**UNIVERSITY OF HUDDERSFIELD - GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM**

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| **Description of activity: Using headphones to listen to audio (relating to the modules NFE2184 Web Audio, NHE2425 Vision and Sound, NHE2491 Creative Programming with Midi and Digital Audio, NIE2280 CCSD2, NFE2181 Professional Skills and Research Awareness, NIE2237 Audio Plugins and Web Audio, NFE2172 Audio Technology 1 & CIT2310 Music Industry and the Internet)** | | | |
| **Location: Personal Study** | **Assessment by: Joe Davison** | **Assessment date: 10/10/22** | **Review date:** |

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| **GENERIC RISK MANAGEMENT MEASURES** |
| **Health and safety risk management measures appropriate to all aspects of the activity being assessed** |
| **Trip Hazards and other obstructions**   * Awareness amongst individuals, particularly those supervising activities within the room(s) of good housekeeping practices. * Sufficient storage space, particularly for items when not in use. * Routine housekeeping checks, including condition of floor coverings. * Where possible trailing cables arranged to not run across walkways. If unavoidable, cable matting to be used. * Any damaged floor coverings reported and made safe/repaired.   **Electricity and portable electrical appliances**   * Appliances subject to appropriate levels of maintenance (i.e. inspection and, where necessary, testing) that is recorded. * Sufficient number and position of fixed socket outlets. * Unavoidable trailing cables across walkways are covered with cable matting/protector.   **Display Screen Equipment**   * Workstations provided within the room(s) subject to the generic workstation assessment as part of the assessment process given by the University’s specific DSE policy. * Information provided to individuals on good workstation set up and posture and breaking up periods of continuous use.   **Lone Working and working outside normal working hours**   * Periods of lone working generally confined to normal working hours and when others in the vicinity. * Lone working by students outside of Studio Assistant’s working hours prohibited without relevant risk assessment and procedures in place. * Lone working activities and activities being undertaken outside normal working hours subject to risk assessment, particularly those involving students. * Means of summoning emergency assistance easily available (e.g. red emergency telephone, phones in studio corridors). * The University’s Out of Hours and Lone Working Policy adhered to, especially individual awareness of actions to take, procedures to follow etc. * Appropriate security arrangements in place to reduce likelihood of unauthorized access into buildings   **Fire**   * Smoking is prohibited. * Rubbish not allowed to over accumulate and is safely disposed of. * Displayed work etc safe distance for heat sources such as light fittings and spotlights. * Displayed work not located within 1metre of any exit point from the room(s). * Displayed materials not restricting or preventing access to emergency equipment or obstructing emergency guidance way signage. * Alarms installed to give audible and visual alert * Should the fire alarm sound, all people in the area should exit calmly to designated meeting point. |

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| **SPECIFIC ASPECT OF ACTIVITY:** | | | |
| **Hazards identified** | **Risks to health and safety** | **People at risk** | **Health and safety risk management measures** |
| High sound pressure levels in the Headphones used in the Music Technology Labs. | Short term hearing loss and/or long term damage to hearing | Students | Appropriate training delivered in classes to students  All users are instructed to take regular breaks from sustained periods of listening at high average SPLs |