

Part B: Risk Assessment

(The following questions need to be completed in sufficient detail)

1. Identify the route of harm by which the hazards involved in your research can affect the health and safety of people and indicate the potential effects.
2. Exposure
 - 2.1 Who may be exposed to harm? (Don't forget cleaners, visitors, maintenance staff, service engineers, contractors etc)
 - 2.2 Under what circumstances are such groups of people likely to be exposed?
 - 2.3 How long are they likely to be exposed ?
3. Prevention of Exposure
 - 3.1 Can the hazard be eliminated from the proposal?
 - 3.2 What arrangements, if any, can be made to enclose the hazard so that exposure is prevented?
 - 3.3 Can the agent capable of causing harm be substituted by another of a lesser hazard?
 - 3.4 What arrangements will be made to exclude people from the work areas to reduce number of people exposed?
4. If isolation of the hazard is not possible, identify the control measures which will be introduced: (Detailed arrangements addressing items 4.1-4.4 must be attached to this assessment form):
 - 4.1 Engineering controls?
 - 4.2 Safe Systems of Work?
 - 4.3 Personal Hygiene Practices?
 - 4.4 Personal Protective Equipment Strategy (nb. This can only be considered as a last resort once all issues in 4.1- 4.3 have been exhausted)
5. Provide detailed procedures that you will adopt in the event of an emergency eg. spillage, runaway reaction, release of gas, overheating, explosion etc.
6. Determine whether routine exposure monitoring is necessary (You may wish to consult the Director of Safety)
7. Determine whether health surveillance is necessary (eg use of allergens, carcinogens, radiation etc.) Consult the Director of Health Service.
8. Identify the training needs of research and technical staff and students and indicate what training will be provided and how it will be undertaken.
9. Indicate if any special or additional accommodation will be required, where that will be and whether you have the authorization of the HoD to use that space for your work.
10. Identify what storage arrangements will be needed.
11. What, if any, special arrangements will be needed for the disposal of products and/or waste?
12. Identify any further action you need to take to comply with codes of practice or regulations that apply in Hong Kong or where these do not exist international codes that you will follow.
13. Indicate a date 6 months after the estimated start of your research for a review of the risk assessment.

Declaration:

All the items above (and others where necessary) have been considered in developing a risk assessment for safety approval in relation to this research proposal and details are attached.

Signature of PI: _____ Date: _____

Signature of HoD: _____ Date: _____