Flow chart: Health and Safety Forms

1. **Welcome and Induction** (for postgraduate researchers)

2. **VDU and workstation ergonomics**

3. **Safety Declaration form**

4. Are you working with research equipment?
   - Yes: **Risk assessment form**
   - No: Go to step 5.

5. Does your research involve hazardous experimental work?
   - No: Go to step 6.
   - Yes: Go to step 7.

6. **Complete a Standard operating procedure (SOP)**

7. Do you intend to purchase chemicals/hazardous materials?
   - No: Go to step 8.
   - Yes: **Complete a Hazardous Substances Assessment Form (HSAF)**

8. **Research Student Completion Form**

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

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<table>
<thead>
<tr>
<th>Document Title</th>
<th>Key Objectives</th>
<th>Who gets the form?</th>
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| 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  
• Loop Submission                                         |
| 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  
• Determine the likelihood of the occurrence of any incident  
• Put necessary control in place to mitigate risks/hazards  
• Determine the need for PPE/SOP                                                                                                                                  | • Researcher/Student keeps a copy  
• School safety advisor  
• Loop Submission                                             |
| Standard Operating Procedure           | • 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  
• Loop Submission                                             |
| Hazardous Substances Assessment Form (HSAF) | • 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 (HSAF) of any materials purchased                                                                                              | • Technical officer  
• School safety advisor  
• Loop Submission                                             |
| 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                                         |