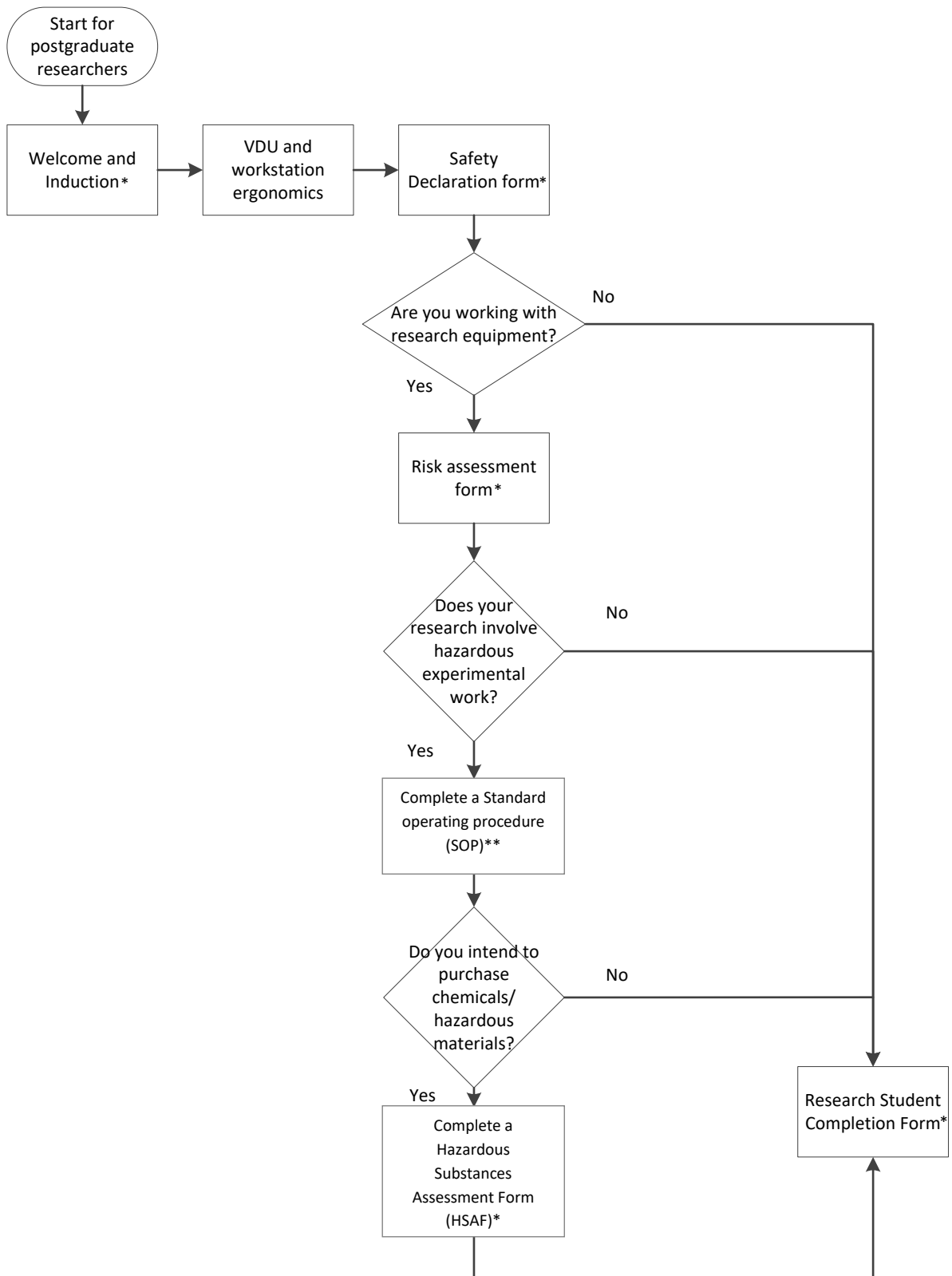


## Flow chart: Health and Safety Forms



\* Form available on the School of Mechanical & Manufacturing Engineering Health & Safety Loop Page

\*\* No format specified

<b>Document Title</b>	<b>Key Objectives</b>	<b>Who gets the form?</b>
<b>Safety Declaration form</b>	<ul style="list-style-type: none"> <li>• Introduce School safety ethos</li> <li>• Outline emergency procedures</li> <li>• Students state that they are familiar with School Safety Statement and Safety Handbook</li> </ul>	<ul style="list-style-type: none"> <li>• School safety advisor</li> <li>• Loop Submission</li> </ul>
<b>Risk Assessment form</b>	<ul style="list-style-type: none"> <li>• Identify and assess the hazards associated with research equipment in conjunction with supervisor and other relevant staff</li> <li>• Determine the severity of the consequences of these hazards should an incident occur</li> <li>• Determine the likelihood of the occurrence of any incident</li> <li>• Put necessary control in place to mitigate risks/hazards</li> <li>• Determine the need for PPE/SOP</li> </ul>	<ul style="list-style-type: none"> <li>• Researcher/Student keeps a copy</li> <li>• School safety advisor</li> <li>• Loop Submission</li> </ul>
<b>Standard Operating Procedure</b>	<ul style="list-style-type: none"> <li>• Define an experimental method (SOP) for working with hazardous materials (for example, biomaterials/chemicals)</li> <li>• Determine the need for further training/PPE/SOP</li> </ul>	<ul style="list-style-type: none"> <li>• Researcher/Student keeps a copy</li> <li>• School safety advisor</li> <li>• Loop Submission</li> </ul>
<b>Hazardous Substances Assessment Form (HSAF)</b>	<ul style="list-style-type: none"> <li>• Identify the risks, controls and disposal procedures before the purchase of all hazardous materials (for example, chemicals and biomaterials)</li> <li>• Students indicate that they have considered the impact on human health (HSAF) of any materials purchased</li> </ul>	<ul style="list-style-type: none"> <li>• Technical officer</li> <li>• School safety advisor</li> <li>• Loop Submission</li> </ul>
<b>Research Student Completion form</b>	<ul style="list-style-type: none"> <li>• To ensure that the student workspace has been cleared and all research materials have been returned/disposed of correctly</li> <li>• The student will not be allowed to graduate until this form has been completed and signed off</li> </ul>	<ul style="list-style-type: none"> <li>• School secretary</li> <li>• School safety advisor</li> </ul>