

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	Center for Biological Engineering
Originator name	Jen Bowdrey
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Location	CBE laboratories Garendon Wing Holywell Park and T208b Wolfson School
Project / Activity / Task	Micro-Centrifuge use and maintenance
Supervisor Name	Carolyn Kavanagh

Risk Assessment

Reference

Location Originator

Project / Activity / Task

Is this process risk assessment for a : Laboratory / Workshop General use

Category 1: Workplace	+
Centrifuges are located in Category 2 laboratories where other work is on going, and being used by other people.	X
Mechanical failure of rotating parts (often violent)	X
Contact with rotating parts	X
Sample imbalance causing machine movement/walking	X
Sample leaks causing aerosols, stress corrosion, contamination	X
Contact with contaminate components/vapours	X
Fire/explosion	X
Category 2: Hazardous and/or Harmful substances	+
Biological and chemical substances will be centrifuged, these will be individually risk assessed/COSHHed before they can be centrifuged.	X
Category 3: Activity	+
Lone working out of hours- if needed out of hours staff will each have their own risk assessment	X
Category 4: Organisation	+
N/A	X

Explain the risks associated with these hazards

People / Groups at risk	<input type="text" value="Everyone in the room"/>		X
Enter risk details here:-	Impact	Probability	Risk Score
<input type="text" value="Sample leaks causing aerosols,corrosion& contamination"/>	<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="Sample centrifuge tubes are properly sealed before putting into the micro-centrifuge, this will prevent spills."/>	<input type="text" value="Significantly"/>	<input type="text" value="Moderately"/>	X
<input type="text" value="Covers for the buckets are used to prevent spillages from spreading over the inside of the micro-centrifuge and over the other sample tubes"/>	<input type="text" value="Moderately"/>	<input type="text" value="Moderately"/>	X
<input type="text" value="The centrifuge will be correctly balanced to prevent the micro-centrifuge from vibrating and causing damage to the rota, the micro-centrifuge, the tubes and others in the lab."/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	X

Process Risk Assessment Form (Continued)

If a spill/leak does occur, the micro-centrifuge will be stopped as soon as possible, by pressing the stop button. The spill procedure will then be followed.	Significantly	Significantly	X	
Operators trained not to over fill the centrifuge tubes	Significantly	Moderately	X	
Operators trained to only use appropriately designed tubes for use in micro-centrifuges.	Significantly	Significantly	X	
Make sure that the sample has been properly Risk assessed and COSHHed appropriately before hand, this means that you will know how to clean up if there is a leak or a spill.	Slightly	Significantly	X	
Follow the spill clean up procedure, as set out in the SOP	Slightly	Slightly	X	
Users are trained to use each type of micro-centrifuge correctly.	Slightly	Slightly	X	
If a spill occurs within a bucket, the bucket is opened within a BSC.	Slightly	Slightly	X	
Appropriate PPE is worn ,including Safety glasses and gloves ,for dealing with a spill	Moderately	Moderately	X	
			Residual Risk	
			Low	
People / Groups at risk	Everyone in the room		X	
Enter risk details here:-	Impact	Probability	Risk Score	
Mechanical failure of rotating parts	Very Harmful	Unlikely	High	
What are the control measures?	Lowers Impact	Lowers Probability	+	
The micro-centrifuge will be correctly balanced by placing a centrifuge tube with the same volume in the position opposite in the sample holder.	Significantly	Significantly	X	
The micro-centrifuge is regularly checked for signs of wear and tear. This includes cleanliness and also corrosion of the rotor and the micro-centrifuge as a whole. If any signs of wear and tear are found do not use the micro-centrifuge and notify lab management immediately. This is included in the training given to all users of micro-centrifuges.	Moderately	Slightly	X	
Every micro-centrifuge is checked regularly and serviced every two years.	Moderately	Moderately	X	
			Residual Risk	
			Low	
People / Groups at risk	Operator and people in proximity		X	
Enter risk details here:-	Impact	Probability	Risk Score	
Sample imbalance causing machine movement/walking	Slightly Harmful	Unlikely	Low	
What are the control measures?	Lowers Impact	Lowers Probability	+	
The micro-centrifuge is correctly balanced, by placing a centrifuge tube with the same volume in the equivalent position on the opposite side of the micro-centrifuge.	Significantly	Significantly	X	

Process Risk Assessment Form (Continued)

The micro-centrifuge is placed on an horizontal level surface and there is clearance around the micro-centrifuge whilst in operation.	Slightly	Slightly	x	
Users are trained to correctly balance the micro-centrifuge and also what to do if it is incorrectly balanced and it is started.	Moderately	Slightly	x	
			Residual Risk	
			Low	
People / Groups at risk	Operator only			x
Enter risk details here:-	Impact	Probability	Risk Score	
Contact with rotating parts	Very Harmful	Highly Unlikely	Medium	
What are the control measures?	Lowers Impact	Lowers Probability	+	
Operators trained to make sure that the micro-centrifuge is properly closed before use.	Significantly	Significantly	x	
Operators trained not to try and open while the micro-centrifuge is in use, and the rota is turning.	Significantly	Significantly	x	
Most micro-centrifuge have inbuilt features where you cannot open them until the rota has completely stopped moving	Significantly	Significantly	x	
Never attempt to slow the rotor by hand.	Significantly	None	x	
Rotating parts are dangerous, and can cause shearing and impact injuries.	None	None	x	
The micro-centrifuge rotors are checked regularly as part of regular maintenance. The rotor is also checked when the micro-centrifuge is serviced every two years.	Moderately	Moderately	x	
			Residual Risk	
			Low	
People / Groups at risk	Everyone in the room			x
Enter risk details here:-	Impact	Probability	Risk Score	
Contact with contaminants and vapours	Harmful	Unlikely	Medium	
What are the control measures?	Lowers Impact	Lowers Probability	+	
Make sure that risk assessments and COSHH forms have been completed and approved before use. This will set out the hazards and how to deal with contaminants if there is a spill	Moderately	Slightly	x	
Follow the procedure set out in the Spill SOP and the completed risk assessment to safely clear up any spills.	Slightly	Slightly	x	
Operators trained to never centrifuge anything that is capable of developing flammable or explosive vapours.	Moderately	Slightly	x	
Wear appropriate PPE for the laboratory environment you are in and the chemicals/contaminants you are dealing with	Slightly	Slightly	x	
			Residual Risk	
			Low	
People / Groups at risk	Everyone in the room			x

Process Risk Assessment Form (Continued)

Enter risk details here:- Fire and Explosion	Impact Very Harmful	Probability Highly Unlikely	Risk Score Medium
What are the control measures?	Lowers Impact	Lowers Probability	+
The micro-centrifuge is regularly checked for wear and tear, and if any is found it is reported to the lab management and the use of the centrifuge is halted until investigations are completed	Significantly	Significantly	x
The micro-centrifuge has been PAT tested and is within date. If it is not within the test date- report and do not use.	Significantly	Significantly	x
Make sure you are aware of fire exits and fire procedures within the lab.	Slightly	Slightly	x
Users aware not to over load the rotor, as this can cause the rotor to explode.	Significantly	Slightly	x
Users aware not to centrifuge materials capable of developing flammable or explosive vapours.	Moderately	Moderately	x
			Residual Risk Low
People / Groups at risk	Operator only		x
Enter risk details here:- Lone working using centrifuge	Impact Harmful	Probability Highly Unlikely	Risk Score Low
What are the control measures?	Lowers Impact	Lowers Probability	+
All users are trained to use centrifuges and understand how to operate them safely.	Significantly	Significantly	x
All operators must have a lone working risk assesement to cover the work they are doing.	Significantly	Significantly	x
Each lone worker has an emergency contact for lone working and follows university procedures by using the lone working app. Must have their mobile phone with them at all times	Moderately	Moderately	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/MM/6501

Location CBE laboratories Garendon Wing Holywell Park and T20 Originator Jen Bowdrey

Project / Activity / Task Micro-Centrifuge use and maintenance

What equipment will be used in this activity?

	+
Centrisart A-14 (H23)	X
Fisher Accuspin Micro17 (H27)	X
Fisher Accuspin Micro17R (H34)	X
Fisher Accuspin Micro (H34)	X
Sigma 1-14 (H21)	X
Heraeus Pico 21 Micro (H34)	X
SLS Lab basics Micro Centrifuge (H34)	X

What training must be completed to do this activity?

	+
Initial CBE lab training.	X
Lab leaders training for each laboratory within the CBE.	X
Training will be given for each type of micro-centrifuge, this will cover use and basic maintenance such as cleaning and also checking for signs of wear and tear, and how to balance sample tubes correctly.	X

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

	+
The biological substances and chemicals being used in the micro-centrifuges are project specific, these will be COSHHed and Risk assessed on a project to project basis	X

Spill and accident procedures.

	+
Initially, stop the centrifuge- DO NOT OPEN. Leave the micro-centrifuge closed for 30 minutes to allow any droplets to settle, leave a notice on the micro-centrifuge to stop other lab users from opening. Notify other lab users in the lab.	X
Notify the lab leader, and lab manager	X
Follow the procedures detailed in SOP 038- Spills and also the SOP089- Use and maintenance of Micro-Centrifuges	X
If any chemicals have been spilled in the centrifuge, check the COSHH forms to see how to properly clean them up.	X
If an accident has occurred, immediately notify the lab manager.	X
In microcentrifuges, there are not separate buckets, it is all in one. This will need to be removed and cleaned.	X
PPE should be worn at all times. This includes lab coat, safety glasses, gloves.	X

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

	+
Press the stop button, this will automatically stop the rota and it will slow down and stop. Vacate the laboratory using the nearest Fire escape.	X

References.

	+
SOP 038 - Biological Spill Response	X
SOP089 - Micro-Centrifuge use and maintenance	X

Safety Method Statement (Continued)

Detailed sequential description of the process

Process step	Precautionary measures and comments	+
For General Use		X
Tightly seal the micro-centrifuge tubes, and place in the centrifuge and make sure the sample tubes are correctly balanced.	Make sure the micro-centrifuge is balanced correctly to prevent damage to the equipment	X
If the micro-centrifuge has an inner lid, make sure this is used and attached firmly.	If there is a spill or something happens to one of the sample tubes, this helps to prevent contamination of the whole micro-centrifuge.	X
Close the lid firmly.	The micro-centrifuge will not start until the lid is properly closed.	X
Select the correct speed and time required. Some micro-centrifuges are also able to alter there temperature. (See individual manuals for setting the temperatures etc, if setting the temperature this will need to be done in-advance, so that the centrifuge can reach the correct temperature)	The majority of centrifuges are able to switch between rpm and g. For the temperature controlled ones, the temperature needs to be set a while before use, to allow time to reach temperature.	X
Press start, before moving away from the micro-centrifuge wait until the it has reached the required speed.	This means that you will catch if something has gone wrong or is incorrectly balanced, as the centrifuge will vibrate significantly and also make a loud noise.	X
When the micro-centrifuge has finished, press open, and the lid will release.	Check that there hasn't been a spill before removing the inner lid.	X
Before removing the inner lid, quickly check that the sample tube lids are still on and there are no spillages. If no spills, remove lid.	If there has been a spill, follow the correct procedures.	X
Remove the samples from the micro-centrifuge. If you have used balances, remove them from the micro-centrifuge also.	Remove samples gently, as you do not want to dislodge any pellets which have been created.	X
		X
Routine Checks		X
To be done as part of the weekly house keeping	Outlined in the SOP 089- Use and maintenance of Micro-Centrifuges	X
		X
Preparation for servicing- this also includes decontaminating the Micro-centrifuge and completing a decontamination form.	Outlined in the SOP 089- Use and Maintenance of Micro-Centrifuges	X
		X
Spills	Outlined in the SOP-038 Biological Spill Response	X
		X
		X
		X
		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/MM/6501

Method Statement

SAF/MM/6501

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:

24 Jul 2021

Review comments