

## RISK ASSESSMENT

(ALL relevant questions **must be** answered)

<b>Date of Assessment:</b>	08/02/2017	<b>Category:</b>	Equipment / Process	<b>Department / School</b>	GAMES ACADEMY
<b>Title:</b>	Vive VR Kit	<b>Building:</b>	Falmouth		Fox 1
<b>Site / Location:</b>	Falmouth			<b>Penryn &amp; External Units</b>	Choose an item.
<b>General Information:</b>					
Who is at risk?	Users, Operator				
Who is especially at risk?	Users, Operator				
What date is the first action due?	10/02/2017				
Does this risk assessment include Safeguarding?	NA				
Does this risk assessment include 'Hot' works?	NA				

<b>Equipment Assessments:</b> (delete as appropriate)			
What processes does this equipment support?	VR		
Does this relate to any other documentation, eg: CoSHH / Risk Assessment? Please give details	NA		
<b>For Workshop and Technical Processes:</b>	<b>Yes</b>	<b>No</b>	If 'No' add comments / action plan (by who and when)
Maintenance plan and schedule in place and recorded	X		Maintenance is carried out before and after the kit has been used
Induction checklist and register in place and recorded?		X	Moon Gray 18.03.16
Has a Safe System of Work been written?	X		
Is PPE required? If 'Yes' describe what types and standards		X	NA

Equipment	Make	Model	Serial No	Age	CE Mark	Location
VR Kit						
VR Headset	Vive	NA	NA	2016	Yes	Falmouth
Computer						
PC Screen						

**All Risk Assessments must be countersigned by your Line Manager who must also oversee the control measures**

**All questions MUST be completed prior to submission to Falmouth Health & Safety**

Estates use only:


Risk No:	
----------	--

Keyboard							
Mouse							
(Add additional machines here)							
What is the Hazard, Risk and / or Potential Outcome?	List the measures already in place to reduce the risk of harm (not covered overleaf)	Risk of harm to participants			Is the risk adequately controlled?  Yes / No	If 'Yes' the risk is adequately control and can proceed  If 'No', then list the additional measure to be implemented to control the risk. <b>(If no additional measures can be implemented then the activity CANNOT proceed)</b>	Action Plan by whom by when (date)
		LOW	MEDIUM	HIGH			
<b>Hazard:</b> VR Kit  <b>Risk:</b> Tripping, Damaging back  <b>Potential Outcome:</b> Could potentially drop vr equipment when transporting, setting up	Technicians with manual handling training to set up equipment, transport equipment using a trolley to reduce potential outcomes.		X		Yes		
<b>Hazard:</b> VR Headset  <b>Risk:</b> Nausea, collisions, Spreading Germs, Tripping  <b>Potential Outcome:</b> User could potentially trip over cables User could potential feel sick from extended use User could spread or catch infection. User could collide into objects, walls.	VR equipment is set up with a minimum play space of 3x3 metres. Equipment is away from fire lanes and fire exits / entrances. A digital barrier is set up so that the user knows when they are close to an obstruction. Operator will feed wire and direct the user to avoid potential outcomes.	X			No	Antibacterial wipes / gel to be included within the kit to avoid spreading infections.	Moon Gray 01.04.16

<b>Hazard:</b> PC Computers  <b>Risk:</b> Setting Fire, electrocution  <b>Potential Outcome:</b> PC could potentially set fire	Fire Alarms in place, computers are sealed and users advised not to move or dismantle.	×			Yes		
<b>Hazard:</b> PC Screen  <b>Risk:</b> Extended use, poorly positioned screens  <b>Potential Outcome:</b> Eye Strain, RSI	Users are encouraged to take regular breaks Screens positioned at arm's length, however this is dependent on the user.	×			No	Possible additional methods to increase users to take regular breaks. User account notification after a set period to take a break. Posters detailing the impacts of extended computer use	Moon Gray 01.04.16
<b>Hazard:</b> Keyboards  <b>Risk:</b> Spreading diseases, extended use  <b>Potential Outcome:</b> Spreading diseases, infection, possible strain from repetitive use, RSI	Users are encouraged not to eat near equipment Users are encouraged to take regular breaks		×		No	Maintenance and regular cleaning of equipment. Mandatory session on the importance of keeping the work area clean. Antibacterial gel to be added to kit	Moon Gray 01.04.16

<b>Hazard:</b> Mouse  <b>Risk:</b> Spreading diseases, extended use  <b>Potential Outcome:</b> Spreading diseases, infection, possible strain from repetitive use, RSI	Users are encouraged not to eat near equipment Users are encouraged to take regular breaks		×		No	Maintenance and regular cleaning of equipment. Mandatory session on the importance of keeping the work area clean. Antibacterial gel to be added to kit	Moon Gray 01.04.16
--	---	--	---	--	----	---	-----------------------

**Add rows as necessary**

Signed:		Date:	11/02/2017
Countersigned: (Line Manager)		Confirmed by email:	Click here for date
<b>This Risk Assessment is out of date and due for review on: CLICK OR TAP TO ENTER A DATE.</b>			
Reviewed by:	Date:	Reviewed by:	Date:
	Click for date		Click for date
	Click for date		Click for date
	Click for date		Click for date

Completed copies to be sent to: Estates at [healthandsafety@falmouth.ac.uk](mailto:healthandsafety@falmouth.ac.uk)