**Faculty of Health and Wellbeing**

**Biosciences and Chemistry**

**OPERATIONAL RISK ASSESSMENT**

|  |  |
| --- | --- |
| Title:  | **OFF SITE - TRANSPORTATION OF CHEMICALS / BIOHAZARDS / HUMAN TISSUE / WASTE & PROCUREMENT OF GOODS / SERVICES** |
| RA code: | **RA-203-02** | Date: | **18/06/2019** |
| Author: | **N Tattersall / Dan English** | Review:  | **Annual** |

### Description of the Process / Activity

*Driving university owned vehicle on public roads to various destinations to deliver or collect chemicals and reagents / biohazards / human tissue / waste / equipment.*

*Hire vehicles will be used if the university vehicle is not available.*

*Travel by taxi to various destinations to deliver or collect biohazards / human tissue.*

*Travel by foot in the local area to collect biohazards / human tissue / reagents such as household food items.*

*Packing/unpacking of Human Tissue samples*

*Technical staff purchasing/obtaining items and services from outside SHU boundaries for use in the biosciences and chemistry teaching programme.*

**Location(s)**

*Items transported by foot would only be collected / delivered locally (e.g. University of Sheffield - Biological services, Sheffield Teaching hospitals or local shops)*

*Journeys by university owned vehicle are likely to start on the goods road (Surrey lane), journeys by taxi will start on Howard Street, going to various public destinations.*

*Car hire usually starts on Howard Street (outside The Globe) and ends at the car hire depot. The member of staff will proceed on foot back to SHU.*

**Scope and restrictions**

*Work to be undertaken by technical staff and/or BMRC researchers (students or staff)*

*Work to be undertaken during normal working hours for technical staff, but could be undertaken out of hours for researchers.*

*Technical staff and researchers may carry out the activity as lone working, therefore a mobile phone must be taken.*

*Technical staff must complete 'Authority to drive application form' and be on the University Insured Driver Database to drive a SHU vehicle.*

*Only STO may book taxis.*

*Work experience students should not transport any goods off site.*

*Placement students may transport goods off site by taxi.*

*This does not cover the use of a third party for transportation of tissue.*

###### Responsibilities

*It is the responsibility of all staff and students to behave in a professional manner when travelling or dealing with the public, on behalf of Sheffield Hallam University.*

*It is the responsibility of all staff and students to take appropriate care when travelling and, where foreseeable, to not put themselves in dangerous situations unnecessarily.*

*Director of studies has responsibility for students carrying out this activity.*

*Grade 5 procurement officer is responsible for arranging the collections of material from the abattoir and the booking of the van.*

*Grade 4 General assistants collect rat tissue from Sheffield University and blood from the Northern General hospital.*

*Any member of Technical staff may transport blood agar plates between campuses.*

*Report departure and return to STO/team leader/Director of studies.*

*It is the responsibility of anyone transporting items off site to report any issues to an STO/Team Leader/Director of Studies*

*Transportation of Human Tissue must be in accordance with the Human Tissue Act codes of practice.*

*The work involves public places so if an accident occurs away from the University call the emergency services on 999.*

|  |
| --- |
| Definitions |
| *STO* | *Senior technical officer* |
| *SHU* | *Sheffield Hallam University* |
| *RA* | *Risk assessment* |
| *SOP* | *Standard operating procedure* |
| *HT* | *Human Tissue* |
| *HTA* | *Human Tissue Act* |

|  |  |  |
| --- | --- | --- |
| **Documents referred to in this RA** | **Code** | **Type of document *e.g. SOP, risk assessment, QMS*** |
| *Decontamination of a biohazardous spillage* | *SOP 200* | *SOP* |
| *Cleaning and housekeeping of specialist spaces* | *RA 101* | *Risk assessment* |
| *Clearing up a chemical / biohazardous / GM / radioactive / broken glass spill* | *RA 201* | *Risk assessment* |
| *Handling and use of chemicals / biohazards / isotopes* | *RA 204* | *Risk assessment* |
| *Manual Handling / moving bench equipment /Setting up a lab class* | *RA 301* | *Risk assessment* |
| *Lone working and personal safety* | *RA 603* | *Risk assessment* |
| *HT code of practice*  | *A and E* | *Human Tissue Authority documents* |

**For further details and safety information on specific procedures relevant to the scope of this risk assessment refer to the following SOP's.**

|  |  |
| --- | --- |
| **Code** | **Document** |
|  |  |
|  |  |

|  |
| --- |
| **Reviews** |
| **Date** | **Version** | **Changes** | **Reviewer name**  | **Approver name**  |
| *18/6/2019* | *02* | *Addition of the transportation of Human Tissue as an offsite activity. This affects multiple sections of this RA.**Changing the use of vinyl gloves to nitrile gloves in the PPE section.* | *Karen Bailey-Smith* |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Risk Levels use this to determine the risks in the Hazards and Safety Precautions table**

|  |
| --- |
|  **LIKELIHOOD** |
|  **SEVERITY** |  | **1** | **2** | **3** | **4** | **5** |
| Highly unlikely that incident will occur | Not likely that incident will occur | Possible that incident could occur | Likely that incident will occur | Incident will occur frequently |
| **1** | No first aid required | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** |
| **2** | First aid required but no absence from work | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** | **EXTREME** |
| **3** | Injury results in less than 7 days absence from work | **MEDIUM** | **MEDIUM** | **HIGH** | **EXTREME** | **EXTREME** |
| **4** | Injury results in more than 7 days absence from work (including death) | **MEDIUM** | **HIGH** | **EXTREME** | **EXTREME** | **EXTREME** |
| **5** | Multiple fatalities | **HIGH** | **HIGH** | **EXTREME** | **EXTREME** | **EXTREME** |

|  |  |
| --- | --- |
| **LOW** | **Monitor** the risks and the control measures |
| **MEDIUM** | **Monitor** the risks and maintain strict control measures. Activity may not suitable for lone workers |
| **HIGH** | Introduce further controls to **lower the risk**. Re-assess before proceeding |
| **EXTREME** | **DO NOT PROCEED**. Introduce further controls to lower the risk. Re-assess before proceeding |

|  |
| --- |
| **Hazards and Safety Precautions** |
| Hazard | Who could be harmed? | Existing safety precautions | Risk level | Additional safety precautions needed to reduce the risk level? | Revised risk level | Action by whom? | By when? | Date completed |
| ***Hazardous chemical / biological substances/Human Tissue or spillages****e.g. Blood leakage from organs collected from abattoir.**Cleaning products.**Leakage from Human Tissue sample* | *Technical staff/**Researchers* | Follow procedures outlined in: ***Cleaning and housekeeping of specialist spaces RA 101***Follow procedures outlined in: ***Clearing up a chemical / biohazardous / GM / radioactive / broken glass spill RA 201***Follow procedures outlined in: ***Handling and use of chemicals / biohazards / isotopes RA 204******Decontamination of a biohazardous spillage******SOP 200******Inclusion of the details of the Human tissue in the researchers experimental risk assessment.******Research students to receive training and supervision from their director of studies.******Samples are only to be obtained through approved SHU procurement routes and must be logged on the Human Tissue log when brought into SHU.***Wear the appropriate PPE. | *LOW* | *None* | *LOW* | *N/A* | *N/A* | *N/A* |
| ***Manual handling****e.g. Moving goods to put in van / taxi.**Carrying shopping* *Moving heavy or awkward objects.* | *Technical staff* | Follow procedures outlined in: ***Manual Handling / moving bench equipment /Setting up a lab class RA 301****Attend manual handling training course.**Use wheeled trolley if needed.**Make multiple trips if required.* | *LOW* | *None* | *LOW* | *N/A* | *N/A* | *N/A* |
| ***Lone working/personal safety*** | *Technical staff* | *Tell Team Leader/ STO when you leave the premises and when you expect to return. Leave a mobile phone number with an STO & carry a mobile phone.**Attend lone working training course.*Follow procedures outlined in: ***Lone working and Personal safety*** ***RA 603*** | *LOW* | *None* | *LOW* | *N/A* | *N/A* | *N/A* |
| ***Emergency off site situations such as fire.*** | *Technical staff* | *No specific precautions are required. Staff should follow any guidance provided by the site.* | *LOW* | *None* | *LOW* | *N/A* | *N/A* | *N/A* |
| ***Weather, wind, frost, ice, snow****Slips, trips, falls**Hot, cold temperatures.* | *Technical staff* | *Correct appropriate PPE is provided and should be worn when required.**Padded vests and jackets are available from the Prep Room Owen 840.**Minimise time exposed to adverse weather conditions.**Assess actual need for task.**Use alternative routes if possible.**Request that FD/estates make routes safer to use.* | *LOW* | *None* | *LOW* | *N/A* | *N/A* | *N/A* |
| ***Low visibility, darkness, night, fog****Vehicles, dangers caused by not being clearly seen.* | *Technical staff* | *High visibility jackets to be worn at all times**Beware of your surroundings when crossing the goods road.**Use of road safety awareness.**Do not access the goods road in the dark.* | *LOW* | *None* | *LOW* | *N/A* | *N/A* | *N/A* |
| ***Traffic****Vehicular collisions* | *Technical staff* | *High visibility jackets to be worn at all times**Use of road safety awareness.**Do not access the goods road in the dark.**Use pedestrian crossings.**Wear appropriate clothing**Be aware of members of the public, motorists and cyclists.* | *LOW* | *None* | *LOW* | *N/A* | *N/A* | *N/A* |
| ***The public****Threats, verbal abuse, physical violence* *or acts of aggression* | *Technical staff* | *No specific precautions are required. Staff should choose appropriate well-lit routes.**Report any acts of aggression to local managers immediately.* | *LOW* | *None* | *LOW* | *N/A* | *N/A* | *N/A* |
| ***Outdoor surfaces & routes****Potholes, curbs, tarmac* | *Technical staff* | *Use of appropriate footwear and exercising reasonable care especially when wet.**No specific precautions are required. Staff should choose appropriate routes to avoid sites with obstacles or slippery surfaces.**First aid system in place.* |  |  |  |  |  |  |

**Hazards may include:**

**Hazardous substances (chemicals, biohazards, gases, radionuclides), physical environment, machinery and equipment, manual handling, lone working, personal safety, travel and pedestrian safety, working at height, slips and trips, fire safety, off-site activities**

| **Hazardous substances** |
| --- |
| **Hazardous Substance** | **Quantity** | **Hazards** | **Storage** | **Disposal** | **Emergency procedures** |
| ***Biohazards / human tissue****e.g Rats, organs from the abattoir, blood from the Northern General hospital* | *various* | *Biohazard / Potential biohazard**Unscreened tissue - Viral or bacterial contamination.* | *In transit - leak proof plastic container, preferably a cool box* | *Tissue disposal freezer in BMRC 713* | *Report any issues immediately to local managers, for advice and recommended procedures to follow.*Follow procedures outlined in: ***Transportation of chemicals / biohazards / waste (on site) RA006******Handling and use of chemicals / biohazards / isotopes RA008******Clearing up a chemical / biohazardous / GM / radioactive / broken glass spill RA005*** |
| ***Chemicals*** *- various* | *Various* | *Potentially toxic, potentially flammable, potentially harmful to the environment.* | *In transit - segregate by chemical compatibility in leak proof plastic containers.* | *Specialist chemical waste* |
| ***Waste****e.g. Clinical waste bins, solvent waste, specialist chemical waste, biohazardous waste* | *Various* | *Potentially toxic, potentially flammable, potentially harmful to the environment. Potential biohazard* | *In transit - segregate by chemical compatibility in leak proof plastic containers.* | *Specialist chemical waste,**yellow bin or tissue disposal freezer as appropriate.* |
| ***Dry Ice*** | *Max 2.5kg* | *Asphyxiation. Causes severe skin burns and/or frostbite from the extreme cold.* | *Purchase from external supplier the day before required and keep in -80 freezer. Use an appropriate ice/coolbox.* | *Leave to evaporate in a well ventilated area. Do not add water.* | ***If in contact with skin contact a first aider. If breathing becomes difficult, move to a well ventilated area and seek medical advice. Move the dry ice to a well ventilated area as well.*** |

**Personal Protective Equipment – in addition to lab coats which must always be worn**

|  |  |  |  |
| --- | --- | --- | --- |
| **Outline stage of the process that PPE is required** | **Gloves*****(Tick appropriate box)*** | **Eye/Face protection*****(Tick appropriate box)*** | **Clothing*****(Tick appropriate box)*** |
| **Nitrile** **(EN374-2, EN374-3)** | **Vinyl** **(EN455)** | **Cryo** **(EN511)** | **Heatproof** **(EN388, EN407)** | **Leather** **(EN388, EN511,EN420)** | **Goggles** **(D166 - 349B)** | **Safety glasses** **(EN166 1F)** | **Face visor (UV)** **EN166 1-F3, EN166 389 BTS** | **Face Visor (N2)** **EN166 1-F3, EN166 389 BTS** | **Safety shoes** **(EN345-1)** | **Aprons** **(No BSEN number)** | **High vis coat/vest** **(EN471 class2)** | **Ear defenders** **(EN352)** |
| *Cleaning up a spillage* | ✓ |  |  |  |  |  |  |  |  |  |  |  |  |
| *Moving around on the goods road* |  |  |  |  |  |  |  |  |  |  |  | ✓ |  |
| *Handling biological material* | ✓ |  |  |  |  |  |  |  |  |  |  |  |  |
| Handling dry ice | ✓ |  | ✓ |  |  |  |  |  |  |  |  |  |  |
| *Additional information*: |

|  |
| --- |
| Can the method of work be changed so that the operation no longer presents any risk? |
| NO | *If Yes, give details*: |

|  |
| --- |
| Are any additional measures required to exclude non-essential personnel from the area, *e.g.* doors locked, local supervision, signs *etc*? |
| YES | *If Yes, give details*:Human tissue must be segregated from other samples and kept locked away. The -80 freezer has a padlock and embedded was tissue blocks are kept in a locked cupboard. Level 7 of the Research centre is behind magna lock doors. |

|  |
| --- |
| Communication of significant findings |
| Method of communication (describe):*E-mail / telephone* | Person/people to communicate findings:*Person carrying out the transportation of chemicals / biohazards / human tissue / waste / equipment, to notify STO or Team Leader of any issues.* | Target date(s):*ASAP* |

|  |
| --- |
| Comments or questions relating to the information covered in this RA.For the attention of operational risk assessment coordinator. |
|  |

|  |  |
| --- | --- |
| Title:  | **OFF SITE - TRANSPORTATION OF CHEMICALS / BIOHAZARDS / HUMAN TISSUE / WASTE & PROCUREMENT OF GOODS / SERVICES** |
| RA code: | **RA-203-02** |

**Declaration: I have read, understood and will comply with the safety precautions outlined above**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Staff number | Position | Signature |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Title:  | **OFF SITE - TRANSPORTATION OF CHEMICALS / BIOHAZARDS / HUMAN TISSUE / WASTE & PROCUREMENT OF GOODS / SERVICES** |
| RA code: | **RA-203-02** |

**Declaration: I have read, understood and will comply with the safety precautions outlined above**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Staff number | Position | Signature |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |