

Safety Documentation

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

Method Statement

Risk Assessment

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
Project / Activity / Task	Removing glue/sticky tape
Supervisor Name	Mark Taylor

Safety Method Statement

Reference SAF/MEME/7311

Location Garendon Wing

Originator Kulvindar Sikand

Project / Activity / Task Removing glue/sticky tape

What equipment will be used in this activity? +
Potentially a blunt scraping tool depending on requirement. X

What training must be completed to do this activity? +
None required. X

What chemicals are being used? (These must be included in the COSHH Form) +
De-Solv-It® Sticky Stuff Remover aerosol X

Spill and accident procedures. +
Any spillages can be mopped up using tissue paper and disposed of through the yellow stream waste.
Any injury call First Aider to attend X

Procedure in the event of an emergency. (How to leave the process in a safe condition in such an event) +
Leave the work in a safe condition, wipe up any residual chemical and place aerosol can in flammables cabinet if safe to do so.
If alarm sounds continuously evacuate building in an orderly manner, only returning when informed that it is safe to do so X

References. +
SDS found at <https://docs.rs-online.com/73ae/0900766b814ba9d4.pdf> X

Detailed sequential description of the process

Process step	Precautionary measures and comments	+
Spray area to clean off glue and allow it to take action for 5-7 mins.	Spray sparingly, can apply directly to tissue and wipe on surface in a more controlled manner. Wear PPE	X
Gently scrape off the waste using a blunt instrument and remove residue from surface by rinsing with soapy water.	Use a blunt tool so no danger of cutting yourself. Scrap away from yourself.	X
Dispose of the tissues etc through the yellow stream waste and place can back in flammables cabinet.	Make sure that all residual solvent is cleaned away.	X
		X
		X
		X
		X
		X
		X

Safety Method Statement (Continued)

Process step	Precautionary measures and comments	+
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X

Risk Assessment

Reference

Location

Originator

Project / Activity / Task

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	N/A	N/A	N/A	+
Category 2: Workplace				
N/A				+
Category 3: Hazardous and/or Harmful substances				
Flammable substances				+
Category 4: Work activity				
				+
Category 5: Work organisation				
				+

Explain the risks associated with these hazards				
People / Groups at risk	<input type="text" value="Operator only"/>			+
Enter risk details here:-	Impact	Probability	Risk Score	
<input type="text" value="Flammable aerosol"/>	<input type="text" value="Slightly Harmful"/>	<input type="text" value="Unlikely"/>	Low	
What are the control measures?	Lowers Impact	Lowers Probability	+	
<input type="text" value="Wear PPE, spray only where the glue removal is required
Do not spray where there is an ignition source
When not in use the aerosol should be safely stored in a flammables cabinet"/>	<input type="text" value="Slightly"/>	<input type="text" value="Moderately"/>	+	
			Residual Risk	
			<input type="text" value="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	0	0	0	0	0	0	0

Process Risk Assessment Form (Continued)

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
Technical Staff	0	0	0	0	0	0	0
Research Staff (PDRA)	0	0	0	0	0	0	0
Research Students (PhD)	0	0	0	0	0	0	0
Students (Undergraduate / MSc)	0	0	0	0	0	0	0
Visitors	0	0	0	0	0	0	0
Others - Over-type as needed	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0

With these controls in place, the risk is:

The activity is LOW RISK - and is effectively controlled


COSHH Form

Reference

Location

Originator

Project / Activity / Task

CHEMICAL NAME			Hazard Rating		<input checked="" type="checkbox"/> OVERALL RISK:		
De-Solv-It® Sticky Stuff Remover aerosol			High			Low	
CAS No.	<input type="text"/>	Amount used	Period of use (hrs)	The process is:	Physical State		<input type="checkbox"/> Eyes
W.E.L. (l/ tel / stel)	<input type="text"/>	20 ml	0	Open	Aerosol	<input type="checkbox"/> Skin <input type="checkbox"/> Inhaled <input type="checkbox"/> Ingested	Medium

Consider a semi closed system process

Hazard Statement and Description	Precaution Statement and Description	
H222 Extremely flammable aerosol.	P102 Keep out of reach of children.	<input checked="" type="checkbox"/>
H229 Pressurized container: may burst if heated	P210 Keep away from heat/sparks/open flames/hot surfaces. — No smoking.	<input checked="" type="checkbox"/>
	P211 Do not spray on an open flame or other ignition source.	<input checked="" type="checkbox"/>
	P251 Pressurized container: Do not pierce or burn, even after use.	<input checked="" type="checkbox"/>
	P410 Protect from sunlight.	<input checked="" type="checkbox"/>
	P412 Do not expose to temperatures exceeding 50 oC/122oF.	<input checked="" type="checkbox"/>
How will the precautions listed above be implemented?		
No naked flames in in the lab, keep the aerosol can in the flammables cabinet. Keep away from any sources of heat or sparks.		
Special Storage and Containment Measures	Disposal Method	
Ensure that the can is stored in a flammables cabinet.	Dispose of through the hazardous chemicals route which uses an external contractor.	<input checked="" type="checkbox"/>
How will spillages be dealt with?	<i>Please note: any material used to clean up a spill of hazardous material must also be disposed of as hazardous material. Click here to see spill procedures</i>	
Spillages should be wiped up using tissue paper and this can then be disposed of through the yellow stream waste.		

[+ Add another chemical](#)

Statement of work (Process to be undertaken)

[Show image](#)

Personal protection requirements not covered in the precaution statements above.

Sources of information and references

Reference to **existing approved** Risk Assessment

With the current controls, the risk of using these chemicals is: **Low**

COSHH Form (Continued)

Supervisor to check that the process involving the safe use of these chemicals has been satisfactorily evaluated

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

Form Reference Numbers

Risk Assessment

SAF/MEME/7311

Method Statement

SAF/MEME/7311

COSHH Assessment

SAF/MEME/1730

DSO Signature

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:

16 Sep 2023

Review comments