PART 2
N8 EQUIPMENT SHARING TOOLKIT (N8 EST)

2.1 Health and Safety Questionaire Template

Sample Submission and Work Activity Form and Checklist - version 5

Summary Checklist

The N8 Equipment Sharing Toolkit aims to promote equipment sharing. Successful sharing requires prior discussion between visitor and host to evaluate any risks associated with the equipment and/or any samples or products involved. Below is an N8 agreed checklist of the key areas that should be considered before any work commences. Further information regarding each area is available in the detailed Sample Submission and Work Activity Form.

Proposed Activity

1. Has the proposed activity been discussed and agreed?	Yes/No

Equipment Details (if the visitor is operating the equipment themselves)

2. Have the risks associated with the operation of the equipment been considered?	Yes/No/NA
3. Have the equipment control measures and training requirements been agreed?	Yes/No/NA
4. Have the data storage and computer access been agreed?	Yes/No/NA
5. Have the necessary access arrangements been put in place?	Yes/No/NA

Samples and Products (if samples and/or products are involved)

6. If any samples are to be brought on site by the visitor, have the risks, control measures, and approval requirements associated with these samples been agreed?	Yes/No/NA
7. Have sample and product storage, return and waste disposal been agreed?	Yes/No/NA

Other Aspects

8. Have any potential ethical issues and approvals that might be associated with the work or the samples involved been considered and agreed?	Yes/No

The host and visitor are strongly advised to formally record the details covering the agreed access, in particular the required training and its subsequent delivery.

Declaration:
To the best of our knowledge, we have covered the above aspects. The recommended control measures and training will ensure that any risk to all persons and equipment associated with the proposed activity is as low as reasonably practicable. All identified requirements and training will be completed before the work commences.

Signed (Visitor): _____ Name: _____

Date:_____

Signed (Host): _____ Name:_____

Date:_____

Sample Submission and Work Activity Form Introduction

The N8 Equipment Sharing Initiative aims to maximise the research performance and efficiencies of all the partners within the N8 through promoting equipment sharing wherever this is feasible. To reduce inertia barriers to equipment sharing, this form outlines the aspects agreed within the N8 that must be considered when undertaking a risk assessment of proposed equipment sharing. The form can be used as a stand-alone pro forma but can also be used in conjunction with existing protocols and procedures, or even just as a prompt to ensure all the key areas have been considered.

Access to each piece of equipment is at the absolute discretion of the owner and not all equipment will be available or appropriate for sharing. Prospective visitors should initially check with the owner whether access might be possible in principle prior to commencing detailed considerations. The type and frequency of access requested will also influence the final decision by the owner and this form is also designed to help identify any major issues.

Completing the form will undoubtedly require a dialogue between the prospective visitor and host and these discussion should be commenced well in advance of the proposed activity. While it is recommended that the full form is used for each new area of sharing, the Summary Checklist can also be used as a quick reminder of the potential areas to consider.

Prospective Visitor Details

Name:

Email:

Telephone:

Web:

Organisation (School/Department/University):

Prospective Host Details

Contact name:

Email:

Telephone:

Web:

Organisation (School/Department/University):

You are strongly advised to check with the prospective host whether access might be possible in principle prior to attempting to fill in this form. The form should be completed through discussion between both the prospective visitor and host.

Contents

Section A – Proposed Activity

A1 Summary of Proposed Activity

Equipment (where applicable - make/model/database):

Type of Access (please tick one option)

- ☐ Full service (host undertakes all the experimental work)
- ☐ Supervised access (appropriate training and support provided by the host)

For supervised access please indicate the level of experience with this type equipment (please tick one option)

- ☐ Highly competent user
- ☐ Some experience
- ☐ No experience

Will samples be brought on site?

- ☐ No
- ☐ Yes

If Yes, please specify:

Brief description of the proposed work (objectives, measurements to be made, process to be undertaken, etc.):

Does a risk assessment already exist for the sample and/or the proposed work?

- ☐ No
- ☐ Yes

If Yes, please provide a copy:

Please indicate the estimated level and frequency of usage as far as it is practical to predict.

Section B: Equipment Specific Details

Only to be completed if the visitor will be operating the equipment themselves.

B1. Identification of Equipment Hazards

Can the proposed work be covered by the host's generic risk assessment that already exists for the equipment involved?

YES: ☐ **NO:** ☐

If Yes, please ensure that a copy if provided to the visitor.
If No, please answer the following questions:

Are there any significant hazards associated with the use of the identified equipment to analyse/ process the samples and/or undertake the proposed work activity?

YES: ☐ **NO:** ☐

If YES, which ones? (Please append further details if required)

☐ **Lasers**
If YES, please specify the category of laser involved and what interlocks are in place.

☐ **Electrical**
If YES, please specify the type of electrical hazard.

☐ **Mechanical**
If YES, please specify the type of mechanical hazard.

☐ **Manual handling**
If YES, please specify the type of manual handling involved.

☐ **Other Hazards** not listed above (please specify).

B2. Recommended Equipment Control And Training Measures

Special Precautions:
Are special precautions required to prepare the equipment, operate the equipment and decontaminate the equipment for the proposed work beyond the normal operating procedures for the equipment?

YES: ☐ **NO:** ☐

If YES, please specify:

Training:
Is specific and/or statutory training required?

YES: ☐ **NO:** ☐

If YES, please specify along with details of any previous training the visitor has already received and any future training requirements that have been agreed between the visitor and the host.

B3. Data Storage And Computer Access

Will the proposed work require any data to be stored at the host site after the completion of the work or access to proprietary analysis software at the host site?

YES: ☐ NO: ☐

If YES, please specify the following:

a) Estimated amount of storage space required

b) Period over which the storage space will be required

c) The software that will be required and over what time period

B4. Facility Access And Security

What arrangements will be required for the visit or to gain access to the facility?

☐ Accompanied at all times

☐ Issue of visitor card/pass

☐ Other (please specify)

Section C – Sample And Product Details

Only to be completed where samples are to be brought onto the host's site, provided for analysis by the host, or where the use of the equipment will generate physical products and materials (rather than just results).

C1. Identification Of Sample Hazards

Are there any significant hazards associated with your samples?

YES: ☐ NO: ☐

If YES, which ones? (Please append further details if required)

☐ **Chemicals**

If YES, which chemicals are involved? Please identify any substances that are considered to carry a high or exceptional level of danger as these will require a specific safety assessment to be agreed with the host Departmental Safety Officer / Lab Manager. The host will identify the need to provide Safety Data Sheets and COSHH assessments as required under the local rules.

☐ **Radioisotopes**

If YES, which isotopes, level of activity in use, and disposal routes? A local assessment will need to be agreed with the host Radiation Protection Advisor (RPA).

☐ **Micro-organisms**

If YES, which ACDP category? All pathogens (Hazard Group 2 to 4), will require a specific assessment to be agreed with the host Departmental Safety Officer.

☐ **Genetically Modified Material**

If YES, what type (microbial, plant, animal) and what Containment Level has the material been associated with? All work with GM organisms must be covered by an assessment, approved by the host GM safety committee.

☐ **Human Derived Material**

If YES, provide details and state whether as assessment has been agreed with the host Safety Officer and, if appropriate, with the host Ethics Committee.

☐ **Other Hazards not listed above (please specify)**

C2. Identification Of Exposure Potential

Where the samples pose a significant hazard, please answer the following questions:

Sample Pre-processing

Will the samples need to be processed at the host site prior to use with the equipment?

YES: ☐ **NO:** ☐

If YES, please specify below and identify any additional risks associated with the processing to be undertaken at the host's site:

Sample Exposure during Operation of the Equipment

Will the proposed operation of the equipment result in the potential for the operator to be exposed to the samples brought on site?

YES: ☐ **NO:** ☐

If YES, please detail below:

C3. Recommended Sample Control Measures

Identify appropriate measures that are required to adequately control the risks associated with the hazards identified above. These may include containment of samples in a fume hood or safety cabinet; the use of personal protective equipment, following a standard operating procedure or protocol. Also consider any specific training of personnel that may be required.

☐ There are no significant hazards associated with the identified samples and all work can be conducted using standard laboratory practice only.

☐ Specific control measures recommended for the transport, storage and handling the identified samples (including action to be taken in the event of spillage) are summarised below. Reference should be made to any specific assessments required or undertaken as appropriate.

Statutory Training
Is any statutory training required to handle the types of samples described?

YES: ☐ **NO:** ☐

If YES, please specify and state any previous training the visitor has received and the future training requirement that has been agreed between the host and the visitor:

General Training
Is any general training required to handle the types of samples described?

YES: ☐ **NO:** ☐

If YES, please specify and state any previous training the visitor has received and the future training requirement that has been agreed between the host and the visitor:

C4. Sample Delivery

Will the samples be sent prior to attendance at the Host site?

YES: ☐ **NO:** ☐

If YES, please provide the following information:

a) How will the samples be sent (post, courier, etc.)?

b) What action is required on receipt and how should the samples be stored?

The Host should provide the correct delivery address to use below:

FAO XXX
Address line 1
Address line 2
Post Code

It is the visitor's responsibility to ensure that the samples are packed and labelled appropriately.

It is the visitor's responsibility to obtain any approval required to remove the samples from their home site.

If the visitor is bringing the samples themselves it is assumed that these will be transported appropriately.

In all cases, only those samples identified in the previous sections can be brought on site unless additional agreement with the host is made in advance.

C5. Sample And Product Storage, Return And Waste Disposal

Samples and Products Produced

Will there be any samples or products produced as a result of the work?

YES: ☐ **NO:** ☐

Will you remove all samples or products along with any waste generated from site after completion of the work?

YES: ☐ **NO:** ☐

If you require the Host to store and/or return any samples or products, please answer the following questions.

a) How should the samples or products be stored after completion of the work?
b) How should the samples or products be sent to you?
c) Are there any packing or labelling requirements?
Please provide the full delivery address:

FAOXXXX
Address line 1
Address line 2
Post Code

Sample and Waste Disposal

If you are NOT removing all excess samples and any waste generate from site, please answer the following questions:

Are there any specific and/or statutory waste disposal requirements? If you answer "no" you are confirming that any waste can be safely disposed of through normal landfill and/or waste water routes.

YES: ☐ **NO:** ☐

If YES, what routes of disposal should be used (e.g. autoclaving, incineration, specialist waste disposal contractor, etc.)?

Section D – Other Aspects

D1. Ethical Considerations

It is expected that any potential ethical issues and approvals that might be associated with the work or samples involved have been considered and agreed. All of the N8 Universities follow the general principles of the Research Councils UK **(www.rcuk.ac.uk/research/Pages/ResearchIntegrity.aspx)** and Universities UK **(www.universitiesuk.ac.uk/highereducation/Pages/Theconcordattosupportresearchintegrity.aspx)**

As outlined in the Universities UK Concordat, all work should meet the range of ethical, legal and professions frameworks, obligations and standards that reduce the potential for harm, in particular to human participants, the environment, and animals involved in research.

Of particular concern is likely to be work associated with:
- samples comprising or derived from human tissue.
- samples comprising or derived from animal experimentation.

Other areas that should generally be discussed with the host include work that involves:
- materials associated with or intended for use as weapons.
- tobacco products.
- cosmetics testing.

Please confirm below whether there are any potential ethical issues and approvals that might be associated with the material being brought on site or the work to be undertaken?

YES: ☐ **NO:** ☐

If Yes, please give details:

Any identified ethical issues may need consideration by the appropriate Ethics Committee at the host institution.

D2. Other Considerations Specific To The Proposed Work And Not Covered Elsewhere

Are there any other considerations that should be brought to the attention of the prospective host that are not covered elsewhere?

YES: ☐ **NO:** ☐

If Yes, please give details below: