**Appendix 9 Laboratory/Area clearance checklist**

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| **Location** |  | |
| **Person(s) responsible for the laboratory/area before clearance** |  | |
| **Assessment undertaken by : -** |  | |
| **Date** |  | |
|  | **Status** | **Any action required and by whom** |
| List all hazards shown on Hazard Poster |  |  |
| Any other local signage indicating hazards |  |  |
| **• Nature of any radiation hazard? E.g. sealed sources; contamination etc.**  **Is/was the area designated a radiation area?**   * Controlled/supervised? * Date Health Physics notified of clearance? |  |  |
| **BEFORE CLEARING COMMENCES** | | |
| * **If any radiation hazard is noted in section above - Seek advice from RPA**   • Is any Health Physics action required before clearance commences, if so what?  • Results of any Radiation monitoring?  • Any radioactive sources removed?  • ISOSTOCK updated?  • Any radioactive items removed?  • Yellow/Blue Label required?  • FULLSTOCK updated?  • **Health Physics clearance granted by:-**   * Date area de-designated: -   ***If any material is found during the clearance which is suspected to be radioactive – contact RPA as soon as practicable.*** |  |  |
| • Current drawings of all services available?  • Identify electrical power connections > 13A and confirm status   * Is any equipment still connected? * Are 13A outlets still live? * Any battery banks or UPS?   • Emergency Exits marked – safe access and egress? No obstructions, does signage lead out of building? |  |  |
|  | **Status** | **Actions** |
| SHE GROUP notified of clearance?  Building Fire warden notified of clearance?  Is any equipment covered by statutory testing? E.g. lifting; pressure systems, LEV?  Are any First Aid equipment/boxes located in the area? |  |  |
| **Chemicals** | | |
| * Chemical cabinet? * MSDS sheets for contents? * Spillage arrangements? * Disposal arrangements?   Were biological hazards present in the lab?  Is any sterilisation required? |  |  |
| **Manual handling tasks** | | |
| * Is a specific MH assessment required for any task during the clearance? * Are any mechanical aids required / provided? |  |  |
| **Cryogens** | | |
| What?  Any storage vessels in the area?  What type? pressurised?  Registration numbers of any vessels  Are vessels empty or can they be vented? |  |  |
| **Compressed gases** | | |
| Laboratory gas supplies – external supply?  Isolated?  Local supply from cylinders:-  Equipment disconnected?  Cylinders removed? |  |  |
| **Work at Height** | | |
| Are all work areas accessible from the floor?  Ladders/steps/scaffolding required? |  |  |
| **General** | | |
| * Lighting suitable for the task? Any additional temporary services required? * Ambient temperature? – does the area require temporary heating * Ambient noise level? Is it likely to rise during the clearance?   Has a risk assessment for clearance been completed and held in the STFC SHE software system?  Ref Number?  Is any PPE, RPE required? |  |  |
|  | **Status** | **Actions** |
| **Disposal of equipment** | | |
| Disposal of electrical equipment WEEE?  Containers required?  Skips required? |  |  |
| **All appropriate hazards and warning signs removed?**  **(Assessor)**  **Area clearance can proceed – approved by:**  **(Assessor)**  **Assessment accepted by site Rigger Manager:**  **Area confirmed cleared:**  **(Assessor & Rigger Manager)**  **(RPA must also sign if any radiological hazards were present)**  **Area responsibility passed to new department by?**  **Accepted into new department by?** |  |  |

**SHE Checklist for Laboratory/Area Clearance**

This check sheet should be used to identify and control any hazards in laboratories or other areas to be cleared, decommissioned, or demolished or where new equipment is to be relocated.

The area supervisor/person responsible for the area is to ensure that all staff working in the area have been made fully aware of this clearance procedure; the location and status of any remaining hazards and any actions necessary by them during the clearance work.

A copy of the signed completed check sheet should be affixed to all access doors of laboratories and areas to be cleared, by the laboratory supervisor/person responsible for the area.

Site riggers have been instructed not to clear a laboratory or undertake major relocation of equipment until they are in receipt of a signed completed check sheet.

If the area contains any radiological hazards, a completed signed copy of the check sheet should be sent to the RPA by Health Physics.