

Risk Assessment: Lone Working in Radiation room

Scope

A full list of university policy statements can be found at:

<http://www.admin.ox.ac.uk/safety/policy-statements/>

This document assesses the risk for out of hour's access to the NDMRB radiation lab and lone working. The procedure covers all staff and students and is effective from 20th May 2013.

Out of hours working times are regarded as:

- Between **18:00 and 08:00** Monday to Friday
- Between **18:00** Friday and **08:00** Monday (weekends)
- Public and Centre holidays

Lone working carries a number of risks; therefore it is imperative that risk assessments are carried out on work before it is carried out in a lone working situation. The risks of some work may risk solely because you are working alone and it is important that this risk is identified.

Security services telephone number: 89999

It is the users responsibility to ensure what controls are needed to ensure that the health of themselves and others around them. It is imperative that you **DO NOT** start any work until you are absolutely sure of the appropriate precautions that need to be employed. If you are unsure seek advice from your line/laboratory manager or your departmental safety officer (DSO).

Name of assessor:	Suzanne Campion	Date of Assessment:	July 2017	Review Date:	Every 3 years
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Risk Matrix:

Risk Matrix		Likelihood			
		High	Medium	Low	Negligible
Consequence	Severe	High	High	Medium	Effectively Zero
	Moderate	High	Medium	Medium/low	Effectively Zero
	Insignificant	Medium/Low	Low	Low	Effectively Zero
	Negligible	Effectively Zero	Effectively Zero	Effectively Zero	Effectively Zero

Risk Assessment:

Hazard (Cause and consequence)	Affected Groups	Existing controls	Risk	Further Action
Exposure to radiation	Staff Students	<p>Only trained users who have shown evidence of their experience to the Senior Radiation Protection Officer will have access to the Radiation suite.</p> <p>Each user is registered with the University Safety Office and must undertake training before below allowed to commence work.</p> <p>A detailed risk assessment of the procedure and the waste stream must be drafted with the SRPS before ordering any radioactive material.</p> <p>Ordering, delivery, storage, use and waste of radiation material is covered in the Radiation Code of Practice.</p> <p>Every user must double glove, wear a leak-resistant disposable gown. Engineer must have completed a Permit of Work and the equipment to be serviced or fixed must have been appropriately decontaminated.</p>	Low	None
Injury due to misuse or faulty equipment	Staff Students	All users are trained in the correct operation of instruments. Specialised equipment such as centrifuges and incubators are under maintenance service contract.	Low	None

Being trapped in the radiation suite out of hours (door release mechanism no longer functioning)	Staff Students	Emergency release of the door mechanism present on the side of the door.	Low	Yearly maintenance service contract
Exposure to chemical Count off: H314 Causes severe skin burns and eye damage Decon 90: H314 Causes severe skin burns and eye damage	Staff Students	Users are trained in the safe use of those chemicals. Inhalation: Spray bottles are used for Count off – this must be use with caution. Skin adsorption: Users must wear gloves at all time whilst working in the radiation suite. Eye instillation: User must wear safety spectacles at all time whilst working in the radiation suite.	Medium	None

Signed By Author:

Approved by (sign and print):

Reviewed by:

Review date: