

RISK ASSESSMENT DETAILS

RISK ASSESSMENT TITLE

Sharps & Glass Use

RISK ASSESSMENT COMPLETED BY:

Kate Millan – Health & Safety Officer

SUBJECT MATTER EXPERT:

RA NUMBER:

PROC105

VERSION:

1

VERSION DATE:

14/02/2011

REVIEW DATE:

14/02/2016

IMPORTANT NOTES

This Risk Assessment includes needles, syringes, scalpel/razor blades, glass pipettes, microscope slides.

PERSONS AT RISK

Any person using sharps and glass, person's disposing of waste materials.

REFERENCED DOCUMENTATION: (list any other sources of information that relates to this risk assessment, e.g. SOPs, other Risk Assessments etc)

MBS Sharps & Glass Handling Procedures
 Protocols for Needle-stick Injuries
 Using Material of Human Origin Procedures

OVERALL RISK RATING

Low - Medium

HAZARD IDENTIFICATION & RISK ASSESSMENT (use the Risk Matrix below to assess the risk)

HAZARD 1:

Needles

ASSOCIATED RISKS:

Exposure to biological material

MEASURES REQUIRED TO REDUCE RISK:

1. Procedures that involve needs and syringes should always refer to the School's Sharps and Glass Handling Procedures.
2. Needles should never be re-sheathed, but placed in a dedicated sharps waste container immediately after use.
3. Syringes and needles should never be separated post use.
4. Needles must never be left unattended.
5. Any un-used AND uncontaminated needles must be stored by sticking into polystyrene or similar foam.
6. Any users working with material of Human Origin must follow the School's "Using Material of Human Origin Procedure".
7. Any users who sustain a needle-stick injury must follow the School's Protocols for Needle-stick injuries.
8. Users should have appropriate vaccinations.

RESIDUAL RISK (When all control measures have been implemented)

CONSEQUENCE

Moderate

LIKELIHOOD

Rare

RISK RATING

Low

HAZARD 2:

Scalpels/Razor Blades

ASSOCIATED RISKS:

Cuts & lacerations, exposure to biological material

MEASURES REQUIRED TO REDUCE RISK:

1. Procedures that involve scalpels should always refer to the School's Sharps & Glass handling Procedures.
2. Scalpels should never be used on their own and they must always be attached to a handle.
3. Scalpel blades must be removed via a School approved blade removal system. They must never be removed by hand.
4. Scalpel/razor blades not in use must be stored in polystyrene or similar foam with the edge guarded.
5. Scalpel/razor blades must NEVER be left on the bench in an open wrapper.

6. Only single edge razor blades must be used.

RESIDUAL RISK (When all control measures have been implemented)	CONSEQUENCE	LIKELIHOOD	RISK RATING
	Moderate	Unlikely	Medium

HAZARD 3:

Microscope Slides/Glass pasteur pipettes

ASSOCIATED RISKS:

Cut/laceration from edge of slide or broken pipette/ Exposure to biological material.

MEASURES REQUIRED TO REDUCE RISK:

1. Procedures involving glass/sharps should always refer to the School's Sharps & Glass Handling Procedures.
2. Where possible, use plastic pipettes.
3. Glass must always be disposed of in a dedicated glass waste container.
4. Any users working with material of human origin must follow the School's "Using Material of Human Origin Procedure".

RESIDUAL RISK (When all control measures have been implemented)	CONSEQUENCE	LIKELIHOOD	RISK RATING
	Moderate	Rare	Low

ADDITIONAL CONTROLS AFTER REVIEW

RISK CONTROL:

DATE OF REVIEW:

REVIEWED BY:

RISK CONTROL:

DATE OF REVIEW:

REVIEWED BY:

RISK CONTROL:

DATE OF REVIEW:

REVIEWED BY:

HAZARD REGISTER

If the residual risk is high or very-high after controls have been implemented, the risk assessment must be signed off by the Head of School and transferred to the Hazard Register.

DATE ENTERED ON HAZARD REGISTER:

HEAD OF SCHOOL SIGNATURE:

RISK MATRIX

Consequence

		Negligible	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	M	H	V	V	V
	Likely	M	M	H	V	V
	Slight	L	M	H	H	V
	Unlikely	L	L	M	M	H
	Rare	L	L	L	M	M

Almost Certain	There is an expectation that such an event will occur.	Severe	Injury resulting in death or permanent disability.
Likely	There is an expectation that such an event could occur but not certain to occur.	Major	Injury requires extensive medical treatment, hospitalisation.
Slight	The expectation of this event occurring is between "could" and "improbable".	Moderate	Injury requires formal medical treatment e.g. treatment as an outpatient in a medical facility.
Unlikely	The expectation of this event occurring is doubtful or improbable.	Minor	Injury requires first aid.
Rare	There is no expectation that this event will occur.	Negligible	Injury requires minor first aid or results in short term discomfort e.g. headache, bruise etc.