

PROJECT /ACTIVITY RISK ASSESSMENT FORM (RA2)

Ref.
No.CfAM/11/120

Guidance on completing this form can be found in *University Safety Guide 4 – Guide to Health & Safety Risk Assessments*, available from the H&S website A to Z (go to R).

School / Dept / Unit	Centre for Advanced Microscopy				
A: Identifying workplace hazards and existing controls					
1. Brief summary of work activity or project assessed	Electrospinning CfAM Room 38 (Physics Building)				
2. List significant hazards	Solvent vapour High voltage				
3. Relevant University or local guidelines or standards	University Leaflet: Good chemical laboratory practice University Safety Guide 11 - Electrical Equipment University Safety Guide 12 - Testing Electrical Equipment USG: Safe Use of Machinery & Equipment (SN34)				
4. List who might be exposed to the hazards (e.g. staff, students, visitors, consider numbers at risk)	CfAM Staff and Users				
5. How might they be harmed? (type of injury or health problem that might result)	Exposure to volatile organic compound (very limited volumes < 10ml) High voltage – electric shock but low current (< 4mA) and so any injuries will be of a secondary				
6. List control measures in place to reduce risks <i>Assess whether these controls are adequate, actually used in practice and regularly checked, where appropriate.</i>	Use by registered and trained staff and users only CfAM Training for Electrospinning Standard Operating Procedure SOP/CfAM/11/101 Interlocked high voltage area Solvent vapour extraction and filter system Limited range and volume of solvents to be used Sealed containers for syringes and solvent waste to prevent local exposure to solvents Good Laboratory Practice				
B: Assessing the level of risk and further action needed					
7.1 How severe is any injury or health effect likely to be?	Tick one box (S =score given in brackets)	Minor (1)	Serious <input checked="" type="checkbox"/> (2)	Major <input type="checkbox"/> (3)	Fatal (4)
7.2. How likely is exposure to the hazard?	Tick one box (P =score given in brackets)	Very unlikely <input checked="" type="checkbox"/> (1)	Unlikely (2)	Possible <input type="checkbox"/> (3)	Likely <input type="checkbox"/> (4)
7.3. Calculate the risk score by multiplying the 2 scores in Q7.1 & 7.2	Risk Score (S x P) =	Low (1-3) <input checked="" type="checkbox"/>	Medium (4-6)	High (8-9)	Very High <input type="checkbox"/> (12-16)

8. Immediate further action to be taken to make the situation safe / reduce risk to health	Action to be taken by whom?	Implementation Date
9. Further action or additional controls needed to reduce risk as low as reasonably practicable	Action to be taken by whom?	Implementation Date

Name of Assessor (please print)	Geoff Mitchell	
Signature of Assessor		Date: 27 May 2011
Signature of Head of Dept/School/Unit		Date:

10. Date for Review (maximum 12 months from date of assessment)	March 2012
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