

Safety Documentation

Please select the forms you require by selecting the check boxes below.
You can select more than one.

Method Statement **Risk Assessment** **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	CBE
Originator name	T Hardy
email address	t.hardy@lboro.ac.uk
Location	CBE
Project / Activity / Task	Cell culture on bulk metallic glasses
Supervisor Name	Carmen Torres

Safety Method Statement

Reference SAF/MEME/7730

Location CBE

Originator T Hardy

Project / Activity / Task Cell culture on bulk metallic glasses

What equipment will be used in this activity?

+

BSC's, centrifuges, CO2 incubator X

What training must be completed to do this activity?

+

Must be competent with all equipment and have undergone CBE induction X

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

+

Cell culture media X

Spill and accident procedures.

+

CBE038 X

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

+

Lone hours - if possible make area safe (power down equipment), evacuate area, inform Security 888 from university phone or 01509 222141 from mobile. X

References.

+

CBE BRA147 X

Detailed sequential description of the process

Process step	Precautionary measures and comments	+
CBE BRA147	Lone working precautions as risk assessment used in conjunction with BRA147 in process step including PPE etc.	X
		X
		X
		X
		X
		X
		X
		X
		X
		X
		X

Risk Assessment

Reference

Location

Originator

Project / Activity / Task

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

Category 1: Machinery & work equipment:				
Design and Construction	Mechanical hazards	Electrical hazards	Radiation hazards	
		PAT testing current		+
				x
Category 2: Workplace				
Slips/Trips/Falls on the level				+
				x
Category 3: Hazardous and/or Harmful substances				
Biological substances CBE BRA147				+
				x
Liquid Nitrogen / Cryogenics				x
Category 4: Work activity				
Lone working out of hours				+
				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="Lone working with biological material"/>	<input type="text" value="Slightly Harmful"/>	<input type="text" value="Highly Unlikely"/>	Low	
What are the control measures?	Lowers Impact	Lowers Probability	+	

Process Risk Assessment Form (Continued)

<p>As detailed in the training section below, I have received extensive training (autoclave, BSC, and centrifuge) and briefings (waste disposal and aseptic techniques) and have passed the CBE health and safety induction.</p> <p>I will send OOH 1st contact a text message on entry to the lab and another when leaving. Depending on the length of OOH work needed, further text updates will be used (hourly/2 hourly).</p> <p>Permission to work out of hours must be obtained prior to work commencing. I will also let my next of kin know what time i arrive and what time to expect me home. If I'm not back by that time then to call me on my mobile. If i cant be reached, to call security.</p> <p>Sign in using the lone working Power App (https://www.lboro.ac.uk/services/health-safety/loneworking/), but it is also advised to inform security so that they are aware of your location on campus for the duration of your lone working/out of hours . (If available)</p> <p>Inform academic supervisor and a colleague of intention to lone work and state duration of stay.</p> <p>Ensure you have mobile phone on person at all times.</p> <p>Always remember to log out of lone working app when leaving building at completion of the work.</p> <p>Furthermore, there are all the emergency numbers listed in the lab if I require further assistance.</p> <p>I also have over 20 years of experience working with biological material.</p> <p>As detailed in the training section below, I have received extensive training (autoclave, BSC, and centrifuge) and briefings (waste disposal and aseptic techniques) and have passed the CBE health and safety induction.</p> <p>Refer to SOP 003 Disposal of biological material SOP005 Storage of biological material SOP 008 Management control of biological material SOP031 Preservation and storage of mammalian cells SOP 032 Resuscitation of mammalian cells CBE 147 Risk assessment</p>	Slightly	Slightly	x	
Will be aware of all safety procedures and numbers	Significantly	Significantly	x	
				Residual Risk Low
People / Groups at risk	Operator only			x
Enter risk details here:- 1. Biological Spills Response	Impact Slightly Harmful	Probability Unlikely	Risk Score Low	
What are the control measures?	Lowers Impact	Lowers Probability	+	

Process Risk Assessment Form (Continued)

<p>1. Biological Spills</p> <p>All spillages must be dealt with immediately. Unconfined spillages can create aerosols that can be dispersed throughout the lab. NOTE if a chemical spill occurs in unison with a biological spill and the chemical spill presents a greater hazard – proceed with chemical decontamination first. Refer to SOP038</p> <p>Refer to SOP039 for classification of different chemicals and how to store them – as well as how to dispose of them correctly. With regards to these specific equipments, I have received training on how to use them all.</p> <p>I have undergone the health and safety briefing. I have also completed the CBE induction whereby I was educated about the correct techniques and processes to use a number of laboratory equipment such as the autoclave, BSC and centrifuge.</p> <p>I also received a lab leader induction, where I was shown the correct biological aseptic techniques.</p> <p>No toxic chemicals will be used when lone working is being completed.</p>	None	Slightly	x	
				Residual Risk
				Low
People / Groups at risk			x	
Enter risk details here:-		Impact	Probability	Risk Score
Use of Experimental Equipment		Slightly Harmful	Highly Unlikely	
What are the control measures?		Lowers Impact	Lowers Probability	+
I have received training on the correct mechanisms to use the all equipment required to complete OOH tasks.		Slightly	None	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	0	0	0	0	0	0
Research Staff (PDRA)	0	0	0	0	1	0	1

Process Risk Assessment Form (Continued)

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
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	0	0	0	1	0	1

With these controls in place, the risk is:

The activity is LOW RISK - and is effectively controlled

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/MEME/7730

Method Statement

SAF/MEME/7730

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:

5 Oct 2024

Review comments