

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 [-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

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	H34 , Centre for Biological Engineering Laboratory Area and T208b (Wolfs
Project / Activity / Task	Use and Maintenance of -80 Freezers
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 with 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 biological material"/>	<input type="text" value="Harmful"/>	<input type="text" value="Highly Unlikely"/>	Low
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."/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	X
<input type="text" value="All Laboratory users wear gloves at all times and other PPE as appropriate"/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	X
<input type="text" value="All biological material in the -80 Freezers is contained in secondary containers and in a frozen state."/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	X
<input type="text" value="Only authorised workers have access to the freezer"/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	X
Residual Risk			<input type="text" value="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 -80 freezer	Significantly	Significantly	x
Laboratory users are trained to wear the appropriate PPE	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 -80 freezer	Slightly Harmful	Likely	Medium
What are the control measures?	Lowers Impact	Lowers Probability	+
Material stored in the -80 freezers should be stored in labeled boxes where possible and/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 from storage of flammable substances	Harmful	Likely	High

Process Risk Assessment Form (Continued)

What are the control measures?	Lowers Impact	Lowers Probability	+	
Freezers should be spark free .If they are not spark free laboratory users are trained not to store flammable substances in them. Hazardous materials should be listed on the door.	Significantly	Significantly	x	
				Residual Risk Low
People / Groups at risk	Operator only			x
Enter risk details here:-	Impact	Probability	Risk Score	
Regeants containing hazardous components stored	Slightly Harmful	Likely	Medium	
What are the control measures?	Lowers Impact	Lowers Probability	+	
All reagents which have a hazardous component will have a COSHH and be stored under correct 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 freezer	Harmful	Highly Unlikely	Low	
What are the control measures?	Lowers Impact	Lowers Probability	+	
All Maintenance is carried out by competent persons who have received training or is qualified engineer (permit to work). Freezers are switched off (once materials have been transferred) during repair work.	Significantly	Significantly	x	
PPE (gloves, insulated gloves and safety glasses) is provided . SOPS detail the requirement and training provided.	Significantly	Significantly	x	
SOPS give full description of how to perform maintenance safely	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/MM6394

Location H34 , Centre for Biological Engineering Laboratory Area

Originator Carolyn Kavanagh

Project / Activity / Task Use and Maintenance of -80 Freezers

What equipment will be used in this activity?

-80 Freezers (2 x ThermoFisher and 1 x New Brunswick in CBE) and 1 x Fryka and 1 x National Lab PMU in T208b	+
Storage boxes	X
Calibrated Thermometer for temperature monitoring	X
Thermal insulated gloves	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.

Detailed in SOP038 . All accidents are reported through University online system	+
	X

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

Leave the door to -80 Freezer closed to maintain temperature. Alert fire service to any hazardous material stored.	+
	X

References.

SOP049 Use and Maintenance of the -80 Freezers	+
	X

Detailed sequential description of the process

Process step	Precautionary measures and comments	
Please see SOP049		+
		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/MM6394

Method Statement

SAF/MM6394

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