

Safety Documentation

Please select the forms you require by selecting the check boxes below. You can select more than one.
✓ Process Risk Assessment ✓ Method Statement ☐ Chemicals COSHF
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.
<u>Supervisors</u> - 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 <u>MUST NOT</u> 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					
Department	Wolfson School - Mechanical Engineering Dept.				
Name					
email address	O.Adegoke@lboro.ac.uk				

Version: 2.06



Process Risk Assessment

Originator	

Reference | CBE 120

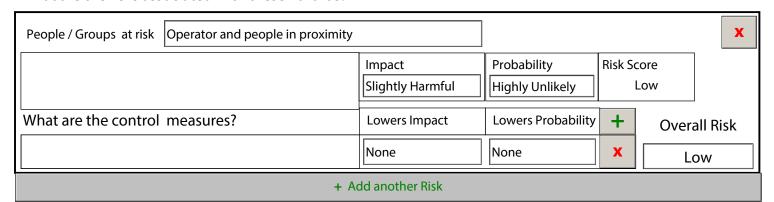
Activity / Task

Use of camping gas for flame generation

What are the hazards associated with this process?

Category 1: Machinery & work equipment:					
Design and Construction	Design and Construction Mechanical hazards		Radiation hazards	+	
Externally modified	N/A	N/A	N/A	X	
Category 2: Workplace				+	
Forceps and mouth opening of conical flask sterilized by blue flame					
Category 3: Hazardous and/or Harmful substances					
N/A					
Category 4: Work activity					
N/A					
Category 5: Work organisation					
N/A					

What are the risks associated with these hazards?



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	1	0	0	0	0	1
Technical Staff	0	0	0	0	0	0	0
Research Staff (PDRA)	0	1	0	0	0	0	1
Research Students (PhD)	0	1	0	0	0	0	1
Students (Undergraduate / MSc)	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
Visitors	0	0	0	0	0	0	0
Others - Over-type as needed	0	0	0	0	0	0	0
Total	0	3	0	0	0	0	3
Total	0	3	0	0	0	0	3
Total	0	3	0	0	0	0	3
Total	0	3	0	0	0	0	3

With these controls in place, the risk is:

The activity is LOW RISK - and is effectively controlled



Safety Method Statement

Salety IV	Reference CBE 120	
	Originator	
Activity	Flame generation from camping gas to aid sterile work	
What equipm	ent will be used in this activity?	+
Camping gas sy	stem with butane/propane gas mixture	X
What training	must be completed to do this activity?	+
Training with si	milar gas system and bunsen burner has been provided by Tim Coles in Chemical Engr. Dept.	X
What chemic	als are being used? (These must be included in the COSHH Form)	+ x
•	dent procedures. re solution will be wiped with tissue soaked in virkon and placed in appropriate waste container	+
Spili Iroin Cuitui	e solution will be wiped with tissue soaked in virkon and placed in appropriate waste container	X
Procedure in	the event of an emergency. (How to leave the process in a safe condition in such an event)	+
Turn off the gas	. Contact lab manager.	X
References.		+
https://www.sci	entificlabs.co.uk/product/BUR4604#tab-1	X

Detailed sequential description of the process

Process step	Precautionary measures and comments	+
Turn on the gas cannister	It should be slightly turned on to prevent high generation of flame	
Knob turned to generate blue flame	Blue flame is easily generated by slight tuning of the knob	
Flame the forcep	Forceps should be flamed for 5-10 sec and allowed to cool before picking biological material	
Flame the mouth of conical flasks	The mouth of conical flask should be flamed by slightly passing it through the flame	
Turn off flame	Blue flame should go off	
		X



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

Supervisors

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

- 1) Electronially 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:

 Enter the reference numbers Electronically sign this docum Save it to a local drive (You w eMail the signed document to 	nent vill be prompted to do this) o the originator		
Please do not sign the form, but	AUTHORISE THE FORMS, click the "Not Approved" check-box and return you expect them to do to put it right in the com		roved
Supervisors Signature			
	Form Reference Numbe	 rs	
Risk Assessment	Method Statement	COSHH Assessment	
CBE 120	CBE 120		
DSO Signature			
	reviewed and re-approved at the follon activity described above (Review only) re or reagents used	owing times:	
3) After any incident resulting from4) At least annually from the date o	this activity	Next Review: 26/06/201	8
Review comments	. арргота		