

Induction check list

This checklist is to be completed as part of inducting a new user in the Laboratory. Permission to begin work in the Laboratory will only be given once all relevant precursors have been completed.

Name	
Status	Student/Postdoc/UTO/Visitor/Other
Supervisor/Host	
Office	
E-mail	
Project	
Departure date	

	Date	Initials	Comments
Introductions			
Director of Laboratory			
Laboratory Safety Officer			
Head Technician			
Documentation issued			
Laboratory Manual			
HSD Documents (list)			
Access			
Swipe card programmed			
Lone working restrictions			

Induction check list

Explanation of emergency procedures			
Exits			
First aid			
Knockdown buttons			
Services			
Reporting			
Training needs/Training given			
(List)			

Unsupervised work must not commence until approved by the Safety Officer.

Approval to commence	Date	Initials	Comments
Documentation read			
Base Risk Assessment			
COSHH Assessment			
Signed by Supervisor/Host			
Hot Work approval			
Volatile Solvent approval			
Biological approval			
Permission to start			

GK Batchelor Laboratory: Risk Assessment

Researcher:

Name:

Office:

Phone:

e-mail:

Supervisor/Principal Investigator/Host

Name:

Office:

Phone:

e-mail:

Project title:

Brief description of project:

Date for this revision:

Date for next revision:

Emergency measures:

Please note: This section is intended to provide others with guidance if they have to deal with your equipment in an emergency situation. In the majority of situations, the appropriate answer will be '*Do not care*', giving the freedom to react as appropriate. Only in a small subset of cases will '*No*' be an appropriate answer, and in such cases it is important to state the reasons why.

	Yes	No	Do not care	Not applicable
Fire alarm				
Knock down switch				
Turn off piped services				
Drain equipment				
Other				
Flood				
Knock down switch				
Turn off piped services				
Drain equipment				
Other				
Electrical fault				
Knock down switch				
Turn off piped services				
Drain equipment				
Other				
Equipment failure				
Knock down switch				
Turn off piped services				
Drain equipment				
Other				

Please explain the reasons behind any '*No*' responses in the table above.

Brief description of main hazards

Electrical

Mechanical

Chemical

Particle

Optical

Heat

Cold

Other

GK Batchelor Laboratory: Risk Assessment

Which sections of the Laboratory Manual have you read? (Please tick)

§1 §2 §3 §4 §5 §6 §7 §8

Are the risks associated with the project covered by the Laboratory Manual? Yes/No

Is a COSHH form attached? Yes/No

List substances used

Are COSHH data sheets for any substances attached? Yes/No

[§5.3](#)

List substances

Description of additional risks and the measures taken to minimise potential incidents. (Please continue on a separate sheet if required.)

Do you feel competent to undertake this work? Have you discussed the project with your supervisor, principal investigator or host? Please list any areas where you believe training would be beneficial.

GK Batchelor Laboratory: Risk Assessment

Have all items of electrical equipment been tested for electrical safety and do they display a valid test sticker? This includes IEC mains cables, plug boards, computers and video equipment. Please list the items of electrical equipment you are using, their database number and the expiry date of the test sticker. The equipment must be re-tested if the sticker only states the date the equipment was last tested.

Do you intend to work alone in the lab out of hours? If 'yes', then please list any additional safety measures or procedures you will undertake to ensure your safety.

Do you agree to abide by the University's Software Policy and Code of Conduct concerning copyright? Yes/No

Signatures:

Date:

(Researcher)

(Supervisor)

For Office Use Only:

Comments:

Incidents:

Laboratory Safety Officer:

Date:

UNIVERSITY OF CAMBRIDGE

CHEMICAL HAZARD RISK ASSESSMENT FORM

Completing this document fulfils the requirements of the COSHH and DSEAR Regulations relating to a written risk assessment

Experiment or Procedure (include a brief description & reaction conditions i.e. temperature, solvent, work up procedures and frequency of exposure):

Risks associated with the procedure (What are the hazards and risks?):

Risk implications:

Is there any substance used or formed that might give rise to explosion (e.g. flammable gases/liquids)? Yes / No

If yes, how can you ensure that no explosion occurs? _____

Is it reasonably foreseeable that the lower explosive limit will be reached in the event of a leak/spillage? Yes / No

If yes, a more detailed risk assessment is required.

Is there likelihood of copious amounts of gas being released or thermal runaway? Yes / No

Can any of the substances be substituted for a less hazardous substance? Yes / No

What could happen if there was catastrophic failure of the apparatus? _____

In the event of an accident, who might be exposed? _____

Substances to be used (List ALL substances including solvents, expected products and by-products):

Substances Used	Approx. Quantity	Physical Form i.e. dust, vapour, volatile liquid etc	Hazards i.e. flammable, corrosive, irritant, readily absorbed through skin	Exposure Route i.e. skin, eyes
Household bleach	5 ltrs	Liquid	Corrosive, causes burns	R31,35
Potassium permanganate	1 g	Crystals/solution	Oxidising agent/harmful	R8,22
Pliolite	200g	Particles	Not regulated	R10,25,36,37,38
Isopropanol	5 ltrs	Liquid	Highly flammable	R11
Sodium fluorescein	<1g	Powder dissolved in water		R10,25,36,37,38
Acetone	300mls	Liquid	Highly flammable, irritant	R11,36,66,67
Silicon Carbide	5 kg	Particles	Respiratory contamination	R36,37
Food colouring	<200 ml	Liquid	None known	
Salt NaCl	<20 kg	Grains/solution	None known	
Glycerine	40 ltrs	Liquid	Not regulated	

GK Batchelor Laboratory: Risk Assessment

Emergency treatment for personnel in the event of contamination, exposure to fumes or other adverse effects

Eyes:

Skin:

Inhalation:

Name of assessor:	
Signature:	Date:
Name of co-signatory: (e.g. Supervisor / authorised deputy)	
Signature:	Date:

Note: This risk assessment should be reviewed at least annually and when there is any significant change in procedure.