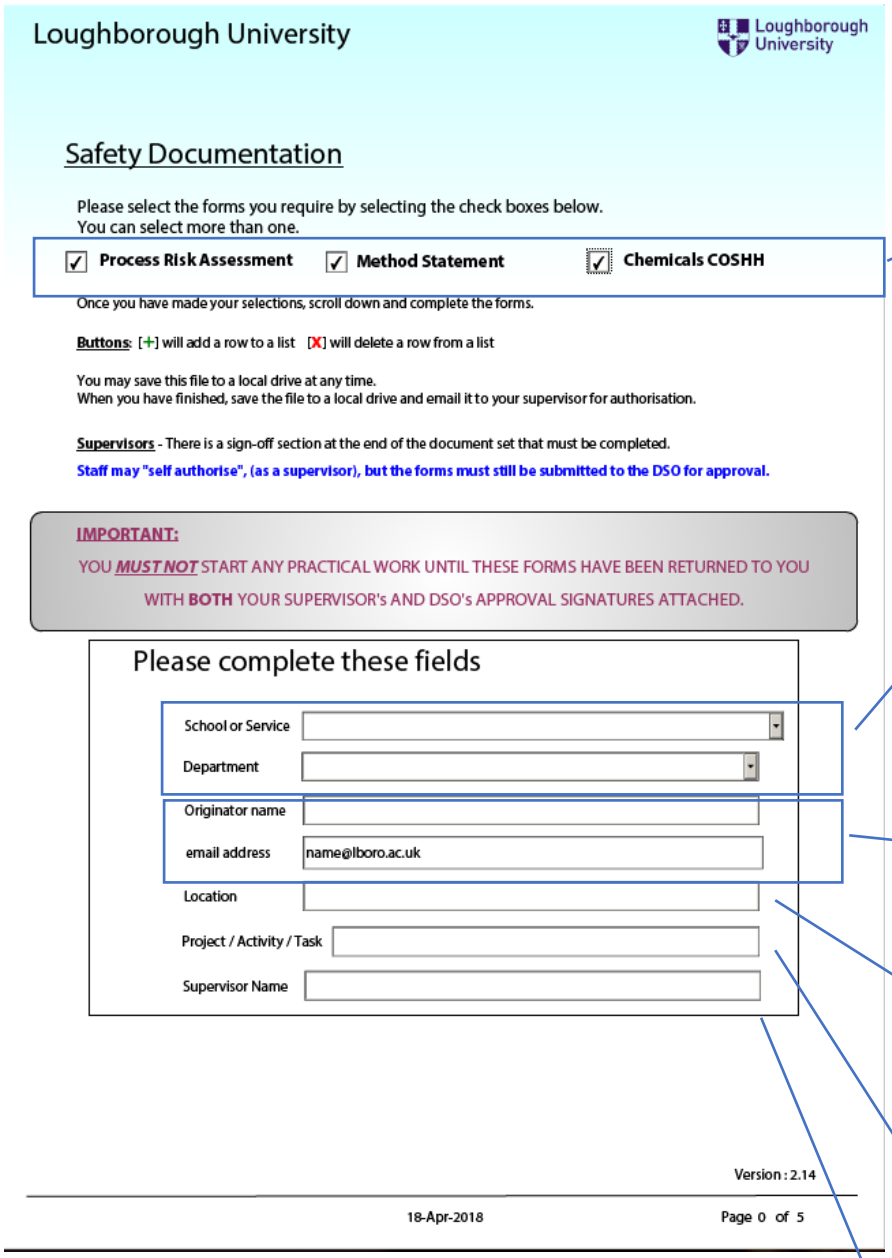


Select the forms you want to complete by clicking in the check boxes. You may choose one or more forms to complete

Select the School or Professional Service and the Department you belong to from the drop-down boxes. Some Schools do not have Departments, so the field may be blank. You may type in different names if yours do not appear in the lists.

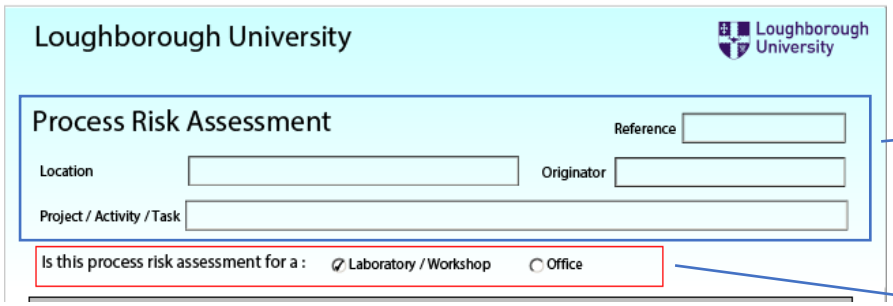
Enter you name and email address here.

eMail addresses must all be in lower case

Enter where the activity being assessed will be done here. i.e. Building / Lab / Workshop / office names etc.

This field must describe what activity the risk assessments are being completed for. It should be concise, but anyone reading it should be able to understand what is being done.

The supervisor name is primarily for student use - this is the person who would initially review the risk assessments. Staff may “self-authorise” and leave this field blank.

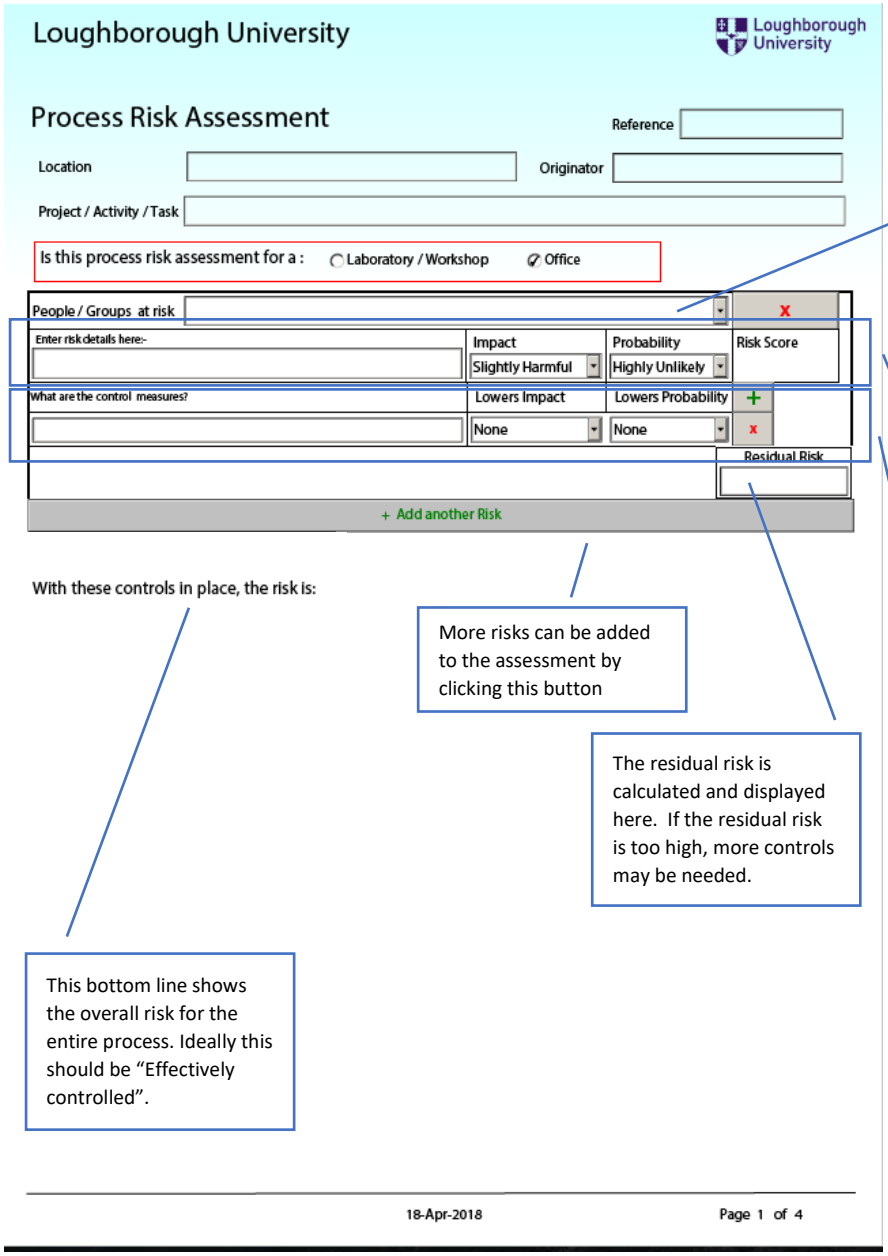


The heading details will be pre-filled by your entries on the first page.

The Reference number can only be entered by the DSO and is not available for editing

You may choose between a detailed risk assessment for high risk activities (such as work in laboratories or workshops etc.) or a basic one for lower risk activities (such as work in offices etc.)

Lower Risk - Process Risk Assessment



You have 4 options to describe the people at risk for the risk detailed below –

Operator only
Operator and people in proximity
Everyone in the room
Other – (and you are expected to type in who these people are)

Enter the full details of the risk here. The field will automatically expand as needed.
The impact and probability of the risk happening should also be set.

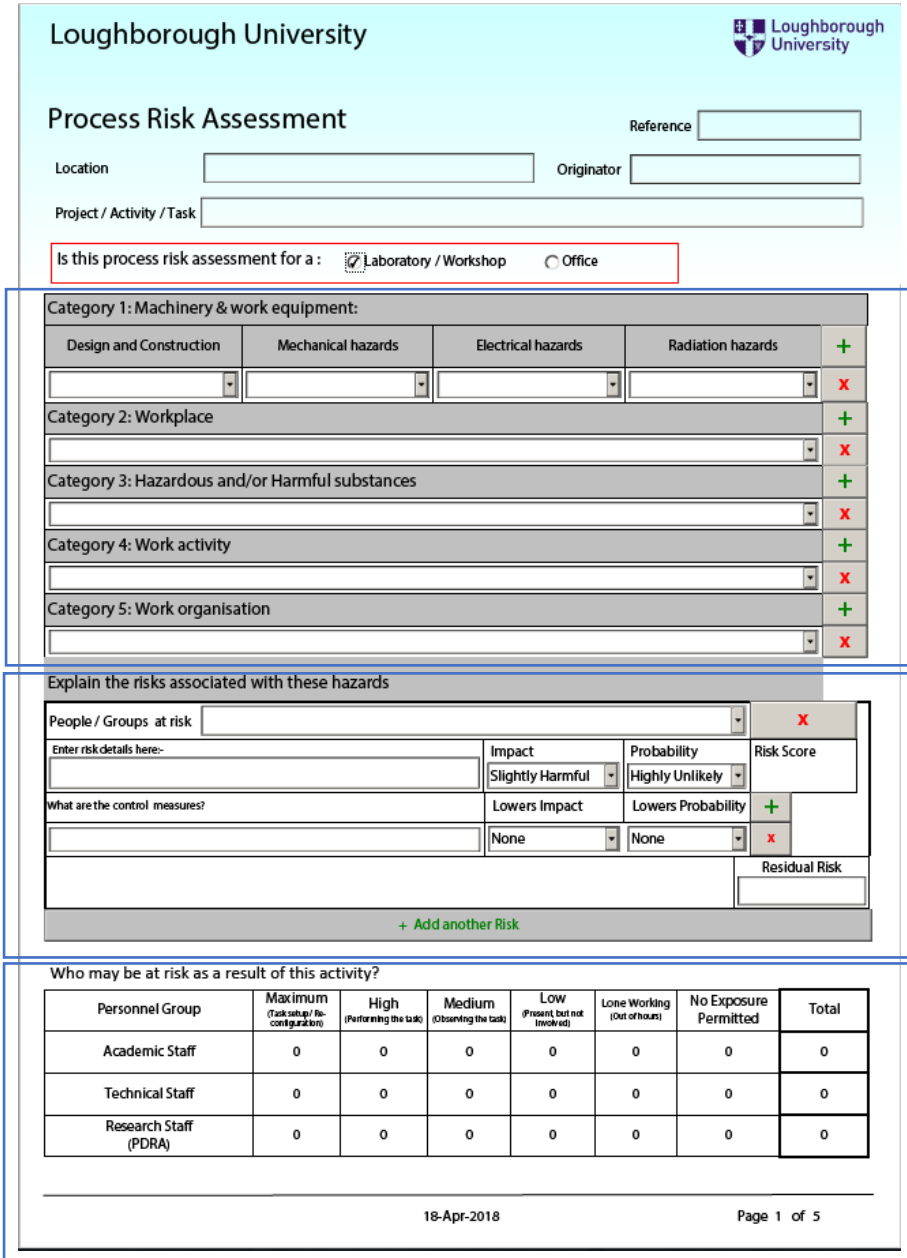
Enter the full details of all control measures for the risk here. The field will automatically expand as needed.
The reduction of impact and probability of the risk happening should also be set.
More control measures can be added or deleted by using the + and x buttons.

More risks can be added to the assessment by clicking this button

The residual risk is calculated and displayed here. If the residual risk is too high, more controls may be needed.

This bottom line shows the overall risk for the entire process. Ideally this should be “Effectively controlled”.

Higher Risk – Process Risk Assessment



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Process Risk Assessment

Reference

Location

Originator

Project / Activity / Task

Is this process risk assessment for a : ☑ Laboratory / Workshop ○ Office

Category 1: Machinery & work equipment:

Design and Construction	Mechanical hazards	Electrical hazards	Radiation hazards	+
				x

Category 2: Workplace +

x

Category 3: Hazardous and/or Harmful substances +

x

Category 4: Work activity +

x

Category 5: Work organisation +

x

Explain the risks associated with these hazards

People / Groups at risk x

Enter risk details here:-	Impact	Probability	Risk Score
	Slightly Harmful	Highly Unlikely	
What are the control measures?	Lowers Impact	Lowers Probability	+
	None	None	x
		Residual Risk	

+ 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	0	0	0

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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	0	0	0

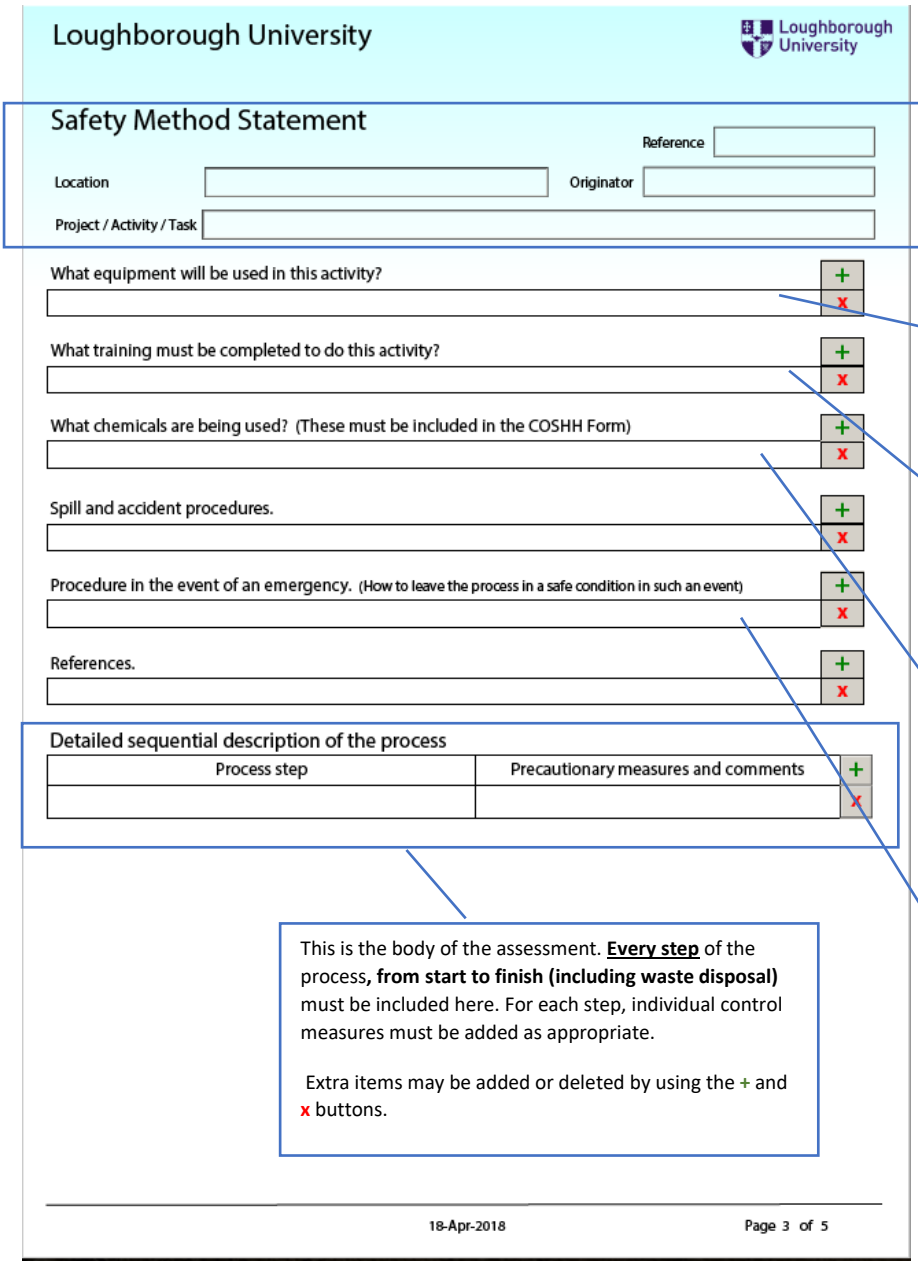
Enter the details of the hazards associated with the process being undertaken. These have been grouped and options for each are provided to prompt thought. All have an "Other" option, that you may add your own specific hazard if it is not listed. Extra hazards may be added or deleted by using the + and x buttons.

The risks for ALL the hazards listed above should be added here – the information on each field is described above.

This table is to estimate the numbers and types of people who may be directly affected in the event of an incident. This should be used both as a measure of the impact on people and also the management of the safety of these groups during the process.

The grand total of people should never <u>be less than</u> the number of people expected to be present. (It may be more, if technicians and cleaners etc. have been included, for work prior to or after the process.)

Safety Method Statement



The heading details will be pre-filled by your entries on the first page.

The Reference number can only be entered by the DSO and is not available for editing

Every piece of equipment that could pose a risk must be included in this list. Extra items may be added or deleted by using the + and x buttons.

Where training is required prior to the use of the equipment or partake in the activity, the course(s) should be recoded here. Extra items may be added or deleted by using the + and x buttons.

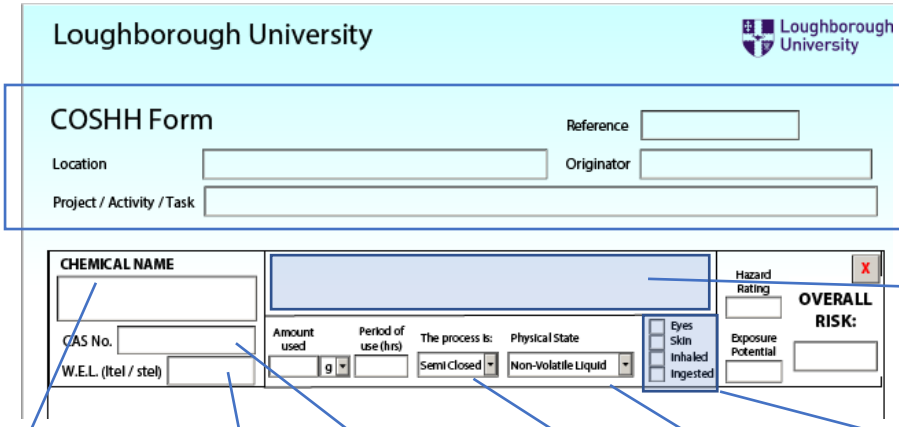
Every chemical that is expected to be used during the process should be listed here. Note – these MUST also appear on the CoSHH form(s). Extra items may be added or deleted by using the + and x buttons.

Actions or links to procedures that must be carried out in the event of an accident must be entered here. Extra items may be added or deleted by using the + and x buttons.

This is the body of the assessment. **Every step** of the process**, from start to finish (including waste disposal)** must be included here. For each step, individual control measures must be added as appropriate.

Extra items may be added or deleted by using the + and x buttons.

Control of Substances Hazardous to Health (COSHH) Risk Assessment.



The heading details will be pre-filled by your entries on the first page.

The Reference number can only be entered by the DSO and is not available for editing

This area will display the warning pictograms based upon the hazard codes entered in the form below. It is not editable.

This area will display the routes of exposure based upon the hazard codes entered in the form below. It is editable if needed.

Enter the name of the chemical that is being used (or made). There is enough space for 2 lines of text. This box will not expand, but the text can be scrolled on screen for viewing.

The CAS (Chemical Abstracts Service) number is a unique internationally recognised code that identifies a chemical. This is useful when a chemical is known by different names.

Where will this chemical be used? This is used as part of the calculation of the exposure potential. Options are –

Open, which means there is no barrier between the user and the chemical

Semi Closed, which means there is a shield/air barrier between the user and the chemical (e.g. fume hood.)

Closed, which means the user and the chemical are completely isolated from each other

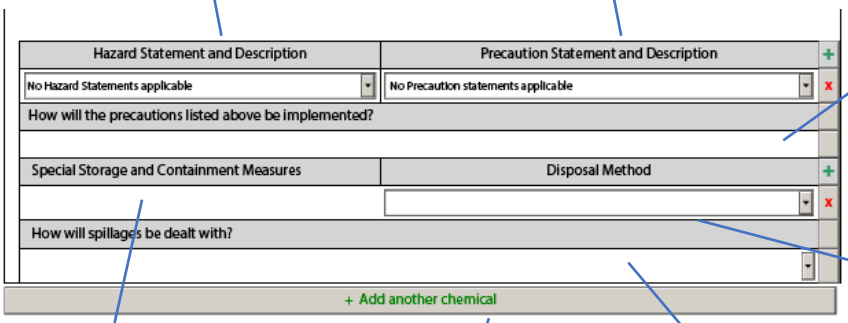
What physical state will the chemical be in when it is being used? This is used as part of the calculation of the exposure potential. Options are available for solids, liquids and gases.

Enter the WEL (workplace Exposure Limit) value here. There may be Long Term and / or Short-Term Exposure Limits (LTEL/STEL) and will be found in the literature (e.g. Safety Data Sheet (SDS))

Hazard and Precaution statement capture

Chemicals have hazard codes (Prefixed by "H") listed in the safety data sheet (SDS). These should all be entered here. Extra items may be added or deleted by using the + and x buttons.

Chemicals have Precaution codes (Prefixed by "P") listed in the safety data sheet (SDS). These should all be entered here. Extra items may be added or deleted by using the + and x buttons.



Use this area to explain HOW you intend to implement the suggested precautions advised in the SDS

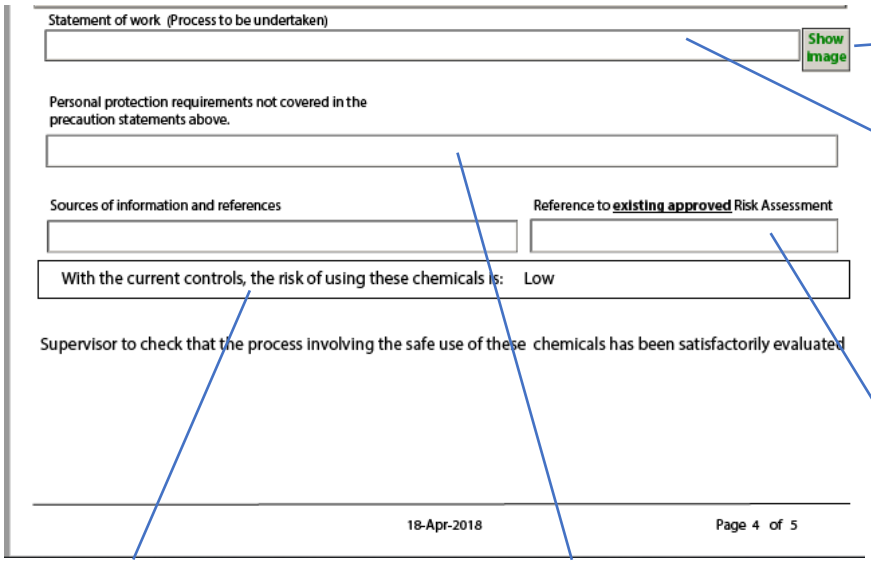
Use this area to explain HOW you intend dispose of the chemical at the end of the process. Extra items may be added or deleted by using the + and x buttons.

Some chemicals need to be stored under strict conditions to prevent degradation or contamination. Enter them here if required.

Use this button to add another chemical to the COSHH risk assessment.

Spills may pose a risk to both the user and the people nearby. Detail HOW spills (both large and small) need to be dealt with to prevent injury / fire / contamination etc.

Occasionally a diagram (e.g. a reaction mechanism) would be appropriate. This button allows an image to be imported. The button then acts as a toggle between the text and image.



Enter a brief statement on how the work will be conducted. The detail could be found in the Process Risk Assessment, so do not duplicate too much information. This field will expand as required.

If a risk assessment has been completed **and approved** in the past, reference can be made to it here to aid the DSO to find it.

The overall risk for the work is displayed here. It is based on the highest individual chemical risk rating.

Remember – PPE is the LAST line of defence against hazards. However, any specific PPE requirements not captured in the precaution implementation table above are to be listed here.