

### LifeLab Risk Assessment Form

Date: 1 <sup>st</sup> Sept 2007	Assessed by: Cat Lumb	Validated by: Mick Rooney	Location: LifeLab area, 3 <sup>rd</sup> Floor The Manchester Museum	Assessment ref no	Review date: Sept 2010
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Task / premises:  
Preparation and delivery of laboratory sessions including, PCR workshop, DNA Discovered, Forensic Science, Genetic Engineering and Mummification.

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Use of electrical equipment	Electrical shock, or burns if equipment is faulty	Demonstrators, students	Electrical goods are used as per manufacturer's advice and are subject to annual checks. Any defects are immediately reported to housekeeping for replacement or repair. All liquids are kept away from electrical equipment so as not make contact. All spills are cleaned up immediately. Demonstrators are trained adequately in the use of equipment. Students are instructed in use and supervised at all times.	Low	A
Handling of Laboratory equipment	Lifting, carrying, injury caused by accidental drops	Demonstrator, students	Training is provided to all individuals handling equipment. Any equipment to be moved regularly is kept in easy reach. Students are always supervised whilst using equipment and clear instructions on how to handle and use equipment is given. Instruction to wash hands after handling specimens is given. Any accidents are reported and documented.	Low	A

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Use of laboratory consumables	Poisoning, burns, spillages etc.	Demonstrator, students (in some cases)	<p>Appropriate COSHH forms are completed for all existing chemicals in use.</p> <p>Food and drink are banned from the LifeLab area.</p> <p>All chemicals are labelled accordingly with appropriate warnings.</p> <p>Instruction given to Demonstrators on how to handle and store each consumable.</p> <p>All spills are cleaned up immediately and disposed of responsibly.</p> <p>Instruction and verbal warnings given to all students who may handle consumables, in addition to constant supervision.</p> <p>Instruction to wash hands after handling any consumable.</p> <p>Any accidents are reported to first aider and are documented appropriately.</p>	Low	A
Use of Public Space	Trips, slips and falls	Demonstrator, students, accompanying adults	<p>Reasonable standard of cleanliness is maintained, including floor cleaned regularly.</p> <p>All trip or slip hazards are highlighted with verbal warnings and adequate supervision.</p> <p>Any damage which may cause hazard is reported to maintenance accordingly.</p> <p>Floor is kept clear of items.</p> <p>Any accidents are reported to first aider and recorded appropriately.</p>	Low	T

Activity	Hazard	Person(s) in danger	Existing measures to control risk	Risk rating	Result
Attending Museum Session	Fire risks	Demonstrators, Museum Staff, Students, accompanying adults	Instruction on fire evacuation procedures and means of raising the alarm are provided to Demonstrators. Students are given verbal instruction on evacuation procedures on arrival. Annual fire evacuation practice carried out Access to fire exits kept clear Regular removal of combustible waste Electrical equipment is kept away from combustibles and is switched off when not in use.	Med	A
Use of lifts	Injury during use		Under 16's are not permitted to use the lift unless accompanied by an adult	Low	T
LifeLab session	Fall from height	Students, accompanying adults	Verbal warnings provided to all visitors with regard to low-level window-sills in the LifeLab area. Instruction provided not to use window-sills for seating, and supervision provided.	Low	A
Further action					
Ongoing assessment of potential hazards. Continuous training of museum staff in risk assessment.					