# General Risk Assessment



# Form RA1

(Refer to Notes for Guidance before completing this form)

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| **School Assessment No:** |  |
| **Title of Activity:** |  |
| **Location(s) of Work:** |  |
| **Brief Description of Work:** | |
| **Before starting this work you must read and sign:**  **BA Risk Assessment**  **GM Risk Assessment**  **Risk Assessment**  **Add Biological or GM work or Animal work, other RA which lead into or from this work** | |

**Amendments to RA**

This RA can be amended at any time. If the activity has materially changed in any way then a new RA must be written.

**Minor Amendments**

Only to be used for very simple changes that do not affect the hazard and risk of the RA. ONLY to be filled in by a Lab Manager.

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| --- | --- | --- | --- |
| **Name** | **Date** | **Details** | **PI Signature** |
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**Hazard Identification:** Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork. See <http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments> for details.

### A. Hazards including any substances produced during the procedure

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| --- | --- | --- | --- | --- | --- |
| **Hazard(s) – state name of substance(s) and classify hazard (see guidance notes)** | **Hazard and Precautionary statements** | **Present Risk Evaluation**  Low/Med/ High | **Control Measures** (i.e., alternative work methods / mechanical aids / engineering controls, etc.) | **PPE** | **Risk Evaluation after control**  Low/Med/ High |
| **Electrical hazard**  **Add or say none** |  |  | All electrical equipment is PAT tested annually.  Check plugs and wires for damage.  All equipment is operated within manufacturers instructions  Read all RA for how to use the equipment |  |  |
| **Biological hazard**  **Add or say none** |  |  |  |  |  |
| **Chemical hazard**  **Add or say none** | **All H and P values** |  |  |  |  |
| **Sharps hazard**  **Add or say none** |  |  |  |  |  |
| **Other hazards**  **Such as frost bite or asphyxiation** |  |  |  |  |  |
| These are the icons to use. Delete the ones you don’t need  Combustibility and flammability - WikipediaGHS <strong>hazard</strong> pictograms - WikipediaFile:GHS-pictogram-pollu.svgFile:GHS-pictogram-bottle.svg - Wikimedia CommonsGlobally Harmonized System of Classification and Labelling ...File:GHS-pictogram-acid.svg - WikipediaFile:GHS-pictogram-rondflam.svg - WikipediaCOSHH Signs | Safety-<strong>Label</strong>.co.uk | Safety Signs, Safety ...Visual Anthropology of Japan - 日本映像人類学: "Japan 1st to ... |  |  |  | Related imageRelated imageRelated image  Related image |  |

Risk evaluation should be based on hazard classification and hazard statements – if control methods stated above reduce the risk to low at this point, the risk assessment is complete. If any medium to high hazards remain, please continue to complete the rest of the form.

B. Exposure route(s) by which harm may occur

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| --- | --- | --- | --- | --- | --- |
| Skin Contact | Skin Absorption | Eye Contact | Inhalation | Ingestion | Injection via sharps |
|  |  |  |  |  |  |

### C. Engineering Control Measures (Fume cupboards/LEV etc.)

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| State any engineering controls required for this task/method; |

### D. Personal Protective Equipment (PPE)

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| State any PPE required for this task/method. Include which type and when they are to be worn;  Lab Coat:  Eye protection:  Hand protection:  Special clothing:  Face protection:  Respiratory protection: |

### E. Health Monitoring

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| Is **health surveillance** required for the protection of the health of employees?  Health surveillance may be required if working with animals or other skin or respiratory sensitisers, please see <http://www.ed.ac.uk/schools-departments/health-safety/guidance/hazardous-substances/sensitisers> for further guidance | Yes | No |
|  |  |
| Is **biological monitoring** required to ensure that the control of exposure to the hazardous substance(s) is adequate? <http://www.hse.gov.uk/pubns/books/hsg167.htm> for guidance  If yes for health monitoring, contact the Health and Safety Department for further guidance on obtaining biological monitoring ([health.safety@ed.ac.uk](mailto:health.safety@ed.ac.uk)) |  |  |

F. Training

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| State any health and safety training required for this task/method;  DELETE ANY WHICH ARE INAPPROPRIATE  LABORATORY TRAINING  Basic Lab induction (as provided by CVS and Little France H&S procedures).  **Introduction to Biological Safety** available online via “LEARN”.  This is a general biosafety course and is a requirement for everyone handling biological / genetically modified organisms.  <https://www.ed.ac.uk/health-safety/biosafety/training/intro>  **Training on avoiding sharps injuries** – please refer to local guidelines - https://www.ed.ac.uk/medicine-vet-medicine/staff-and-current-students/cmvm-health-and-safety/little-france/training-presentations.  **Control of Substances Hazardous to Health Regulations (COSHH) training course**  **Liquid nitrogen training 1 and 2**  **Spill training**  ANIMAL WORK:The following two courses are mandatory and available on eLEARN  Laboratory animal allergens and health surveillance  Respiratory Protective Equipment  **You are also required to have had a respiratory baseline taken by Occupational Health to acquire your ”fit note” and be face fitted for a mask.**  OPTIONAL  **Manual Handling training**  **Biological and Genetic Modification Safety**course, which is aimed at staff/students working in higher risk labs, is still available in lecture form. Check the Biosafety Unit web page for dates.  <https://www.ed.ac.uk/health-safety/biosafety/training/safety>  PI will ensure supervisees receive full training, information and any additional, appropriate risk assessments / documentation associated with use of this equipment.  PI will ensure any additional / related work is safe and suitability controlled and where appropriate – additional training and additional risk assessments undertaken and approved.  Examples: Lone working, radioisotope, use of biological samples, chemicals, etc. |

G. Supervision

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| State what supervision (if any) is required for persons undertaking this task/method:  Personnel are trained and supervised until deemed competent by their PI or their designated deputy. |

H. Implications for persons not involved in the work activity

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Persons identified may require to be informed, in part or in full, of the information contained in the Safe System of Work.  This work could affect all other lab based staff such as, academic, technical, Post and under graduates, maintenance staff, emergency personnel, contractors and visitors. | | | | | | | |
| Academic staff |  | Technical staff |  | P’Grad students |  | U’Grad students |  |
| Maintenance staff |  | Office staff |  | Cleaning staff |  | Emergency personnel |  |
| Contractors |  | Visitors |  | Others |  |  |  |

### I. Emergency procedures

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| State all emergency procedures including contact names and numbers;  First Aid: See CVS H&S notice boards.  Fire fighting: See CVS notices boards. 2222. Fire blankets and extinguishers are located in all labs  Spill Management: Add any specifics associated with your protocol  CVS Lab Management Team 29218. Spill kits are available in the main labs.  Any others: If require an Ambulance 9999 |

J. Waste disposal

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| State waste disposal routes for all hazardous substances in this task/method;  Add any specifics associated with your protocol copied from SSW  ALL GM waste - made safe before it leaves the building (autoclaved/disinfected) then discarded through yellow clinical waste stream.  Biological agents (Containment level 1 and 2 only) - yellow clinical waste stream. Mouse and human waste kept separate.  Sharps - yellow lidded cin bins  Cytotoxic waste - purple lidded cin bins  Non-hazardous lab waste - Orange Bag  Liquids - select relevant waste bottle or send to chemistry. |

**If in doubt contact the University Waste and Environmental Manager Ext. 514287.**

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| Are you satisfied that the control measures outlined above are adequate to control the risks to health from the hazardous substances used in the work activity described to the lowest level reasonably practicable?  **If no, work cannot continue until safe to do so** | Yes | No |
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### K. Accreditation and verification of COSHH risk assessment

When this assessment is complete it should be signed and dated by the assessor and then checked and signed by the person responsible for operations in that section of the School/Unit where the work is being carried out. You must ensure that the person undertaking the task is competent to do so and has received sufficient information, instruction and training and has seen and signed the Safe System of Work.

IN THE CVS PRINCIPAL INVESTIGATORS SIGN THEIR STAFF AND STUDENTS RISK ASSESSMENT SIGNATORY SHEET TO CONFIRM THAT THIS RISK ASSESSMENT COVERS ALL RISKS AND HAZARDS ASSOCIATED WITH IT.

### L. Review of Assessment

**This assessment should be reviewed at regular intervals and immediately if there is reason to suspect that it is no longer valid (for example after any accidents or incidents) or if there is a significant change in the work to which it relates.**

When the assessment is reviewed, add below the signature of the assessor and the person responsible for work in that area of the School/Unit. If the activity has materially changed in any way then a new assessment should be undertaken and a new assessment form completed. Any original signatories covered by the modified assessment should sign again.

IN THE CVS PRINCIPAL INVESTIGATORS ARE EXPECTED TO REVIEW THEIR RISK ASSESSMENTS ANNUALLY AND ADD ANY CHANGES TO THE RELEVANT FORM.

Please send any updates to lab management so the amends can be added to the RA drive.

STAFF AND STUDENTS ANNUALLY REVIEW THE RISK ASSESSMENTS THEY USE AND SIGN THE REVIEW SECTION OF THEIR PERSONAL RA SIGNATURE SHEET. PRINCIPAL INVESTIGATORS SHOULD COUNTERSIGN THIS TO CONFIRM THAT THESE RAs ARE UP TO DATE.

## Annexe A

Annexe A can be used instead of Sections A-J above. It covers the same areas but in a table format, (<http://www.docs.csg.ed.ac.uk/Safety/ra/COSHH_Annexe_A.doc>).

## Safe System of Work

### Now formulate a Safe System of Work (form SSW, <http://www.docs.csg.ed.ac.uk/Safety/ra/SSW_form.pdf> or <http://www.docs.csg.ed.ac.uk/Safety/ra/SSW_form.doc>) (also known as Standard Operating Procedure or SoP) and ensure all laboratory users countersign to verify they understand it.