

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 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

Department

Wolfson School - Mechanical Engineering Dept.

Name

email address

O.Adegoke@lboro.ac.uk

Process Risk Assessment

Reference

Originator

Activity / Task

What are the hazards associated with this process?

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

What are the risks associated with these hazards?

People / Groups at risk	<input type="text" value="Operator and people in proximity"/>			<input type="text" value="X"/>
	Impact	Probability	Risk Score	
	<input type="text" value="Slightly Harmful"/>	<input type="text" value="Highly Unlikely"/>	<input type="text" value="Low"/>	
What are the control measures?	Lowers Impact	Lowers Probability	<input type="text" value="+"/>	Overall Risk
	<input type="text" value="None"/>	<input type="text" value="None"/>	<input type="text" value="X"/>	
+ 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	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

Reference

Originator

Activity

What equipment will be used in this activity? +
 X

What training must be completed to do this activity? +
 X

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

Spill and accident procedures. +
 X

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

References. +
 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 Blue flame is easily generated by slight tuning of the knob Forceps should be flamed for 5-10 sec and allowed to cool before picking biological material The mouth of conical flask should be flamed by slightly passing it through the flame Blue flame should go off	X
Knob turned to generate blue flame		
Flame the forcep		
Flame the mouth of conical flasks		
Turn off flame		

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:

- 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

CBE 120

Method Statement

CBE 120

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:

26/06/2018

Review comments