

Note – This document may have been superseded by a more recent revision.
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Appendix 4 Example Risk Assessment for Small Scale Laboratory Use of Solvents

Title:	Assessed By:	Date of Assessment:
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Step 1 What are the hazards?	Step 2 Who might be harmed and how?	What are you already doing?	Step 3: What further action is necessary?	Step 4: How will you put the Assessment into action?

Hazard/Task or Situation	Action by whom	By when	Done
<p>Fire and explosion hazard from small scale laboratory use of solvents (typically less than 1 litre)</p>	<p>Staff and other persons accessing the laboratory may suffer burns However, formation of a flammable atmosphere in the laboratory is very unlikely (only those solvents classed as highly flammable present a significant risk)</p>	<p>No highly flammable solvents in use substituted by lower flammability alternatives. Minimise inventory of solvents in laboratory. Liquids handled in small containers typically < 1 litre. Following information is provided: Working Safely with Solvents http://www.hse.gov.uk/pubns/indg273.pdf http://www.hse.gov.uk/fireandexplosion/storageflammliquids.htm Safe Working with Flammable Substances http://www.hse.gov.uk/pubns/indg227.pdf</p>	<p>None Control measures are sufficient to reduce risks to tolerable levels The Basis for Safety is Explosion Prevention</p>

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		Use solvents in registered and maintained fume cupboards wherever possible otherwise ensure that there is good general ventilation.				
		Good laboratory practice - Replace lid of solvent container when not in use. Clean up spills immediately.				
		Store solvents in lockable metal solvents cupboard. MSDS available.				
		No smoking allowed Other portable ignition sources controlled by good laboratory practice. Any hot work carried out under a Hot Work Permit				
		Fire alarm system available Fire procedures displayed indicating location of nearest suitable fire extinguisher Staff given fire training				

Step 5 Review Date:

- Review your assessment to make sure you are still improving, or at least not sliding back.
- If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.