**RISK ASSESSMENT FORM – Cylinder movement**

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| **RISK ASSESSMENT DETAILS** | | | | | | | | | **DEGREE OF RISK** | | | | **RISK RATING MATRIX** | | | | |
| |  |  | | --- | --- | | Faculty/School/Service | Earth and environment | | Team | Cohen labs |  |  |  | | --- | --- | | Risk Assessment Title | Cohen laboratories general user assessment | | Risk Assessment Log Reference |  | | Date | 6/1/2016 | | Name of Assessors | Andy Connelly | | Manager Responsible | Caroline Peacock | | Location | West wing Level 9 and level 8 | | Details of Activity  This Risk assessment covers general activities that are carried out in the Cohen labs. All other activities should be covered by individual users risk assessments or by other general lab risk assessments and so separate training.  Lab users can carry out these operations only after a **fully lab** induction. | |   Other assessments which might also be required, ✓ if needed:  Manual Handling ✓ REF  COSHH ✓ REF  Personal Protective Equipment (PPE) REF  Noise REF  Other REF | | | | | | | | | |  |  | | --- | --- | | **LIKELIHOOD (L)** | | | 5 | Inevitable | | 4 | Highly Likely | | 3 | Possible | | 2 | Unlikely | | 1 | Remote Possibility | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  | **SEVERITY** | | | | | | **LIKELIHOOD** |  | 1 | 2 | 3 | 4 | 5 | | 1 | 1 | 2 | 3 | 4 | 5 | | 2 | 2 | 4 | 6 | 8 | 10 | | 3 | 3 | 6 | 9 | 12 | 15 | | 4 | 4 | 8 | 12 | 16 | 20 | | 5 | 5 | 10 | 15 | 20 | 25 | | | | | |
| |  |  | | --- | --- | | **SEVERITY (S)** | | | 5 | Very High -Multiple Deaths | | 4 | High - Death, serious injury, permanent disability | | 3 | Moderate - RIDDOR over 3 days | | 2 | Slight - First Aid treatment | | 1 | Nil - Very Minor | | | | | **PERSONS AT RISK** | | | | |
| |  | | --- | | PERSONS AT RISK | | Employees | | Students | | Clients | | Contractors | | Members of the public | | Work Experience students | | Other Persons | | | | | |
| |  |  | | --- | --- | | **REVIEW DATES** | | | 28/5/2011 |  | |  |  | |  |  | | | | | | | | | | |  |  | | --- | --- | | RISK RATING SCORE | ACTION | | 1 - 4 | Broadly Acceptable - No action required | | 5 - 9 | Moderate - Reduce risks if reasonably practicable | | 10 -15 | High Risk - Priority Action to be undertaken | | **16 -25** | Unacceptable **-Action must be taken IMMEDIATELY** | | | | | | | | | |
| **HAZARD AND RELATED ACTIVITIES**  e.g. trip, falling objects, fire, explosion, noise, violence etc. | | **PERSONS**  **AT RISK**  e.g. Employees, Customers, Contractors, Members of the public | **POSSIBLE OUTCOME** | | | **RISK RATING BEFORE CONTROLS (LxS)** | | **EXISTING CONTROLS**  e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE) | | | **RISK RATING AFTER CURRENT CONTROLS (LxS)** | | | **FURTHER CONTROLS REQUIRED?** | | | **RISK RATING AFTER ADDITIONAL CONTROLS (LxS)** |
| Electrical and Use of Electrical Equipment | | All users | Electric Shock, burns, potential for fire | | | 2(l)x4(s)=8 | | * All electrical equipment undergoes routine visual inspection and testing as appropriate to the equipment e.g. Portable Appliance Testing. * Users are made aware they must report any defective equipment; all defective equipment is removed from use immediately. * Sockets are not overloaded and block plug adapters are not to be used. | | | 1(l)x4(s)=4 | | | No obvious additional measures. | | |  |
| Handling Glassware. | | Anyone working in the lab | Cuts from broken glassware. | | | 3(l)x2(s)=6 | | * General laboratory practice. Training for persons using the equipment to be provided. * Wear suitable protective clothing: Lab Coat, Gloves, and Protective glasses. * All broken glass to be cleared away immediately using dustpan and brush provided and placed in appropriate waste container. | | | 2(l)x2(s)=4 | | | No obvious additional measures | | |  |
| Slips, Trips and Falls | | All users | Bruising, cuts, grazes, more severe injuries such as fractures or concussion. | | | 3(l)x3(s)=9 | | * Good housekeeping practices, including regular removal of rubbish. * Small spillages are cleaned up immediately. * Large spillages are reported appropriately e.g. to cleaning services or technician. * Damaged surfaces are reported to Estates helpdesk for attention. | | | 2(l)x3(s)=6 | | | No obvious additional measures | | |  |
| Manual Handling | | All users | Muscular skeletal injury, injury to back due to lifting and carrying equipment, boxes of stationary and water cooler bottles. | | | 3(l)x2(s)=6 | | * Staff and research students are made aware of the University Standard and Guidance <http://www.leeds.ac.uk/safety/handling/index.htm>. * Staff and research students are instructed to carry out the online manual handling training * A lifting aid is to be used where appropriate e.g. the use of a trolley for moving catering equipment rather than a tray. * Specific manual handling assessments are to be carried out for those Staff carrying out significant manual handling activities. * Assistance from Estates Service ('heavy gang') is requested for significant amounts of manual handling e.g. office moves. * The advice of Occupational Health is sought for Staff with pre-existing medical conditions. * Heavy items are not stored on high level shelving. | | | 2(l)x2(s)=4 | | | No obvious additional measures | | |  |
| Work at Height | | All users | Falls, resulting in bruises, fractures, strains, cuts, abrasion or concussion | | | 3(l) x 3(s) = 9 | | * Where possible working at height is eliminated by storing materials at a height which is accessible without using footstools or ladders. * Where access is unavoidable items stored at height are limited to those that are not accessed frequently and that are not bulky or heavy. * Users can use kick stools but should not use step ladder without specific training. Training on foot stool usage is part of full induction * Appropriate access equipment is supplied, those needing to use it are instructed in correct use and equipment is maintained in a good state of repair. | | | 2(l) x 3(s) = 6 | | | No obvious additional measures | | |  |
| Lone Working | | All users | Injury or ill health while no assistance is available.  Potential violence or injury from a third party who has gained unauthorised access. | | | 3(l) x 2(s) = 6 | | * Staff and research students made aware of the Faculty Guidelines surrounding Lone Working. * Before lone working is permitted, the risks are assessed to ensure that the activity can be carried out by an individual without significant risk. This must be signed by A H&S officer * Local arrangements are put in place. * Off campus lone working is to be recorded. | | | 2(l) x 2(s) = 4 | | | No obvious additional measures | | |  |
| Fire | | All users | Entrapment, burns, smoke inhalation, loss or damage to the building | | | 3(l) x 2(s) = 6 | | * Staff and research students are made aware of the University Standard and Guidance on Fire Safety. * All areas are included in a fire risk assessment. * Staff and research students are informed of the procedures in the event of discovering a fire or in the event of a fire alarm, blue fire notices are in place. * Regular 4 weekly fire checks are carried out by designated fire wardens and these are recorded. * Where possible appliances are switched off at the end of the day | | | 2(l) x 2(s) = 4 | | | No obvious additional measures | | |  |
| Walk in fridge and freezer | | Users | Trapped inside and become hypothermic | | | 2(l)x4(s)=8 | | * Make users aware of emergency alarms and how to operate door. | | | 1(l)x4(s)=4 | | | No obvious additional measures | | |  |
| Fridges and freezers (-2 to -80oC) | | Users | Cold burn | | | 2(l)x3(s)=6 | | * Advise students to wear thermally resistant gloves if undertaking prolonger work in a cold environment | | | 1(l)x3(s)=6 | | | No obvious additional measures | | |  |
| General lab waste | | Users | Puncture wounds and contamination | | |  | | * All metal, glass, ceramic, etc. sharps are placed in appropriate sharps bins. * Other waste is placed in two orange bags to reduce possibility of bag breakages * All contaminated waste should be disposed of immediately into appropriate containers * All waste containers should be disposed of in external store and not stored in labs. | | |  | | |  | | |  |
| Handling concentrated acids/bases | | See COSHH – basic training given on induction | | | | | | | | | | | | | | | |
| Handling solvents | | See COSHH – basic training given on induction | | | | | | | | | | | | | | | |
| Transporting chemicals | | Users and anyone around user | Chemical spillage | | 3(l)x4(s)=12 | | | * Always use a secondary barrier for toxic or corrosive chemicals. Only transport chemicals in suitable containers and only when have to. | | | 1(l)x4(s)=4 | | | No obvious additional measures | | |  |
| Handling and exposure to users samples | | Users | Depends on sample | | 3(l)x3(s)=12 | | | * Users are instructed to ensure all samples are fully labelled (see induction document) to avoid problems. Also, samples only handled with appropriate PPE. | | | 1(l)x3(s)=12 | | | No obvious additional measures | | |  |
| Spills | | See advice on COSHH form and in lab induction document. Any other spills should be handled as described on COSHH form. | | | | | | | | | | | | | | | |
| Storage of chemicals | | See COSHH and Induction document | | | | | | | | | | | | | | | |
| Cryogens | | See separate risk assessment – separate training required | | | | | | | | | | | | | | | |
| Gas cylinders | | See separate risk assessment – separate training required | | | | | | | | | | | | | | | |
| Lone working | | Individuals should have own lone working risk assessment | | | | | | | | | | | | | | | |
| Furnaces and ovens | | See separate risk assessment – training included in Full induction | | | | | | | | | | | | | | | |
| Mechanical pipettes | | See separate risk assessment – training included in Full induction | | | | | | | | | | | | | | | |
| Balances | | See separate risk assessment – training included in Full induction | | | | | | | | | | | | | | | |
| Experiment specific hazards | | Any other equipment not covered by this Risk Assessment should have a separate Risk Assessment either from the user or as a general laboratory risk assessment. | | | | | | | | | | | | | | | |
| **MANAGEMENT AGREED**  **ADDITIONAL CONTROL MEASURES REQUIRED** | | | | **ACTIONED BY** | | | | | | | | **ACTION COMPLETE** | | | | | |
| **POSITION** | | | **NAME** | | | **DATE** | | **MANAGER SIG** | | | | **DATE** | |
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| **COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF** | | | | |
| **REFERENCE OF FORMAL COMMUNICATION TO STAFF** | **METHOD** | **YES** | **DATE** | **COMMENTS** |
| Copy of risk assessment issued to staff |  |  |  |
| Controls covered in team procedure issued to staff |  |  |  |
| Staff Handbook issued to staff |  |  |  |
| Other - |  |  |  |
| **ADDITIONAL METHODS OF COMMUNICATION** | Induction |  |  |  |
| Toolbox Talk |  |  |  |
| Team Meeting |  |  |  |
| E-mail circulation |  |  |  |
| Other - |  |  |  |

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| **COMMENTS AND INFORMATION**  (Use this section to record any dynamic risk assessment comments and information) |
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| **Do additional controls adequately lower high risk activities to an acceptable level?** | **YES**  If NO explain in comments box above | **SIGNATURE OF MANAGER**  "The risks identified in this assessment are controlled so far as is reasonably practicable" | |
| Signature: | Date:11/6/09 |

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| **DATE OF REASSESSMENT**  (Every two years minimum) | **ARE THERE ANY CHANGES TO THE ACTIVITY SINCE THE LAST ASSESSMENT?** | **SIGNATURE OF MANAGER** |
| 11/6/2011 |  |  |
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| **LOCATION OF CURRENT SIGNED RISK ASSESSMENT** |  |

**RISK ASSESSMENT LOG – West wing Extractions Lab 9.133**

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| RISK ASSESSMENT LOG | | | | | | | | | | | |
| Directorate: | | | | | | Area:West west extraction lab 9.133 | | | | | |
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| Section/Team | Risk Assessment Title | Version No. | Risk Assessment Category | Code  /Location | Risk Assessor | Manager responsible for signing off risk assessment | Date assessment signed off | Review Due | Review Date | Outstanding Controls/Actions  Yes/No | Comments |
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