and safety and the adequacy of risk management measures	• Carcinogenic/mutagenic/reprotoxic substances are used in the laboratory	➢ The possibility of replacing or eliminating products with carcinogenicity characteristics is under review

Laboratory 19			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Characteristics of workplaces - traffic routes, danger zones, floors and passageways	– Existence of suitable signs for elements liable to cause tripping at the passage and for differences in level which cannot be eliminated (slope slides < 10%)	• It is found the presence of a connecting duct of the pavement no longer totally anchored that can constitute a danger of stumbling at the passage.	➢ Restoration of the integrity of the pavement connection is ongoing

Laboratory 19			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Chemical agents	– Presence of hazardous chemical agents and, where appropriate, assessment of the extent of risk to both health and safety and the adequacy of risk management measures	• Reprotoxic substances are found in the laboratory	➢ The possibility of replacing or eliminating products with reprotoxic characteristics is under review

Laboratory 21A			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Machines	– Absence of risks of various kinds: assembly errors, extreme temperatures, noise, vibration, radiation, laser, electrical nature	• Signal generators and radio frequency drivers and power amplifiers were found as possible exposures to unjustified sources of non-ionizing radiation.	➢ The census of all the possible EMC sources present in the laboratories and the acquisition of the relative data sheets is still in progress ➢ Suitable specific signs are being affixed to the possible sources of electromagnetic fields
Health of the workplace	– Suitable protection against atmospheric agents, humidity and water infiltration, sufficient openings for a quick air exchange, workplaces are kept in a good condition of hygiene, cleanliness and order	• Obstruction of a grid of the ventilation system (extraction) is detected;	➢ It is in progress the arrangement of furniture and material in order to free the air intake and ensure proper operation of the system.

Laboratory 25			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Machines	– Absence of risks of various kinds: assembly errors, extreme temperatures, noise, vibration, radiation, laser, electrical nature	• Signal generators and radio frequency drivers and power amplifiers were found as possible exposures to unjustified sources of non-ionizing radiation.	➢ The census of all the possible EMC sources present in the laboratories and the acquisition of the relative data sheets is still in progress ➢ Suitable specific signs are being affixed to the possible sources of electromagnetic fields
Chemical agents	– Presence of hazardous chemical agents and, where appropriate, assessment of the extent of risk to both health and safety and the adequacy of risk management measures	• In the laboratory there is a cylinder of nitrous oxide; a highly oxidising substance.	➢ The specific procedure for the use of chemical products and cylinders in general is being implemented, including how they are used, managed, stored in appropriate cabinets and/or premises and disposed of.

Laboratory 29			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Ionizing radiation	– Presence of activities with exposure to ionizing radiation and, where appropriate, assessment of the extent of the risk and the adequacy of the risk management measures implemented.	• There is an x-ray diffractometer whose presence requires the appointment of the qualified expert. • There is no sign at the entrance indicating the danger and the controlled area. Close to the equipment are the "internal rules of Protection and	➢ Hazard signs are being affixed in accordance with current legislation.

Laboratory 29			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
		Security" drawn up by the University of Florence.	

Laboratory 31			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Chemical agents (for safety)	– Storage of hazardous substances (for example flammable, explosive, corrosive, etc.) in suitable locations.	• Inside the laboratory there is a cabinet for the housing of flammable materials and one for solvents, both with a significant amount of stored products.	➢ The quantity of products stored is being reduced to daily requirements ➢ Utilizzare i safety box. ➢ A procedure for the management and storage of these products is being prepared. ➢ The elimination/displacement of the material stored under the hood is in progress. ➢ Safety data sheets are being found
Chemical agents	– Presence of hazardous chemical agents and, where appropriate, assessment of the extent of risk to both health and safety and the adequacy of risk management measures	• Carcinogenic/mutagenic/reprotoxic substances are used in the laboratory	➢ The possibility of replacing or eliminating products with carcinogenicity characteristics is under review

Laboratory 32			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Chemical agents	– The machinery is designed, constructed and/or equipped in such a way as to avoid risks due to liquid, dust, vapours and other residues produced (e.g. restraint and/or collection systems)	• Chemical hoods used for solvent cleaning and sample preparation were installed. The hoods are constantly maintained.	➢ Compliance with regulatory compliance is ensured through planning and maintenance of the equipment present ➢ Workers shall be informed, trained and trained in the use of the equipment in accordance with the operation and maintenance manual and the procedures in place
Chemical Agents (for health)	– In rooms where operations with hazardous substances are carried out, extraction and ventilation systems are provided to prevent the accumulation of vapours of substances harmful to health	• The presence of n.2 bottles of CO2 feeding the incubator is detected. No ventilation grilles are available from a visual inspection	➢ Investigations are ongoing to ensure that: o The CO2 systems are leakproof; o CO2 discharges from safety valves and any vents are conveyed in special collectors and carried outside o All indoor areas where CO2 is used must be equipped with an efficient ventilation system ➢ In addition: o In the event of a sudden release of carbon dioxide into indoor environments, such environments must be abandoned immediately. o an automatic continuous oxygen concentration detection system linked to optical-visual alarms is under study

Laboratory 36			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Chemical agents	– The machinery is designed, constructed and/or equipped in such a way as to avoid risks due to liquid, dust, vapours and other residues produced (e.g. restraint and/or collection systems). However, note the presence of the damaged worktop of the chemical hood inside the Laboratory	• Chemical hoods used for solvent cleaning and sample preparation were installed. The hoods are constantly maintained.	➢ Compliance with regulatory compliance is ensured through planning and maintenance of the equipment present ➢ Workers shall be informed, trained and trained in the use of the equipment in accordance with the operation and maintenance manual and the procedures in place
Chemical agents	– Presence of hazardous chemical agents and, where appropriate, assessment of the extent of risk to both health and safety and the adequacy of risk management measures	• Reprotoxic substances are found in the laboratory	➢ The possibility of replacing or eliminating products with reprotoxic characteristics is under review

Laboratory 46			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
Machines	– Absence of risks of various kinds: assembly errors, extreme temperatures, noise,	• Signal generators and radio frequency drivers and power amplifiers were found	➢ The census of all the possible EMC sources present in the laboratories and the acquisition of the relative data sheets is still in progress

Laboratory 46			
Risk class	**Peril**	**Evaluation**	**Prevention and Protection Measures**
	vibration, radiation, laser, electrical nature	as possible exposures to unjustified sources of non-ionizing radiation.	
Lighting	– Suitability of illuminance levels at all workstations and passageways, for different working conditions and types of tasks, to ensure an adequate level of safety and comfort, absence of high luminance contrasts in the field of vision and/or glare and reflection phenomena of the workers for each of the workstations, workstations not exposed to the sun's rays (or presence of adequate shielding with curtains or sunshades).	• We find the presence of some lamps serving laboratory n. 46 and other laboratories not working	➢ Replacement of non-functioning lamps is underway

Toilets			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
Features workplaces - toilets and changing rooms	– There are toilets in number adapted to the needs of the workers, with washbasins equipped with hot water, if necessary, cleaning and drying means. The premises are in good hygienic/structural condition, cleaned regularly and equipped with natural or forced ventilation. The services are separate for men and women or there is a shift to use, in the case of companies with a maximum of ten workers.	• The toilets in the premises are adequate in number. They are equipped with suitable hand washing and drying devices. Toilets are suitably divided by gender.	➢ Ensuring that regulatory compliance is maintained
Features workplaces - architectural barriers	– Presence of toilets that can be used by disabled people in an adequate number (1 each nucleus of services in public buildings, 1 for each building unit in the other cases) with minimum space of 0 in front of the sink, 80m, minimum approach space to the sanitary appliance equal to 1m, equipped with appropriate handrails (diameter 3-4cm and placed at a height of 80cm from the footfall	• Inside the toilet for the disabled of the first floor there is a door that is difficult to open. In addition, the same is not equipped with easy opening handle	➢ Maintenance is underway with the support of specialized company, in order to make the access door of the toilet and replace the same with suitable handle for disabled use, as well as the installation of appropriate handrails.

Toilets			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
	and 5 cm from the wall) and an emergency bell.		

Horizontal and vertical connections			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
Fire	– Presence of the sign prohibiting the use of the lift in case of fire	• In the presence of the disembarkation of the lift on the various floors of the building is installed suitable signs prohibiting the use of the building in case of fire.	➢ Ensuring compliance with regulatory compliance
Lifting equipment (lifts and hoists)	– There is, in the cabin, the registration plate and the indication of the necessary prohibitions, the plate indicating the name of the firm in charge of periodic maintenance and the firm in charge of periodic checks pursuant to DPR 162/99 and s.m.i.	• Inside the lift cab there are warnings for use and the plate showing the system number, the registration number and the name of the notified body for periodic checks. Ground openings, elevation passageways (walkways) and covers are protected with normal parapets.	➢ Ensuring compliance with regulatory compliance

Meeting rooms/Meeting/Conference rooms			
Risk class	**Risk**	**Evaluation**	**Prevention and Protection Measures**
Features workplaces - doors and gates	– The emergency exit doors can be opened in the direction of the exodus (except for the exceptions defined by the norm, e.g. when it can determine for the passage of means, and unless specific alternative arrangements authorized by VPFs).	• The meeting room, containing up to 50 people, has two doors of suitable size that can be opened in the direction of the exodus but without the panic bar.	➢ The installation of CE marked panic bars is ongoing. Ensure that they are periodically reviewed in accordance with current legislation.

3. General obligations of users

Before starting the activities, the users undertake to view what is reported in this Document, to share it and to collaborate in the improvement of safety and health conditions in the workplace both for their own employees, for whom they are fully and consciously responsible, and for the workers of others, to whose safety and health they contribute through coordination and collaboration activities.
In particular, it undertakes:

- To operate in compliance with and ensure compliance with all current standards on safety, environment and hygiene at work, as well as to apply unified national and international standards (UNI, CEI, CEN, ISO) and any other applicable technical standards during the course of work;
- To comply with all the obligations deriving from Legislative Decree 81/08, with regard to the specific risks of the activity, with particular (but not exclusive) reference to work equipment, any chemical substances used, etc.;
- To fulfil the obligations of training and informing its workers with regard to the specific risks associated with the Client's workplaces, referred to in this agreement;
- To ensure that its staff and third parties operating for it comply not only with the legal rules but also with those of conduct in force at Lens, in particular all staff must be equipped with and show an identification card in accordance with Article 26, paragraph 8 of Legislative Decree 81/08;
- To comply with the information instructions of the **Client** for an appropriate behavior to be used in the event of an emergency situation of any nature;
- To equip its staff with personal protective equipment (PPE), where necessary for the execution of the work, as well as those that may be prescribed by the Client in relation to specific risk conditions present or deriving from the interference of the work carried out by third-party companies;
- To ensure that its staff is prohibited from entering facilities and places other than those where the work is to be carried out, and will ensure that a specific entry and exit route is respected, where prescribed;
- To operate without altering the safety characteristics of the systems and equipment present in the Client's workplaces;
- To maintain order and ensure cleanliness in the areas of the premises where it operates or where its machinery is kept during and after the performance of the activities covered by the contract;
- To promptly notify the supervisor of the client of any anomalies or situations of risk that may arise during the course of the activities, without prejudice to the obligation to take action, to the extent permitted by the means available and its expertise, for risk prevention and harm minimisation;
- To enforce the Prohibition of Smoking and Consumption of alcoholic beverages.
- To assume full and complete civil and/or criminal and/or administrative liability both for damage to persons and property in the event of accident, disaster, fire or accident of any kind;

4. EMERGENCY INSTRUCTIONS FOR STAFF AND EXTERNAL VISITORS

In case of emergency (illness of a person, the beginning of fire, flooding, gas leak, etc.), it will be necessary to report the event to **the Lens staff who may be present, or in the absence of the same directly at the concierge at 055 4572517.**
Subsequently, in the event of an established and unmanageable emergency, you must **follow the instructions given by the emergency workers (AE) of Lens** , ensuring maximum cooperation.
In general, in case of evacuation, you need:

- Leave the building without delay, neatly and calmly (without running), and without creating alarm and confusion;
- Follow the signs placed along the exit path and the indications of the staff of the emergency team of the building;
- Do not carry umbrellas, sticks, bags or bulky, bulky or heavy packages;
- Do not come back for any reason;
- Do not block access;
- Use only stairs marked and identified by the plan as escape routes;
- Do not use the elevator in case of fire;
- In the presence of smoke or flames, cover your mouth and nose with tissues, to filter as much as possible the air breathed;
- In the presence of heat, protect the mouth and the nose with heavy wool or cotton clothing, avoiding synthetic fabrics;
- In the presence of any injured persons, notify the emergency staff closest to the event location.

BEHAVIOURAL RULES TO BE ADOPTED IN THE EVENT OF FIRE

- In the event of a fire with the presence of flames and smoke in a room, the occupants must move away quickly from the room, taking care to close the door of the room, notify the attendant at the call place, get close to the exits, pending the issuing of the general evacuation order;
- It is forbidden for anyone who has not had a specific preparation to try to extinguish the fire with fire extinguishers. The correct operation to be performed is to report the event to the supervisor of the Client or to the emergency floor operators;
- In the presence of high smokiness in an environment provide for the opening of the windows to facilitate the evacuation of fumes outside;
- In the event of a fire in different environments and relatively far from where you are, wait for the **AE** to issue evacuation directives and proceed in an orderly and composed manner, following the safety signs installed;

- In the streets of exodus (corridors, atria, etc.) in the presence of smoke in such quantities as to make breathing difficult, walking down, protect (if possible) nose and mouth with a wet handkerchief and orient yourself through contact with the walls to reach the exit;
- Collaborate with emergency workers, evacuation of people with limited motor skills;
- It is forbidden to travel the escape routes in the opposite direction to the normal evacuation flows coordinated by the emergency management staff;
- In the event that it is not possible to evacuate from the place where you are, due to fire, smoke and strong heat, it is necessary, if possible, to report to the rescuers gathered outside the forced presence in the environment. Go, if possible, to the bathrooms (presence of water and little combustible material) equipped with windows, or stay in the environment where you are, taking care to close the access door completely. The slits at floor level can easily be clogged with clothing. Where possible, keep the inside of the door moist by applying a previously wet garment (if necessary with urine). Windows, if the environment is not affected by smoke, should be kept closed. Furniture (cabinets, tables, chairs, etc.) should be moved away from the door and window and stacked near the wall. People wearing acrylic and synthetic fabrics (nylon, polyester, etc.) will possibly have to get rid of these. Clearly it is necessary to report to the rescuers gathered outside the forced presence in the environment;
- In general, if the escape routes permit, the evacuation must take place in the downward direction, from the upper floors to the ground floor, without creating contrary flows of travel;
- In case of fire it is strictly forbidden to use the lift for evacuation;
- If the fire has involved a person, it is advisable to prevent the person from running and, albeit by force, it must be forced to lie down and then suffocate the flames with clothing (provided it does not contain synthetic fibres);
- During the evacuation operations, each person should maintain a behaviour inspired by feelings of solidarity, civic spirit and cooperation towards others;
- Once you reach the outdoor areas you must stop at the collection point identified in order not to hinder the rescue operations.

At the end of the emergency, if the event has not had significant consequences on the structural stability of the property, the staff, at the disposal of the Head of Emergency of the Client, return to your workstation in an orderly fashion for the resumption of normal activities.
If it is not possible to return immediately to your station, you will observe the instructions given by the Emergency Manager.

IN THE EVENT OF AN EARTHQUAKE

- At the first warning of seismic shocks, as far as possible, keep calm and shelter under tables/ desks, trying to lean against the perimeter walls, to avoid the risk of sinking of the floor;
- You can also take refuge in the space of a door that opens into a master wall (recognizable because much more often than the others);
- Keep away from windows, mirrors, shop windows, chandeliers, shelves, tools, electrical equipment. If you are outdoors, avoid stopping near plants and power lines;
- Avoid using phones and leave lines free so as not to obstruct rescue;
- Follow the AE's instructions for evacuation and to reach the collection point.

When the evacuation begins, it is useful to follow the following instructions:

- Open the doors carefully;
- Do not run;
- Do not use the lift;
- If present, use the external fire stairs; if the latter are not present, use the internal stairs, but close to the walls and checking for the presence of cracks on the steps, either on sight or feeling with the foot before proceeding;
- If the exodus routes are not intact and usable, contact the external rescue and wait for their arrival;
- Do not use lighters or matches, because the tremors may have damaged the gas pipes;
- In case of injuries, let the APS (if present on site) provide first aid to the injured person; in any case, avoid moving the traumatized person, unless it is in obvious immediate danger of life (imminent collapse, approaching fire, etc.). If ODA is not present, call for help, specifying in as much detail as possible the position of the victim;
- Once outside the building, move away from this and other nearby buildings;
- Go to open areas (sports fields, public gardens, large squares, etc.), away from tall trees and overhead power lines;
- To wait for help;
- Do not return to the building without the consent of the emergency services.

IN THE EVENT OF A FLOOD

- In most cases this type of event is manifested and evolves slowly and gradually, giving everyone time to climb calmly, from the lower floors to the higher ones;
- Do not try to cross environments and places affected by water, if you do not know perfectly the morphology of the floor, the depth of the water itself and the existence in the environment of wells, ditches and depressions;

- In case of flooding, which affects the territory on which the building is located, do not move away from the building when the surrounding area is completely invaded by floodwaters, so as not to incur drag for the violence of the same;
- Wait patiently for the intervention of the rescuers indicating the location and the places where you stop. While waiting, equip yourself, if possible, with objects whose buoyancy is certain and effective (wooden tablets, hermetically sealed plastic containers, bottles, polystyrene, etc.);
- Avoid living in environments with electrical equipment, especially if affected by floodwaters.

IN THE EVENT OF A TERRORIST ATTACK

- In the event of the presence of a dangerous person inside the building (e.g. bomber), workers must not leave their workplaces and must not look outside the premises to browse;
- Stay in place with your head bent if the threat is direct;
- Do not counteract the actions of the bomber/ crowd;
- Keep calm and control of their actions for offenses received and do not mock the deranged behavior of the crowd;
- Any action and/or movement must be performed naturally and calmly (no action that may appear stealthy - no movement that may appear to be an escape or a defensive reaction);
- If the threat comes from outside, follow the instructions received from the Emergency Manager, if this is not possible, sit or lie on the ground and wait for further instructions from the Emergency Manager.

IN THE EVENT OF A GAS/HAZARDOUS SUBSTANCE LEAK

Without prejudice to the general behavioural rules to be followed in case of emergency, it should be considered that, often, the cases of gas leakage can also occur in conjunction with fires and/or seismic events: in these cases, the emergency is managed simultaneously with the others and, therefore, the emergency instructions described in the previous paragraphs are considered valid, which can be integrated with those below.

The occurrence of a possible gas leak can be detected in two ways:

- Through the activation of gas/smoke detectors
- Through the human sense of smell

The gas/smoke detectors are part of a plant that falls within the scope of fire protection, as defined by the Decree of 22 January 2008, no 37, of the Ministry of Economic Development ("Regulation on the reorganisation of the arrangements for the installation of installations in buildings"). Article 2 "Definitions relating to installations" reads as follows: h) Fire Protection

Systems: Hydrant supply systems, Automatic and manual extinguishing systems and Gas, smoke and fire detection systems.

Procedure for managing the emergency

a) Stage of perception of suspect odour

When you smell dangerous substances in the air, follow these instructions:

- Do not switch lights or electrical appliances on or off; Do not ring bells, do not use landlines and mobile phones, flashlights and other electric and battery-powered appliances.
- Aerate the room, immediately opening all windows, doors and openings to the outside.
- Move away from the gas leak.
- Breathe calmly and, if necessary, place a possibly damp tissue between your mouth, nose and environment.
- Extinguish open flames, cigarettes and any other ignition source.
- Outside the place where the gas is present, immediately notify the PCA, specifying where the emergency occurred.

b) Proven and unmanageable emergency

- The RE/VRE orders the total evacuation to be triggered and the emergency organs to be called.
- In view of the possibility that in closed rooms or small rooms the concentrations of gases or harmful substances may reach lethal values for humans by saturation of the environment/decrease in oxygen concentration/toxicity, it is strictly prohibited to enter such environments. This is also valid for environments protected by automatic shut-off systems with inert gases and in the relevant storage rooms of the cylinders, in the presence of the discharge release and in any case when the acoustic/acoustic alarm is activated.
- In the event that the alarm is activated during the presence of staff inside, it is necessary to immediately leave the premises and call the RE/VRE for the intervention of external rescue.

5. Signing of the Document:

Data _____

For the Client

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For the users

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