**Chemistry Department Risk Assessment Forms**

**Microsoft Access Database Instructions**

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The Chemistry department operate a database using Microsoft Access for recording and auto-numbering risk assessments for all new experimental work taking place from 13/07/2020 and any which require alteration in order to comply with working arrangements post COVID-19. Risk assessment forms should be completed as usual but in the absence of a front office system for recording the completed assessments and assigning a number to them, they should be uploaded to the database where they will be given a number tag automatically.

**Important – The check out/in feature must be used. If the database is already checked out, please wait for it to be checked back in before adding to it. This also means that check-in is vital, please ensure you do so after you have added any records.**

1. Open the database “Chemistry\_Risk\_Assessment.accdb” from the FILES section in PGR/PostDoc Teams site by clicking on the 3 dots and checking out the database by selecting “More” and “Check Out”. Then download the database to your PC and open the file.
2. Double click “Chem\_RAF” in tables column at left of screen.
3. Input your name in “User” field.
4. Input your laboratory number in “Laboratory” field.
5. Input supervisor(s) in “Supervisor” field.
6. Double click paperclip in attachments field.
7. Click “Add” in dialogue box.
8. Navigate to the completed risk assessment file on your PC.
9. Click “OK” you will see the number in the bracket change from (0) to (1).
10. Click on the assessment date field and then the calendar icon to the right, the date for the assessment can then be chosen from the calendar.
11. Add further assessments by repeating steps 3-10. Each assessment will be automatically numbered. You may wish to note the number assigned in your laboratory notebook.
12. Save database on your local PC, then upload to Teams using the “Upload files” button in the Files section, use the same filename as the original version, you will be asked to confirm replacement of file with same name, select “Replace”.
13. Check the database back into Teams by clicking on the three dots and selecting “More” and “Check In”. You will be asked to describe what has changed, please type “New Entry”.

To access a previously saved assessment in the database;

1. Open the database (you can download without checking out - for this click on the 3 dots and select “Download”, this will pull the current database to your downloads folder on your local PC).
2. Double click on the attachment in the database view window.
3. Double click on the attachment name in the dialogue box which appears.
4. The assessment will open.