

# Risk Assessment Form

(This is an active document and must be maintained)



UNIVERSITY OF  
CAMBRIDGE

**Materials Science and Metallurgy**

Date: 15<sup>th</sup> September 2017

Supervisor of Room/Area: **Prof. Serena Best & Prof. Ruth Cameron**

Room or area: **2\_018 (CCMM Labs)**  
(Describe location)

Name of Assessor(s): **Wayne Skelton-Hough**

**Title of Activity / Experiment / Work Area:**

**Drying of glass wear and samples using LTE drying cabinet.**

**Description of Activity / Experiment / Work Area:**

Use of the LTE drying cabinet to dry laboratory glass wear and samples. Drying temperature is approximately 90 °C with the control dial set as low as possible (approximately 1.5)

**SECTION 1:** Identify all significant hazards, who or what may be affected by each individual hazard and controls in place to reduce risk to a minimum.

<b>Hazard Description</b>	<b>Hazard to whom or what</b>	<b>Controls in place to reduce risk to a minimum</b>
Electrocution	Person carrying out the procedure	Inspect all electrical equipment and power cables before use and do not use any equipment that shown any signs of damage. Ensure electrical equipment carries an up to date PAT test label before using it.
Cuts from broken glass.	Person carrying out the operation.	When removing glass from the cabinet, extreme care shall be taken. Any breakages shall be cleared up immediately (or when cool) and disposed of in the broken glass bin provided.
Exposure to toxic substances or fumes.	All laboratory users	Only non-toxic and non-flammable substances capable of withstanding elevated temperature without decomposing (typically around 90 °C) shall be placed in or on the drying cabinet.
Burns from hot cabinet or items in cabinet.	Person carrying out the operation.	When removing anything from the drying cabinet, protective gloves and a lab coat with the sleeves rolled down shall be worn. Allow item to cool down before handling item further.

Hazard Description	Hazard to whom or what	Controls in place to reduce risk to a minimum
Fire	Everyone in the department	<b>DO NOT</b> place ANYTHING flammable in the drying cabinet.

**SECTION 2: Emergency Procedures**

If the operator is burnt when removing something from the drying cabinet, the affected area should be run under cold water for at least 15 mins. If symptoms continue, medical attention should be sought.

If the operator sustains a cut, it should be cleaned out and medical attention sought.

If the operator or other laboratory user shows signs of exposure to fumes from a sample in the drying cabinet, the appropriate MSDS and/or COSHH assessment should be consulted for appropriate emergency action.

In order to shut the equipment down in case of an emergency, switch drying cabinet off at its main plug.

Signature of Assessor(s)		Date: 15/09/17
Signature of Supervisor		Date: 19/09/17

**SECTION 3: Review** - This assessment must be reviewed every 12 months or earlier if the basis of the original assessment is altered.

Review Date	Reviewed by (Signature)

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## Change log

Change	Date	Updated by	Description
1	11/04/2016	W. Skelton-Hough	Document issued.
2	21/02/2017	W. Skelton-Hough	Fire hazard added to risk assessment.
3	11/09/2017	W. Skelton-Hough	Drying cabinet temperatures changed. Document title added to document footer.
4	15/09/2017	W. Skelton-Hough	Section 3 added back into risk assessment.