Safety Documentation

Please select the forms you require by selecting the check boxes below.
You can select more than one.

☑ **Risk Assessment** ☐ **Method Statement** ☐ **Chemicals COSHH**

Once you have made your selections, scroll down and complete the forms.

Buttons: [+] will add a row to a list [X] will delete a row from a list

You may save this file to a local drive at any time.
When you have finished, save the file to a local drive and email it to your supervisor for authorisation.

Supervisors - There is a sign-off section at the end of the document set that must be completed.

Staff may "self authorise", (as a supervisor), but the forms must still be submitted to the DSO for approval.

IMPORTANT:

YOU ***MUST NOT*** START ANY PRACTICAL WORK UNTIL THESE FORMS HAVE BEEN RETURNED TO YOU WITH **BOTH** YOUR SUPERVISOR's AND DSO's APPROVAL SIGNATURES ATTACHED.

Please complete these fields

School or Service	Wolfson School of Mechanical, Electrical and Manufacturing Engineering
Department	Centre for Biological engineering
Originator name	Kulvindar Sikand
email address	k.p.sikand@lboro.ac.uk
Location	Garendon Wing, Holywell park
Project / Activity / Task	Use of normal brightfield microscopes in the CBE and T208b
Supervisor Name	Mark Taylor

Version : 2.20

Loughborough University
Centre for Biological engineering

Risk Assessment

Reference: SAF/MEME/6800

Location: Garendon Wing, Holywell park

Originator: Kulvindar Sikand

Project / Activity / Task: Use of normal brightfield microscopes in the CBE and T208b

Is this process risk assessment for a : ☑ Laboratory / Workshop ○ General use

Category 1: Machinery & work equipment:				
Design and Construction	Mechanical hazards	Electrical hazards	Radiation hazards	+
N/A	Entanglement	Electrical test lables current	Heat(Inc. IR)	x
Category 2: Workplace				+
Restricted access				x
Slips/Trips/Falls on the level				x
Category 3: Hazardous and/or Harmful substances				+
Biological substancees (Infection)				x
Toxic substances				x
Exposure to Covid-19				x
Category 4: Work activity				+
Highly repetitive actions				x
Category 5: Work organisation				+
N/A				x

Explain the risks associated with these hazards

People / Groups at risk: Operator only — x

Enter risk details here:-	Impact	Probability	Risk Score
Entanglement in stage mechanism of microscope	Slightly Harmful	Unlikely	Low
What are the control measures?	**Lowers Impact**	**Lowers Probability**	+
User to ensure that any loose clothing doesn't get caught in the mechanism.	Significantly	Significantly	x

Residual Risk: Low

People / Groups at risk: Operator — x

Enter risk details here:-	Impact	Probability	Risk Score
Electrical	Very Harmful	Unlikely	High

Process Risk Assessment Form (Continued)

What are the control measures?	Lowers Impact	Lowers Probability	+
Microscopes are PAT tested every 2 years. Check within current inspection date Visually check cables and connectors before use	Significantly	Significantly	x

Residual Risk
Low

People / Groups at risk	Operator and people in proximity	x

Enter risk details here:-	Impact	Probability	Risk Score
Hot surface of lamp housing	Harmful	Likely	High

What are the control measures?	Lowers Impact	Lowers Probability	+
Users to not touch lamp housing when lamp has been on or is on. Refer to CBE SOP	Significantly	Significantly	x

Residual Risk
Low

People / Groups at risk	Operator and people in proximity	x

Enter risk details here:-	Impact	Probability	Risk Score
Biohazards	Harmful	Unlikely	Medium

What are the control measures?	Lowers Impact	Lowers Probability	+
Biological material to be adequately contained (flask, covered petri dish). Ant work with biohazards must be accompanied with an approved biological risk assessment so that user knows how hazardous the material is. To clean any spillage up immediately with 70% IMS.	Significantly	Significantly	x

Residual Risk
Low

People / Groups at risk	Operator only	x

Enter risk details here:-	Impact	Probability	Risk Score
Toxic substances may be present in samples.	Harmful	Unlikely	Medium

What are the control measures?	Lowers Impact	Lowers Probability	+
Any toxic chemicals present in samples must undergo a COSHH assessment to properly address the risks. The user must be familiar with the COSHH so they know how to deal with any spillage. Be familiar with correct CBE SOP	Significantly	Significantly	x

Residual Risk
Low

People / Groups at risk	Operator and people in proximity	x

Enter risk details here:-	Impact	Probability	Risk Score
Slips trips and falls	Harmful	Highly Unlikely	Low

What are the control measures?	Lowers Impact	Lowers Probability	+
Ensure work area is kept clear and tidy, and any spillages safely cleaned up immediately	None	Slightly	x

Process Risk Assessment Form (Continued)

			Residual Risk	
			Low	
People / Groups at risk	Everyone in the room			x
Enter risk details here:-		Impact	Probability	Risk Score
Exposure to Covid-19		Very Harmful	Highly Unlikely	Medium
What are the control measures?		Lowers Impact	Lowers Probability	+
Follow all national, local and University Covid-19 guidelines, and respect local Lab rules. Frequent washing (20 seconds minimum)/ sanitizing of hands to be carried out. Distancing should be 2 metre, but 1M+ is allowed where all concerned are wearing face coverings and this cannot be avoided Check local Covid tier rating Ventilate enclosed areas by opening windows or artificially stimulate air movement with fans		None	Moderately	x
			Residual Risk	
			Low	

+ Add another Risk

Who may be at risk as a result of this activity?

Personnel Group	Maximum (Task setup/ Re-configuration)	High (Performing the task)	Medium (Observing the task)	Low (Present, but not involved)	Lone Working (Out of hours)	No Exposure Permitted	Total
Academic Staff	3	3	2	0	1	0	9
Technical Staff	2	2	0	0	0	0	4
Research Staff (PDRA)	5	5	5	0	5	0	20
Research Students (PhD)	5	5	5	0	5	0	20
Students (Undergraduate / MSc)	2	2	2	0	0	0	6
Visitors	0	0	0	0	0	0	0
Others - Over-type as needed	0	0	0	0	0	0	0
Total	17	17	14	0	11	0	59

With these controls in place, the risk is:

Process Risk Assessment Form (Continued)

The activity is LOW RISK - and is effectively controlled

Supervisor and Departmental Safety Office (DSO) Sign-off.

Supervisors

Please check the documents above and if you want to approve them:

1) Electronically sign this document
2) Save it to a local drive (You will be prompted to do this)
3) eMail the signed document to the DSO.

DSO

Please review the documents above and if you want to approve them:

1) Enter the reference numbers as appropriate
2) Electronically sign this document
3) Save it to a local drive (You will be prompted to do this)
3) eMail the signed document to the originator

IF YOU DO NOT WANT TO AUTHORISE THE FORMS,

Please do not sign the form, but click the "Not Approved" check-box and return it to the originator by email stating why and what you expect them to do to put it right in the comments box below.

Not Approved ☐

Supervisors Signature: Kulvindar Sikand — Digitally signed by Kulvindar Sikand
Date: 2021.05.13 16:35:48 +01'00'

Form Reference Numbers

Risk Assessment	Method Statement	COSHH Assessment
SAF/MEME/6800	SAF/MEME/6780	

DSO Signature: Keven G Smith — Digitally signed by Keven G Smith
Date: 2021.05.19 10:18:25 +01'00'

This document set must be reviewed and re-approved at the following times:

1) After the first occurrence of the activity described above (Review only)
2) After any change to the procedure or reagents used
3) After any incident resulting from this activity
4) At least annually from the date of approval

Next Review: 19 May 2022

Review comments