

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	<input type="text" value="Wolfson School - Manufacturing Engineering Dept."/>
Name	<input type="text"/>
email address	<input type="text" value="d.tampakis@lboro.ac.uk"/>
Location	<input type="text" value="CBE/ H23/H25"/>
Project / Activity / Task	<input type="text" value="Ageing of cells / Apoptosis"/>

Process Risk Assessment

Reference

Location Originator

Project / 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="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	+
<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	X
Category 2: Workplace				
<input type="text" value="N/A"/>				+
<input type="text" value="N/A"/>				X
Category 3: Hazardous and/or Harmful substances				
<input type="text" value="Toxic Substances"/>				+
<input type="text" value="Toxic Substances"/>				X
Category 4: Work activity				
<input type="text" value="N/A"/>				+
<input type="text" value="N/A"/>				X
Category 5: Work organisation				
<input type="text" value="N/A"/>				+
<input type="text" value="N/A"/>				X

What are the risks associated with these hazards?

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

Process Risk Assessment Form (Continued)

	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X

Process Risk Assessment Form (Continued)

	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	
People / Groups at risk				X
	Impact Slightly Harmful	Probability Highly Unlikely	Risk Score	
What are the control measures?	Lowers Impact	Lowers Probability	+	Overall Risk
	None	None	X	

+ Add another Risk

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
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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	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

This work involves the use of lasers

With these controls in place, the risk is:

Wolfson School - Manufacturing Engineering Dept.



COSHH Form

Reference

Location

Originator

Project / Activity / Task

CHEMICAL NAME Caspase 3 Assay Kit, Colorimetric		 		Hazard Rating High	OVERALL RISK: Medium
CAS No. <input type="text"/>	Amount used <input type="text" value="0.1"/> ml	Period of use (hrs) <input type="text" value="2"/>	The process is: <input type="text" value="Semi Closed"/>	Physical State <input type="text" value="Non-Volatile Liquid"/>	
W.E.L. (l/ tel / stel) <input type="text"/>			<input type="checkbox"/> Eyes <input checked="" type="checkbox"/> Skin <input checked="" type="checkbox"/> Inhaled <input checked="" type="checkbox"/> Ingested		Exposure Potential Low

Hazard Statement and Description	Precaution Statement and Description	
H301 Toxic if swallowed.	P261 Avoid breathing dust/fume/gas/mist/vapours/spray.	+
H311 Toxic in contact with skin	P273 Avoid release to the environment.	x
H331 Toxic if inhaled.	P280 Wear protective gloves/protective clothing/eye protection/face protection.	x
H373 Causes damage to organs through prolonged or repeated expos	P301 + P310 IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician.	x
H412 Harmful to aquatic life with long lasting effects.	P311 Call a POISON CENTER or doctor/physician.	x
How will the precautions listed above be implemented?		
wear of PPE and work in ducted BSC		
Special Storage and Containment Measures	Disposal Method	
-20C appropriately labelled	Other - CBE cytotoxic waste route	x
How will spillages be dealt with?		
Spill kit (cytotoxic)		

[+ Add another chemical](#)

Statement of work (Process to be undertaken)

Incubation of the cell lysate (any type of cells) with the assay buffer for 2 hours and reading of the absorbance of the plate with the use of spectrophotometer or flow cytometer or fluorescent microscopy and take pictures of cells with the microscope **Show Image**

Personal protection requirements not covered in the precaution statements above.

Sources of information and references

COSHH Form (Continued)

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

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

CBE 281

Method Statement

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:

14/11/2018

Review comments