# 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
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| 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
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| 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
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| Overnight Reaction form | * Identify hazards and shut down procedures for overnight reactions
 | * Researcher/Student leaves the form in prominent location beside reaction/experiment
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| 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
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| 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
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