 **Principal Investigator Annual Safety Compliance Checklist**

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| **Principal Investigator** |  |
| **Senior researcher designated to manage day to day safety** |  |
| **Research group location(s)** |  |
| **Research group members** |  |  |
|  |  |
|  |  |
| **Dates/Year checklist applies to** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Yes/No/NA** | **Additional action required** | **Due date** |
| 1. Chemical Agents Risk Assessments produced for all procedures involving chemicals used by the group |  |  |  |
| 2. Up to date Safety Data Sheets are available for chemicals in use by the group. |  |  |  |
| 3. Carcinogen Risk Assessments including justification for use of the carcinogen are in place. |  |  |  |
| 4. Biological Agents Risk Assessments produced for all procedures using group 2, 3 or 4 biological agents (including notification to HSA).  |  |  |  |
| 5. Project Risk Assessments produced for the research projects been undertaken  |  |  |  |
| 6. There are safe operating procedures for any potentially hazardous equipment used by research group member. |  |  |  |
| 7. Training needs of the research group have been identified and training arranged. |  |  |  |
| 8. Safety induction training carried out for new group members and records kept. |  |  |  |
| 9. Accidents reported to Health and Safety Office. |  |  |  |
| 10. Equipment owned/controlled by the group is inspected/serviced and records kept  |  |  |  |
| 11. Pregnancy risk assessment carried out if necessary |  |  |  |
| 12. Actions identified during biannual safety inspections have been taken.  |  |  |  |
| **13. Summary of accidents and near misses**  |
| Accidents  | Incidents/Near misses |
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|  |  |
| **14. Summary of safety training attended by members of the research group** |
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| **15. Concerns raised by staff** | **Dealt with (Yes/No)** | **Further action required** |
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Signature of Principal Investigator Date