

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	Carolyn Kavanagh
email address	c.l.kavanagh@lboro.ac.uk
Location	Centre for Biological Engineering Laboratory Areas and T208B Wolfson Sc
Project / Activity / Task	Use and Maintenance of 4 C Fridges
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: Workplace	+
Falling/moving objects/materials	X
Storage and Stacking	X
Localised cold surfaces	X
	X
Category 2: Hazardous and/or Harmful substances	+
Biological substances (Infection)	X
Other Substance related hazard (reagents containing hazardous components)	X
Flammable substances	X
Category 3: Activity	+
Lone working out of hours	X
Category 4: Organisation	+
	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="Risk of Infection from stored biological material"/>	<input type="text" value="Harmful"/>	<input type="text" value="Unlikely"/>	Medium
What are the control measures?	Lowers Impact	Lowers Probability	+
<input type="text" value="All Biological material is of a good provenance and screened for infectious agents. Any material which is not screened is used under special quarantined controlled conditions. Work with biological material is subject to an approved risk assessment."/>	Significantly	Significantly	X
<input type="text" value="All Laboratory users wear gloves at all times and other PPE as appropriate"/>	Significantly	Significantly	X
<input type="text" value="All biological material in the 4 Degree Fridges are contained in secondary containers/racks."/>	Significantly	Significantly	X
<input type="text" value="Only Authorised workers have access to freezers"/>	Significantly	Significantly	X
			Residual Risk
			Low

Process Risk Assessment Form (Continued)

People / Groups at risk	Operator only		X
Enter risk details here:-	Impact	Probability	Risk Score
Electrical shock from using equipment	Harmful	Highly Unlikely	Low
What are the control measures?	Lowers Impact	Lowers Probability	+
Equipment has 2 yearly PAT testing and visual checking of cables and plug	Significantly	Significantly	x
			Residual Risk
			Low
People / Groups at risk	Operator only		X
Enter risk details here:-	Impact	Probability	Risk Score
Handling cold surfaces	Slightly Harmful	Likely	Medium
What are the control measures?	Lowers Impact	Lowers Probability	+
Laboratory users are provided with blue thermal insulated gloves to wear to protect hands when handling items from the Fridges if required	Significantly	Significantly	x
Training on PPE is part of induction process	Significantly	Significantly	x
			Residual Risk
			Low
People / Groups at risk	Operator and people in proximity		X
Enter risk details here:-	Impact	Probability	Risk Score
Risk of falling items from the fridges	Slightly Harmful	Likely	Medium
What are the control measures?	Lowers Impact	Lowers Probability	+
Material stored in the fridges should be stored in labeled boxes/racks where possible or stacked neatly.	Moderately	Moderately	x
			Residual Risk
			Low
People / Groups at risk	Operator only		X
Enter risk details here:-	Impact	Probability	Risk Score
Working out of hours	Slightly Harmful	Likely	Medium
What are the control measures?	Lowers Impact	Lowers Probability	+
Laboratory users are fully trained before authorised access is given to the labs. Part of the training includes out of hours procedures. They also have to complete an out of hours risk assessment stating the work they intend to do.	Significantly	Significantly	x
			Residual Risk
			Low
People / Groups at risk	Everyone in the room		X
Enter risk details here:-	Impact	Probability	Risk Score
Risk of fire if flammable material stored in fridge	Harmful	Likely	High

Process Risk Assessment Form (Continued)

What are the control measures?	Lowers Impact	Lowers Probability	+
Fridges should be spark free to avoid risk of fire. If non-spark free fridges are used laboratory users are trained not to store flammable items in there. Workers should list any hazardous material stored on the door.	Significantly	Significantly	x
			Residual Risk Low
People / Groups at risk	Operator only		x
Enter risk details here:-	Impact	Probability	Risk Score
Risks from hazardous components in reagents stored	Harmful	Unlikely	Medium
What are the control measures?	Lowers Impact	Lowers Probability	+
All reagents containing hazardous components have a COSHH and are stored in appropriate conditions.	Significantly	Significantly	x
			Residual Risk Low
People / Groups at risk	Operator only		x
Enter risk details here:-	Impact	Probability	Risk Score
Injury due to maintenance of fridge	Slightly Harmful	Highly Unlikely	Low
What are the control measures?	Lowers Impact	Lowers Probability	+
All Maintenance performed by competent persons or qualified engineers through permit to work. Fridges are switched off (after material transferred) for repairs to take place.	Significantly	Significantly	x
SOP016 Details how to perform maintenance safely.	Significantly	Significantly	x
PPE is provided	Significantly	Significantly	x
			Residual Risk Low
+ Add another Risk			

With these controls in place, the risk is:

The activity is LOW RISK - and is effectively controlled

Safety Method Statement

Reference SAF/MM6397

Location Centre for Biological Engineering Laboratory Areas and Originator Carolyn Kavanagh

Project / Activity / Task Use and Maintenance of 4 C Fridges

What equipment will be used in this activity? +

Fridges located in H20, H23, H25, H27, H29, H34, CTMF in the CBE and T208b (Wolfson School) X

What training must be completed to do this activity? +

CBE Laboratory induction training X

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

None X

Spill and accident procedures. +

Refer to SOP038. All accidents are reported through University reporting system. X

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

Close fridge doors to maintain temperature. Highlight to fire service of hazardous material stored X

References. +

SOP016 Use and Maintenance of Fridges and Freezers X

Detailed sequential description of the process

Process step	Precautionary measures and comments	
Please refer to SOP016		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/MM6397

Method Statement

SAF/MM6397

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:

12/01/2021

Review comments