

## 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    [- ] 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	T208 Wolfson School
Project / Activity / Task	Use of Elga Purelab Option-S 7/15
Supervisor Name	Mark Taylor

### 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	Electrical test lables current		+
Category 2: Workplace				
Restricted access				+
Restricted access				X
Category 3: Hazardous and/or Harmful substances				
N/A				+
N/A				X
Category 4: Work activity				
Awkward/Heavy lifting/Handling				+
Awkward/Heavy lifting/Handling				X
Category 5: Work organisation				
The is equipment used by lab users.				+
The is equipment used by lab users.				X

Explain the risks associated with these hazards				
People / Groups at risk	<input type="text" value="Operator only"/>			X
Enter risk details here:-	Impact	Probability	Risk Score	
<input type="text" value="Heavy water containers moved (10L) - approx. 10kg"/>	<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="Users to be careful when moving water container use handle."/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	X	
			Residual Risk	
			Low	
People / Groups at risk	<input type="text" value="Operator and people in proximity"/>			X
Enter risk details here:-	Impact	Probability	Risk Score	
<input type="text" value="Trips and falls while moving the container of water."/>	<input type="text" value="Harmful"/>	<input type="text" value="Unlikely"/>	Medium	
What are the control measures?	Lowers Impact	Lowers Probability	+	
<input type="text" value="Care must be taken by the operator to maintain good manual handling procedure and to be aware of other users in the area. Good House keeping to ensure floors are free of obstructions and dry."/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	X	

## Process Risk Assessment Form (Continued)

			Residual Risk
			Low
People / Groups at risk	Operator and people in proximity		<b>X</b>
Enter risk details here:-	Impact	Probability	Risk Score
Spillage of water when moving the container.	Slightly Harmful	Unlikely	Low
What are the control measures?	Lowers Impact	Lowers Probability	<b>+</b>
To ensure that the cap on top of the container is secure.	Significantly	Significantly	<b>X</b>
			Residual Risk
			Low
<b>+ Add another Risk</b>			

### 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
Technical Staff	0	1	0	0	0	0	1
Research Staff (PDRA)	0	1	0	0	0	0	1
Research Students (PhD)	0	2	0	0	0	0	2
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
<b>Total</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

With these controls in place, the risk is:

**The activity is LOW RISK - and is effectively controlled**

## Safety Method Statement

Reference SAF/MM6431

Location T208 Wolfson School

Originator Kulvindar Sikand

Project / Activity / Task Use of Elga Purelab Option-S 7/15

What equipment will be used in this activity?

+

Water purifier and water containers.

x

What training must be completed to do this activity?

+

Basic manual handling and simple instructions on how to dispense water.

x

What chemicals are being used? (These must be included in the COSHH Form)

+

None.

x

Spill and accident procedures.

+

Spillage from this will be water. Proper signage will be put in place to show there is a spill. The spill can be mopped up, mops and buckets are found in T208. Additional care should be taken to ensure that there is no electrical equipment on the floor of T208 which can come into contact with any spillage. The preventative measure is to not leave the container unattended when filling it.

x

Procedure in the event of an emergency. (How to leave the process in a safe condition in such an event)

+

Turn tap off and leave.

x

References.

+

Manual for Elga Purelab Option-S 7/15

x

### Detailed sequential description of the process

Process step	Precautionary measures and comments	+
Place empty container on floor next to water purifier and place hose into container and turn tap.	Hose placed in sink after using.	x
Once filled to required level switch off tap.		x
Replace lid on container and remove carefully using handle from floor into lab next to autoclave.	Lift without twisting your back and maintain good posture, largest container filled is 10 L.	x

## 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/MM6431

Method Statement

SAF/MM6431

COSHH Assessment

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:

30/04/2021

Review comments