



RISK ASSESSMENT FORM LABORATORIES

Please read guidance notes before completion of this form

DEPARTMENT/SECTION

LOCATION(S)

PERSONS COVERED BY THE RISK ASSESSMENT

Consider, in turn, each Hazard (white on black). If **NO** Hazard exists tick (**NO ✓**) and move to next Hazard section.
If a Hazard does exist tick (**YES ✓**) and assess the Risks that could arise from that Hazard in the Risk Assessment box.

Where Risks are identified that are not adequately controlled they must be brought to the attention of your Departmental Management who should put temporary control measures in place or stop the work. Detail such risks in the final section.

CHEMICALS	Are chemicals used?	NO		Move to next Hazard
		YES		Use space below to identify and assess any Risks

e.g. products and chemicals with a hazard warning label.

Examples of Risk: irritation of skin, eye or respiratory system. Burns, noxious odours or fumes etc.

consider the risks associated with the following and indicate the risk level	NO	YES	LOW	MEDIUM	HIGH
irritant					
corrosive					
toxic					
harmful					
flammable	see also fire and explosion				
explosive (oxidizing)	Hazard section				

use this space to record other risks or further assessment

CONTROL MEASURES

From the list below, please indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for the safe use of chemicals is followed
- a COSHH risk assessment has been carried out for all chemical substances used in the laboratory
- users of the chemical are informed of any associated risks and precautions
- workers are supplied with Personal Protective Equipment (gloves, overalls, eye protection, etc.) as identified by the risk assessment
- laboratory users are familiar with the appropriate spill control procedures
- only chemicals approved by the Supervisor are used in the laboratory
- chemicals used in the laboratory are only held in appropriate quantities and are appropriately stored
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

ENVIRONMENT

The environment always represents a safety Hazard. Use space below to identify and assess any Risks associated with this Hazard.

e.g. problems arising from lighting, flooring, ventilation, space, trailing wires, noise.

Examples of Risk: Ill health, slips, trips and falls. Is the risk high / medium / low ?

CONTROL MEASURES

From the list below, please indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for identifying, reporting and rectifying problems & faults is followed
- a regular environment check (at least once a term) is carried out by the Supervisor and recorded
- work space requirements have been assessed and a maximum staff level allocated to the laboratory
- a designated person is responsible for a system of fault reporting and rectifying problems (equipment, space and ergonomics)
- escape routes are regularly checked and maintained by a designated person
- adequate space is allocated for storage e.g. chemicals, equipment, materials
- equipment is assessed for adverse effects on the laboratory environment, e.g. noise, fumes
- a system of regular cleaning and housekeeping is in place
- general ventilation and local exhaust ventilation requirements are monitored by the Supervisor and appropriate controls put in place
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

LABORATORY EQUIPMENT

Is laboratory equipment used?

NO

Move to next Hazard

YES

Use space below to identify and assess any Risks

Examples of Risk: cuts, burns, entanglement & other forms of personal injury. Is the risk high / medium / low ?

CONTROL MEASURES

From the list below, please indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for the use of equipment is followed
- only competent laboratory staff are allowed to use laboratory equipment
- all laboratory equipment is used in accordance with manufacturers instructions and recommended safety devices
- the Supervisor ensures all laboratory equipment is risk assessed and designated for appropriate use
- the Supervisor identifies equipment for restricted use
- a list of designated, named users is displayed by equipment identified for restricted use
- no one under the age of 18 years is allowed to operate equipment identified for restricted use
- staff under 18 years of age are sufficiently trained and adequately supervised before using laboratory equipment
- where identified, specific training and/or PPE is supplied before staff use any laboratory equipment
- a system of fault reporting, removal from use while repair work carried out and a maintenance program exists
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

MANUAL HANDLING (MH) e.g. <i>lifting and carrying bulky or heavy loads, boxes of paper, moving heavy equipment, storage of objects at height. Is the person physically suited to the task?</i>	Do MH activities take place?	NO		Move to next Hazard Use space below to identify and assess any Risks
		YES		
Examples of Risk: strains, cuts, broken bones. Is the risk high / medium / low ?				

CONTROL MEASURES From the list below, please indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for MH is followed
- only manual handling tasks that are within reasonable limits are carried out by laboratory staff
- persons physically unsuited to a MH task are prohibited from that task
- persons performing the MH task will be adequately trained
- equipment to reduce the risk e.g. trolleys, steps, hoist, PPE etc. is available and staff are trained in it's appropriate use
- the person responsible for a general MH task undertakes an assessment, (check the route, weight, size etc.) before the work begins
- any MH task outside the competence of laboratory staff is contracted out to competent persons e.g. porters, outside contractors
- an appropriate maintenance program exists for hoists and lifting equipment
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

LONE / OUT OF HOURS WORKING e.g. <i>evenings, weekends, in isolation. holidays,</i>	Do people work alone or out of hours?	NO		Move to next Hazard Use space below to identify and assess any Risks
		YES		
Examples of Risk: delay in summoning help in the event of emergency, disabling ill health or intruders. Is the risk high / medium / low ?				

CONTROL MEASURES From the list below, please indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for lone/out of hours working is followed
- no one is allowed to work alone in the laboratory at any time
- the worker is fully familiar with emergency procedures
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

ELECTRICAL EQUIPMENT*e.g. hard wired or fitted with a plug.*

Is electrical equipment in use?

NO

YES

Move to next Hazard

Use space below to identify and assess any Risks

Examples of Risk: electrocution, burns, fire. Is the risk high / medium / low ?

CONTROL MEASURES

From the list below, please indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for electrical equipment is followed
- all electrical equipment is subject to a recorded maintenance program appropriate to its use
- all electrical equipment is suitable for the task and environment in which it is used
- a system of fault reporting exists and equipment awaiting repair or disposal is removed from use
- all electrical equipment is BS/CE standard and authorised by the laboratory Supervisor
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

FIRE & EXPLOSION*e.g. flammable materials solvents, gases, oxidizing agents etc.*

Are flammable or explosive materials used?

NO

YES

Move to next Hazard

Use space below to identify and assess any Risks

Risk: explosion, fire, burns, and personal injury. Is the risk high / medium / low ?

CONTROL MEASURES

From the list below, please indicate which procedures are in place to control the identified risk

- the departmental Arrangements for the storage and use of substances and equipment that present a risk of fire or explosion are followed
- regular recorded checks are made of storage facilities, materials and equipment that present a risk of fire or explosion
- substances and equipment that present a risk of fire or explosion are subject to specific risk assessment and only used in accordance with the identified control measures
- only competent laboratory staff are allowed to use substances and equipment that present a risk of fire or explosion
- smoking is not allowed in the laboratory
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

DISPOSAL OF WASTE

Waste disposal always represents a safety Hazard? Use the space below to identify and assess any Risks associated with this Hazard

e.g. broken glass, sharps, large or heavy items, hazardous waste

Examples of Risk: cuts, contamination and injury to yourself or others. Is the risk high / medium / low ?

CONTROL MEASURES

From the list below, please indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for disposal of waste is followed
- waste is packaged and disposed of in accordance with special Departmental procedures or Domestic Services guidelines
- all laboratory waste is disposed of as clinical waste in yellow bags, yellow Medibins or appropriate packaging
- bulky items are disposed of by prior arrangement with Domestic Services or an approved contractor
- hazardous waste is suitably packaged and disposed of by arrangement with the Hazardous Waste Service
- waste awaiting disposal is stored safely
- PPE is worn as necessary to ensure the safe handling of waste
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

DISPLAY SCREEN EQUIPMENT (DSE)

Is DSE used?

NO

Move to next Hazard

YES

Use space below to identify and assess any Risks

e.g. computer equipment used for data input & output, word processing etc.

Examples of Risk: back, neck and upper limb discomfort. Is the risk high / medium / low ?

CONTROL MEASURES

From the list below, please indicate which procedures are in place to control the identified risk

- the departmental written Arrangement for DSE is followed
- the supervisor arranges for DSE equipment appropriate to the task to be installed
- the supervisor arranges for adequate DSE workstations and working area
- individual DSE risk assessments are carried out for identified users
- a selection of equipment to improve workstation comfort is available e.g. foot rests, wrist rests, document holders
- OTHER CONTROL MEASURES: please specify any other control measures you have implemented:

OTHER HAZARDS

i.e. any other hazards that you identify must be noted here and assessed in the risk assessment space provided.

Have you identified any other Hazards?

NO	<input type="checkbox"/>
YES	<input type="checkbox"/>

Move to next section

Use space below to identify and assess any Risks

Hazard:
Risk:
Is the risk high / medium / low ?

CONTROL MEASURES

Give details of measures you have put in place to control the identified risks

Have you identified any risks that are not adequately controlled?

NO	<input type="checkbox"/>
YES	<input type="checkbox"/>

Move to Declaration

Use space below to identify the Risk and what action was taken

DECLARATION

I the undersigned have assessed the activity and the associated risks and (*delete as applicable*) declare that there is no significant risk/the risk will be controlled by the method(s) listed above. Those participating in the work have read the assessment. The work will be reassessed whenever there is significant change and at least annually.

NAME OF SUPERVISOR

SIGNATURE OF SUPERVISOR

DATE

REVIEW DATE