Liverpool Hope University

Risk assessment proforma

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| Faculty/Department | Psychology | Brief description of event/visit/activity: | | Transcription Lab | |
| Location: | Transcription Lab –HS Building | Assessment carried out by: |  | | Assessment date: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SPECIFIC ASPECT OF EVENT/VISIT/ACTIVITY: | | | | | | | | |
| What are the hazards? | Who might be harmed? | What could be the harm be? | What is the risk level?\* | What are the existing measures to manage the risk effectively? | Is any further action or information required? | Action by: | | |
| Who | When | Completed |
| Slips and Trips | *Staff and participants/visitors* | *Injury from tripping over objects* | *4* | *Good general housekeeping*  *Area well lit*  *No trailing leads or cables*  *Cleaned regularly* | *Continuous monitoring* | All staff using the room | From now on |  |
| Display screen equipment | *Staff and participants/visitors* | *Staff risk posture problems and pain, discomfort or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.* | *2* | *Time spent using display screen kept to a minimum in experimental situations*  *Blinds in the room avoid glare on screen* | *Avoid excessive screen time* | All staff using the room | From now on |  |
| Electrical | *Staff and participants/visitors* | *Users could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.* | *9* | *Visual inspection of equipment on a regular basis*  *Defective equipment removed and stored safely* | *1 Regular visual inspection of equipment*  *2 PAT testing required*  *Check dates of next PAT test* | 1 All users  2 Lab manager | From now on  Jan 2016 |  |
| Lone working | *Researchers/ participants/visitors* | *Accidents, emergencies arising from lack of supervision, manual handling related injuries, sudden illness, fire* | *4* | *Researcher will have booked into the lab timetable prior to use*  *Handling of awkward, heavy loads not to be attempted without equipment when staff are working alone,*  *Researchers working alone should make themselves aware of the nearest first aid assistance and emergency procedures.*  *Staff and students who may have a health condition, which may elevate the risk of sudden onset of illness, are advised to declare such information to an appropriate member of staff. i.e. line manager/ Personnel and agree an appropriate ‘check-in’ or monitoring arrangement when working alone*  *Adherence to Psychology LW Policy*  *Security staff check all areas, including toilets, before locking up at night.* | *Security to check all areas before locking up at night* | All users  Lab manager/HoD | Ongoing |  |
| Fire | *All lab users and visitors* | *Minor burns, smoke inhalation, Major burns, fatalities* |  | *Fire risk assessments in place for all building on campus*  *All fire doors kept unobstructed and unlocked*  *Staff are to make themselves and their students aware of nearest fire notice and marked exit routes*  *All corridors are to be kept clear*  *Academic staff familiar with any PEEPs that may be in place for students and are aware of the nearest Refuge Points within the building*  *Staff and Students to comply with all fire drills / emergency evacuation procedures*  *Staff to undergo Fire Awareness Training regularly* |  |  |  |  |