



General Risk Assessment

Form RA1

(Refer to Notes for Guidance before completing this form)

School Assessment No:	SuRF-RA1-005.02
Title of Activity:	Microtome Use and Cleaning
Location(s) of Work:	Laboratories of the Shared University Research Facilities (SuRF) within The Queens Medical Research Institute (QMRI), 47 Little France Crescent, Edinburgh, EH16 4TJ
Brief Description of Work: Use of rotary microtomes for cutting sections of paraffin or resin embedded tissues. Refer to Standard Operating Procedure: SuRF-HIS-005 and COSHH Form: SuRF-COSHH-HIS-005	

Assessment History:		
Number:	Date:	Reason for Change:
01	01/06/2013	Original
02	17/11/2014	Change to hazard listing



1.0 Hazard Identification:

Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork. See <http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments> for details.

Hazard(s)	Present Risk Evaluation L/M/H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	Risk Evaluation after control L/M/H
Risk of cuts from sharp blade used for cutting sections	Medium	<ol style="list-style-type: none"> 1. Full training MUST be given before use of this piece of equipment. 2. Users must be shown and have read through instrument manual before using equipment unsupervised. 3. The blade guard and handle lock must always be applied before placing a paraffin block in the holder. 4. The microtome MUST NOT be left unattended without the blade guard being in place. 5. Use of appropriate laboratory Personal Protective Equipment (PPE) 	Low
Highly flammable, irritant, corrosive, carcinogenic chemicals	Low	Refer to SuRF-COSHH-005	Low

2.0 Engineering controls: Identify all relevant controls (*Tick relevant boxes*)

Guarding	<input checked="" type="checkbox"/>	Extraction (LEV)	<input type="checkbox"/>	Interlocks	<input type="checkbox"/>	Enclosure	<input type="checkbox"/>
Other relevant information (incl. testing frequency if appropriate):							

3.0 Personal protective equipment (PPE): Identify all necessary PPE (*Tick relevant boxes*)



Eye / Face	X	Hand /Arm	X	Feet / Legs		Respiratory	
Body (clothing)	X	Hearing		Other (Specify)			
Specify the grade(s) of PPE to be worn: Lab coats and disposable gloves							
Specify when during the activity the item(s) of PPE must be worn: Lab coats and gloves to be worn at all times							

Non-disposable items of PPE must be inspected regularly and records retained for inspection.

4.0 Persons at risk: Identify all those who may be at risk (*Tick relevant boxes*)

Academic staff		Technical staff	X	P'Grad students	X	U'Grad students	X
Maintenance staff		Office staff		Cleaning staff		Emergency personnel	
Contractors		Visitors	X	Others: Service Engineers	X		

5.0 Additional information:

Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

Training **MUST** be given in the correct use of the microtome before unsupervised use.

Users must be familiar with manufacturers instructions and follow all relevant safety requirements therein.

Staff members and P'Grad Students should make themselves familiar with Parts Two, Three, Four, Five and Six of the University Health and Safety Policy at:

<http://www.ed.ac.uk/schools-departments/health-safety/policy-cop/policy>

6.0 Assessment carried out by:

Name:	Melanie McMillan	Date:	17/11/2014
Signature:		Review Date:	Annual



7.0 Review of assessment:

A suitably trained person should review this assessment at regular intervals and immediately if there is reason to suspect that it is no longer valid (for example after any accidents or incidents) or if there is a significant change in the work to which it relates. If so, a new assessment form must be completed and any original signatories covered by the modified assessment should sign again.

Name (authorised):	Signature:	Date: