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Please find attached an update to the departmental ‘Health and Safety Personal Risk Assessment Form’. There is a requirement for all new arrivals (staff, visitors, students, etc) to complete this form, in consultation with their supervisor, and return it to Paul Bagot within two weeks of their start date.

The form has been updated to ensure that supervisors explain the safety information that is directly related to the individual’s new working location. Although Paul Bagot provides safety information in his safety lecture it is not practicable for him to provide information directly related to each individuals workplace and activities. There have been a few instances where individuals have not known basic safety information – such as the location of accident books or where to find first aiders. We have therefore provided additional tick boxes that ensure the supervisor provides the relevant information during their inductions. The changes on the form are self-evident, but I would just like to clarify the minimum level of information that should be passed on under each heading.

**1 - Sources of Safety Information**

* Internal Departmental web site for Department Safety Policy and Laboratories Safety Manual (**All laboratory workers MUST read this document**), safety forms, disposal forms, risk assessment forms, etc: <http://www.materials.ox.ac.uk/local/documents.html#SafetyForms>
* Safety Office web site: <http://www.admin.ox.ac.uk/safety/>.
* Material Safety Data Sheets – supplier has a responsibility to supply – can also be found on line e.g. <http://www.sigmaaldrich.com/safety-center.html>
* Advice can also be sought from your supervisor, the DSO or ASO.

**2 - Risk Assessment**

Explain what risk assessments are already in place that may affect the individual and take them through the assessments.

Explain what new assessments may be required for the work to be undertaken and how you will provide support and assistance in this process.

Assessments must cover emergency procedures – ensure members know how to deal with accidents and show them where safety equipment (e.g. spill kit, HF antidote gel, etc) is located.

Ensure all aspects of experiment, or task, are clearly understood before starting work

**3 - Rules**

The Departmental Laboratory Code of Conduct is set out in the Laboratories Safety manual. All researchers must read these safety rules and declare acceptance by signing the Personal Risk Assessment form.

The Laboratory Supervisor sets laboratory Local Rules where the researcher works. The supervisor must explain what these are and ensure they are understood and adhered to. These rules will cover all stages of work; before, during and after, and will cover, as a minimum:

• Plan: complete risk assessments and ensure all equipment is available;

• Training: complete necessary training, both local, departmental and Safety Office;

• Housekeeping: all research workers are responsible for good housekeeping; this includes tidying up & cleaning as you go along and at end of day.

• Emergency Procedures: all workers are expected to know how to deal with incidental spills (as considered in COSHH assessment). For major spills, stop the activity (if possible), evacuate all persons from the area, close the lab door and call for help.

**4 - Training**

All users must be provided with the relevant training or directed to the relevant courses which they must attend.

Compulsory training:

All new members must attend the Department’s Safety Talk

All hydrofluoric acid users must attend the Department’s HF Safety Talk

All laser users must attend the University training session as advertised on the Safety Office web site http://www.admin.ox.ac.uk/safety/safetytraining/

Training for lab specific procedures & equipment use must be provided by the Lab Supervisor

Training Records:

Supervisors of staff and students must ensure that those for whom they are responsible undergo all relevant safety related training. Records that prove such training took place must be maintained.  The Personal Safety Training Record form should be used for this purpose. This form is attached to the Personal Risk Assessment form, and exists as a standalone document on the internal Departmental web site. Supervisors are responsible for ensuring these forms are kept up-to-date, with a copy kept in the laboratory safety folder.

**5 - Waste Disposal**

Explain the disposal routes for all wastes the individual is likely to produce and that they must:

Before starting work, ensure procedure for disposal of hazardous waste is understood and implemented(as required in COSHH).Seek advice from Mimi Nguyen if unsure (do not undertake experiment without understanding how to dispose of the waste that will be generated)

Develop effective waste management, ensuring frequent disposal, (do not allow accumulation & do not allow generation of unknowns).

**6 - Manual Handling**

Identify any significant manual handling activities and ensure the individual understands what equipment is available and how to use it. A risk assessment should be followed for significant risk activities. Safety Office training is available.

**7 - Use of Private Electrical Equipment**

Explain that any new equipment brought into the department MUST be PAT tested before use. Please contact [Ashley.brown@materials.ox.ac.uk](mailto:Ashley.brown@materials.ox.ac.uk) to arrange.

**8 - Security/Lone Working**

Explain what activities they may and may not do whilst lone working (during the day or out of hours).

Explain the role of Security Services (89999) if working late at night – they are there to help if you are in trouble.

If there is no response from Security Services and there is a serious problem tell them to dial 999.

**9 - Fire**

Explain what to do in the event of hearing the fire alarm.

Explain what to do if they discover a fire.

Show at least two alternative routes out of the building.

Show them the location of the assembly point.

Show them an emergency call point.

**10 - First Aid:**

Explain how to find a first aider.

Show where the first aid boxes are located

**11 - Accident reporting**

Explain when and how to report accidents.

Explain where to find the accident report book.

**12 - Reporting faults and others**

Reporting faults:Be alert to unsafe equipment, procedures or actions and raise attention to them so that corrections can be made as soon as possible. Report to your lab supervisor, the DSO or ASO.

**Others**:Please explain any other safety information relevant to the worker’s area of work.

If you have any questions, or require any additional information please, look at the Departmental Statement of Safety on the departmental web site – or contact Paul Bagot or Linda Curson.

Many thanks

Linda Curson