# Flow chart: Health and Safety Forms



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| Document Title | Key Objectives | Who gets the form? |
| Safety Declaration form | * Introduce School safety ethos * Outline emergency procedures * Students state that they are familiar with School Safety Statement and Safety Handbook | * School safety advisor |
| Risk Assessment form | * Identify and assess the hazards associated with research equipment in conjunction with supervisor and other relevant staff * Determine the severity of the consequences of these hazards should an incident occur (L/M/H) * Determine the likelihood of the occurrence of any incident (L/M/H) * Put necessary control in place to mitigate risks/hazards * Determine the need for PPE/SOP | * Researcher/Student keeps a copy * School safety advisor |
| Risk Assessment Experimental Method form | * Identify and assess the risks of proposed experimental procedure in conjunction with supervisor and other relevant staff * Define an experimental method (SOP) for working with hazardous materials (for example, biomaterials/chemicals) * Determine the need for further training/PPE/SOP | * Researcher/Student keeps a copy * School safety advisor |
| Overnight Reaction form | * Identify hazards and shut down procedures for overnight reactions | * Researcher/Student leaves the form in prominent location beside reaction/experiment |
| Hazardous Materials Purchase form | * Identify the risks, controls and disposal procedures before the purchase of all hazardous materials (for example, chemicals and biomaterials) * Students indicate that they have considered the impact on human health (COSHH form) of any materials purchased | * Technical officer * School safety advisor |
| Research Student Completion form | * To ensure that the student workspace has been cleared and all research materials have been returned/disposed of correctly * The student will not be allowed to graduate until this form has been completed and signed off | * School secretary * School safety advisor |