UNIVERSITY OF CAMBRIDGE	Document Type: **General Risk Assessment (RA) – Region Specific**	**Effective Date:** May 2024 **Review Date:** May 2025 **Version:** 1.0 **Supersedes Version:** N/A
	Department: **Victor Phillip Dahdaleh Heart & Lung Research Institute (VPD-HLRI)**	

Document Title: FedEx Biological Shipments

Describe the activity, experiment or area under assessment:
Managing FedEx Biological Shipments coming in/out of Goods In Store.

List the significant hazard(s).	Describe what could go wrong – that is, say who might be hurt and how.	Is the risk high, medium or low?	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening.	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.

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Biological & Chemical Hazards	Any staff handling the package in Goods In and couriers potentially exposed to biological and/or chemical hazards if samples not packaged correctly. Staff & Contractors	Medium	• Ensure that samples are contained securely in an appropriate container, preferably with a screw top lid e.g. falcon tube. • Use an appropriate outer container, preferably a polystyrene box (especially for packages containing dry ice or ice-packs). The box lid should be securely fastened using reinforced tape. A vent hole should be made through the tape for containers containing dry ice to allow gas to vent. • Check whether there are any restrictions on samples being sent, as they may require extra packaging. Refer to the IATA Dangerous Goods Regulation guidance for more details. • Ensure that a suitable absorbent material is placed inside the outer container to soak up any spillage that may occur. • Ensure that all relevant information regarding the sample being shipped is provided so that appropriate safety measures can be taken. • Ensure that appropriate personal protective equipment is worn during the packaging process – in this case: nitrile gloves and a laboratory coat. • Shipment declaration for must be completed, and signed by the Group Leader.	• Goods In staff to check parcel when handed over and flag any concerns with staff member who has dropped off parcel.

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Dry Ice	Risk of cold burns, frostbite & asphyxiation if dry ice not stored correctly. (Dry ice is solid carbon dioxide & sublimes at approx. -79C. It evaporates to Carbon Dioxide gas, which is colourless, odourless at low concentration & toxic. Staff & Contractors	Medium	• Ensure that appropriate personal protective equipment is worn at all times when handling dry ice. In this case, personal protective equipment is defined as cryogenic gloves, nitrile gloves, protective eyewear and a laboratory coat. • Ensure that dry ice is shipped in an appropriate polystyrene storage box. • Ensure that the Material Safety Data Sheet for Dry Ice is made readily available is required. • Relevant safety labels on outside of the box.	

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Working with Liquid Nitrogen when sending Dry Shippers	Risk of cold burns, frostbite & asphyxiation if liquid nitrogen not used appropriately. Staff & Contractors	Medium	• Ensure that appropriate personal protective equipment is worn at all times when handling liquid nitrogen. In this case, personal protective equipment is defined as cryogenic safety gloves, face or eye protection, laboratory coat or cryogenic apron, personal oxygen monitor and appropriate footwear (no bare flesh). • Follow the "Working with Cryogenics when using the liquid nitrogen filling station, pressurized liquid nitrogen vessels and dry shippers" SOP when sending dry shippers. • Only use purpose-made dry shippers for shipping samples on liquid nitrogen. Shipper needs to be fit for purpose to avoid splitting/leakage of liquid nitrogen before or during transport. • Lab users must have had Cryogenics Induction by Building Services Team prior to accessing the Cryogenics Store and using the LN2 filling station.	• Goods In staff to store Dry Shipper in Cryogenics Store on ground floor prior to collection. • Goods In staff MUST be informed when a Dry Shipper is dropped off. DO NOT leave in the corridor.
Manual Handling (including risk of musculoskeletal injury)	Staff could cause themselves a musculoskeletal injury from twisting, moving and lifting heavy parcels in/out fridge/freezer, pulling heavy parcel on trollies etc. Staff & Contractors	Low	• Assistance must be sought if the package is too large or too heavy for one individual to lift. • Dry shippers must be left in the Cryogenics Room for collection. • Appropriate equipment must be provided to assist in the transportation of biological shipment packages. • Manual handling training must be completed by relevant staff through contacting the Safety Office.	•

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Accidents/Incidents/ Near Miss	Staff could have an accident, incident or near miss that requires medical attention e.g. manual handling, cold burns.	Low	• For a major injury or life-threatening emergency, contact the Emergency Services immediately on 999 and request an ambulance, giving the exact location of the building. (Notify reception so they are aware). If not severe, contact an allocated first aider in the first incidence. • A designated first aider must be on duty during the normal building operations hours Mon – Fri 8AM to 6PM when Goods In store is occupied. • The building's allocated first aiders contact details are located with every first aid kit around the building including at reception where the defibrillator is located. • All accident, incidents and near misses need to be logged on the University's AccessNet portal.	• The defibrillator is located near reception and accessible at all times in case of emergency use. • Goods In Store is occupied Mon-Fri 8AM to 4PM. •

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice. Any specialist emergency or first aid procedures should be specified here.

- Seek medical attention from a first aider if you hurt yourself
- Any accidents, incidents and near misses need to be reported on AccessNet portal
- Goods In staff not to accept parcels that haven't been packaged properly. Notify Building Services Manager is any concerns or issues.
- Evacuate area if there is any chemical spillages and inform your line manager and Department Safety Officer (DSO)

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here

VPD-HLRI Managing FedEx Biological Samples

Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.	**What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose.**
N/A	Cryogenic gloves, lab gloves, safety goggles, Cryogenic apron

Name of assessor:	**Signature:**	**Date:**	**Date of last review:**
Abigail James		29.05.2024	N/A

This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

Reviewed by (name)	Signature	Date	Indicate changes here[5]

[1] A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

High or low temperatures	High pressures	Chemical hazards	Biological hazards	Genetically Modified Organisms	
Ionising radiations	Lasers	Sharp objects	Dusts	Work at heights	Animal houses
Magnetic fields	Machinery hazards	**Electricity**	Manual Handling	Noise	Vibration
Falling objects	Collapsing structures	Flooding	**Slips, trips and falls**	Asphyxiant gases	Flammable gases

[2] Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

[3] Please see the health and safety risk assessment handbook for further guidance on levels of risk.

[4] When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

[5] If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.