Imperial College London

RISK ASSESSMENT AND STANDARD OPERATING PROCEDURE

1. PERSON CARRYING OUT ASSESSMENT					
Name	S.J. Elliott	**Position**	Deputy NMR Facility Manager	**Date**	27/06/25

2. DESCRIPTION OF ACTIVITY (include storage, transport and disposal if relevant)
Routine operation of NMR equipment and related computer systems, maintenance of this equipment.

3. LOCATION					
Campus	WC.	**Building**	MSRH	**Room**	B12

4. HAZARD SUMMARY			
Accessibility	None	**Mechanical**	None
Manual Handling	None	**Hazardous Substances**	Minimal
Electrical	Minimal	**Noise**	None
Working at height	Use of stepladders	**Extreme temperature**	Minimal exposure
Falling objects	No	**Pressure/steam**	Low pressure inert gas
Trip hazards	Minor (cables)	**Other**	Stray magnetic field - a specific hazard for cardiac pacemakers - see relevant risk assessment
Lone Working Permitted?	**Yes** ☒ **No** ☐	**Permit-to-Work required for planned maintenance?**	**Yes** ☒ **No** ☐ **N/A** ☐

5. Who might be harmed and how?			
Staff / students ☒	Trip, magnetic field and chemical hazards	**Cleaners, engineers etc** ☒	Trip, magnetic field and chemical hazards
Support staff ☒	As above	**Other**	

6. How often is the process being carried out?

Once a day ☐ Once a week ☐ Once a month ☐ Every 6 months ☐ Annually ☐

Other – give details Equipment operates continuously 365 days/year, often untended in automated modes, but staff and students operate it frequently as required.

7. Brief description of the procedure	Existing precautions (Controls)	Is risk high, medium or low?
1) Loading/removing samples	Avoid trip hazards or damaging samples	Low
2) Operating equipment/computers	Correct use of computer workstations	Low
3) Correcting sample changer problems	Care in using stepladders, handling possibly damaged samples	Low

4) Maintenance tasks including module swapping 5) cryogen refills - nitrogen and helium. N.B - ONLY SPECIALIST NMR STAFF CARRY OUT PROCEDURES 3 TO 5 - STUDENTS AND RESEARCHERS ARE NOT PERMITTED TO DO THESE.	General safe working practices As per CoP and equipment manuals.	Low Low

8. Are extra precautions needed? If no please tick box and move onto next section ☒

If yes, please describe	Who has been asked to do this?	By what date?

9. EMERGENCY ACTIONS

Immediate evacuation if alarms indicate drop in level of Oxygen in the atmosphere

10. Monitor and review

Controls should be monitored: daily ☐ weekly ☐ monthly ☒ 6 monthly ☐ annually ☐ other ☐

I will review this risk assessment at least every 6 months ☐ every 12 months ☒

Immediately in the event of process / location change or incident or accident

11. Training record – use this section to record the names and date of any persons you are training in this risk assessment and associated procedures

Name	Date	Name	Date

Note: http://www3.imperial.ac.uk/safety/formsandchecklists/raforms1 for specific risk assessment forms and guidance http://www3.imperial.ac.uk/safety/guidanceandadvice on gases, biological agents, chemicals, offsite work etc