

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 of Biological Engineering
Originator name	Kulvindar Sikand
email address	k.p.sikand@lboro.ac.uk
Location	Garendon Wing
Project / Activity / Task	Using sealant to fill gaps
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: Machinery & work equipment:				
Design and Construction	Mechanical hazards	Electrical hazards	Radiation hazards	+
	Stabbing/Puncturing			x
Category 2: Workplace				
N/A				x
Category 3: Hazardous and/or Harmful substances				
Toxic substances				x
Category 4: Work activity				
Use of hand tools				x
Working at height with step ladders.				x
Category 5: Work organisation				
N/A				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="Cuts from use of knife, possible stabbing"/>	<input type="text" value="Slightly Harmful"/>	<input type="text" value="Highly Unlikely"/>		
What are the control measures?	Lowers Impact	Lowers Probability	+	
<input type="text" value="Protective slash proof gloves should be used also slash proof sleeves if considered necessary. Person operating knife will be made aware to cut away from body."/>	<input type="text" value="Moderately"/>	<input type="text" value="Slightly"/>	x	
			Residual Risk	
			<input type="text" value="Low"/>	
People / Groups at risk	<input type="text" value="Operator and people in proximity"/>			x
Enter risk details here:-	Impact	Probability	Risk Score	
<input type="text" value="Use of toxic substances"/>	<input type="text" value="Slightly Harmful"/>	<input type="text" value="Highly Unlikely"/>		
What are the control measures?	Lowers Impact	Lowers Probability	+	

Process Risk Assessment Form (Continued)

Ensure good ventilation with area of use, exposure to toxic fumes should be kept to a minimum.	Moderately	Slightly	x	
			Residual Risk	
			Low	
People / Groups at risk	Operator and people in proximity			x
Enter risk details here:-	Impact	Probability	Risk Score	
Working at height with step ladders, potential fall.	Very Harmful	Unlikely	High	
What are the control measures?	Lowers Impact	Lowers Probability	+	
Not to overstretch, to ensure that there are 3 points of contact to help maintain balance. Work in an organized, methodical fashion. Persons carrying out this work must of carried out the working at heights course.	Significantly	Significantly	x	
			Residual Risk	
			Low	
+ 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	0	0	0	0	0	0
Technical Staff	0	2	0	0	0	0	2
Research Staff (PDRA)	0	0	0	5	0	0	5
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	2	0	5	0	0	7

With these controls in place, the risk is:

The activity is LOW RISK - and is effectively controlled

Safety Method Statement

Reference SAF/MM6597

Location Garendon Wing

Originator Kulvindar Sikand

Project / Activity / Task Using sealant to fill gaps

What equipment will be used in this activity?

	+
Sealant gun	X
Flexible tool for finishing off sealant.	X
Stanley knife	X
Slash proof gloves	X
Step ladders	X

What training must be completed to do this activity?

	+
No training required.	X

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

	+
1961 Gap Filler & Sealant White	X

Spill and accident procedures.

	+
Any spill of the sealant should be wiped up by using tissue/absorbant material and this can be disposed of in a yellow and purple cytotoxic bag.	X

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

	+
In the event of an emergency cap off the sealant unless there is a fire when the sealant can be removed from the lab while exiting (still cap off).	X

References.

	+
searched for Stelmax 1961 sds, used sds on eurocell.co.uk. Also attached copy of sds for reference.	X

Detailed sequential description of the process

Process step	Precautionary measures and comments	+
Cleaning out old sealant from between gaps using a Stanley knife. This may be require to be done at height on step ladders when working on the viewing panels to the labs.	Take care when using the stanley knife any slicing motions away from user. Ensure the operator is wearing slash proof gloves and sleeves is considered necessary. When using step ladders ensure the ladders are locked into position, don't overstretch and make sure that there are 3 points of contact to prevent losing balance.	X
Cleaning the surfaces with 70% IMS and then allow to evaporate and wipe dry and surplus IMS.	There is an existing COSHH for IMS. Wear gloves, safety glasses, lab coat. Work in a well ventilated area, spray into tissue and use this to wipe area with IMS.	X
Slice open the Stelmax cartridge using a stanley knife and load into sealant gun.	Take care when slicing the plastic cartridge.	X

Safety Method Statement (Continued)

Process step	Precautionary measures and comments	+
Use sealant gun to apply bead of stelmax to the area required and use tool as required to get a smooth finish.	Wear gloves and safety glasses - work in well ventilated area. Ensure any surplus Stelmax as wiped up with tissue and disposed of in cytotoxic bags. Put up a sign so that users know sealant needs to harden.	X



COSHH Form

Reference

Location

Originator

Project / Activity / Task

CHEMICAL NAME						Hazard Rating High		OVERALL RISK: Low	
Stelmax 1961 Gap Filler and sealant						Exposure Potential Medium			
CAS No.	<input type="text"/>	Amount used	<input type="text" value="300"/>	Period of use (hrs)	<input type="text" value="2"/>	The process is:	<input type="text" value="Open"/>	Physical State	<input type="text" value="Volatile Liquid"/>
W.E.L. (Itel / stel)	<input type="text"/>		<input type="text" value="g"/>		<input type="text" value="2"/>		<input type="text" value="Open"/>		<input type="text" value="Volatile Liquid"/>
								<input checked="" type="checkbox"/> Eyes	
								<input checked="" type="checkbox"/> Skin	
								<input type="checkbox"/> Inhaled	
								<input type="checkbox"/> Ingested	

Consider a semi closed system process

Hazard Statement and Description	Precaution Statement and Description	
H225 Highly flammable liquid and vapour.	P201 Obtain special instructions before use.	X
H319 Causes serious eye irritation.	P210 Keep away from heat/sparks/open flames/hot surfaces. — No smoking.	X
H336 May cause drowsiness or dizziness.	P233 Keep container tightly closed.	X
EUH066 Repeated exposure may cause skin dryness or cracking	P261 Avoid breathing dust/fume/gas/mist/vapours/spray.	X
	P280 Wear protective gloves/protective clothing/eye protection/face protection.	X
	P370 + P378 In case of fire: Use ... for extinction.	X
How will the precautions listed above be implemented?		
The sealant will be used in well ventilated areas and gloves, safety glasses and lab coat worn. When not in use the sealant will be stored in the flammables cabinet in gas pod 1. Any open cartridges will be sealed properly. Any excess sealant wiped up with tissue will be disposed of as cytotoxic waste and stored in the appropriate bags until disposed of.		
Special Storage and Containment Measures	Disposal Method	
The Stelmax will be stored in the flammables cabinet in gas pod 1.	Disposal via the cytotoxic chemical waste route.	X
How will spillages be dealt with?	<i>Please note: any material used to clean up a spill of hazardous material must also be disposed of as hazardous material. Click here to see spill procedures</i>	
Absorbent cloth / tissue then disposed of through the cytotoxic waste route.		

[+ Add another chemical](#)

Statement of work (Process to be undertaken)

Show image

Personal protection requirements not covered in the precaution statements above.

Sources of information and references

Reference to **existing approved** Risk Assessment

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

COSHH Form (Continued)

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

SAF/MM6597

Method Statement

SAF/MM6597

COSHH Assessment

SAF/MEME790

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:

16/10/2021

Review comments