

## 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	Kulvindar Sikand
email address	k.p.sikand@lboro.ac.uk
Location	Garendon Wing, Holywell Park
Project / Activity / Task	Use of Q-connect rotary trimmer
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	+
	x
Category 2: Hazardous and/or Harmful substances	+
Sharp edges	x
Category 3: Activity	+
Use of hand tools	x
Category 4: Organisation	+
N/A	x

#### Explain the risks associated with these hazards

People / Groups at risk	<input type="text" value="Staff and students"/>			x
Enter risk details here:-	Impact	Probability	Risk Score	
<input type="text" value="Cutting paper"/>	<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="The rotary trimmer has a sharp circular blade but this is inaccessible to fingers due to a plastic guard surrounding it."/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	x	
				Residual Risk
				Low
People / Groups at risk	<input type="text" value="Students and staff"/>			x
Enter risk details here:-	Impact	Probability	Risk Score	
<input type="text" value="Potential of dropping the paper cutter on to feet."/>	<input type="text" value="Harmful"/>	<input type="text" value="Unlikely"/>	Medium	
What are the control measures?	Lowers Impact	Lowers Probability	+	
<input type="text" value="Place the cutter on a stable flat surface away from obstructions."/>	<input type="text" value="Significantly"/>	<input type="text" value="Significantly"/>	x	
				Residual Risk
				Low
+ Add another Risk				

With these controls in place, the risk is:

Process Risk Assessment Form (Continued)

**The activity is LOW RISK - and is effectively controlled**

# Safety Method Statement

Reference SAF/MEME6876

Location Garendon Wing, Holywell Park

Originator Kulvindar Sikand

Project / Activity / Task Use of Q-connect rotary trimmer

What equipment will be used in this activity? +

Q-connect rotary trimmer X

What training must be completed to do this activity? +

None X

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

None X

Spill and accident procedures. +

First aiders and first aid kit are present in the office area. X

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

Leave the equipment and leave from the nearest fire exit/exit. X

References. +

X

## Detailed sequential description of the process

Process step	Precautionary measures and comments	+
Place paper on the flat bed surface of the trimmer.	Don't try and cut more than 10 sheets at a time.	X
Align paper such that the amount trimmed is the correct amount and slide blade across paper.	Don't force blade through paper, move back and for if resistance. Make sure you are not trying to cut through staples.	X
Any waste paper should be disposed of in paper recycling so no combustible material lying around.	Ensure this happens.	X
Once completed paper trimming to place the trimmer on a flat stable surface.	This is to ensure that the trimmer doesn't fall.	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/MEME6876

Method Statement

SAF/MEME6876

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:

05/08/2022

Review comments