

The MANCHESTER METROPOLITAN UNIVERSITY
Faculty of Science and Engineering
RISK ASSESSMENT COVER SHEET

REFERENCE NUMBER: NPC / 170918 / JDE1.49			
SCHOOL: Computing, Mathematics & Digital Technology			
TITLE OF WORK: Animation studio use for timetabled classes			
LOCATION OF WORK: Animation Studio and Control Room (JDC3.01 & JDC3.02)			
INTENDED ACTIVITIES (attach methods sheets (e.g. standard operating practices) and work schedules to this form): Authorised usage of Animation Studio Facilities. Approved Method sheet (laboratory instructions) required for each operation / user.			
PERSONS AT RISK (list names of all individuals (including status e.g. staff/student), and/or unit(s) / course(s) undertaking the activity. For students please indicate course and level, for staff give contact email / phone number): Technical and Academic staff, undergraduate and postgraduate students, visiting users.			
HAZARDS (provide a summary of the hazards anticipated and attach detailed assessments with appropriate risk control methods to this form): <ul style="list-style-type: none"> • Slips, trips and falls (general) • Acoustic intensity and light intensity. • Emergency evacuation. <p><i>Are these hazards necessary in order to achieve the objectives of the activity?</i></p> <p>Yes</p> <p>Hazard Rating (delete as appropriate): Low</p>			
HAZARDOUS SUBSTANCES/MATERIALS USED AND HAZARD CLASSIFICATION (appropriate COSHH data sheets / risk assessments must be attached to this form): ALL CONTAINERS OF HAZARDOUS SUBSTANCES SHOULD BEAR CORRECT HAZARD WARNING LABELS.			
NAME OF MATERIAL <i>Please provide also approximate quantity and concentration if applicable.</i>	HAZARD CLASS	HAZARD LABEL	DISPOSAL <i>Hazardous materials must not be removed from laboratories. List disposal arrangements for <u>all materials listed below in the location where the work will be carried out:</u></i>
RISK CONTROL METHODS (provide a summary of the hazards anticipated and attach detailed assessments with appropriate risk control methods to this form): The hazards identified above are controlled by:			

- Students to be provided with clear instructions for activities to be undertaken during the session, and the equipment is to be used.
- Appropriate Training in safe handling of all items to be used. Students will be instructed on correct manual handling methods for heavier items.
- General health and safety advice for avoidance of slips, trips and falls.
- Students will only be allowed to use equipment for which they have been properly trained.
- Staff will be present to ensure that equipment is used appropriately, as per the training provided.
- Light Intensity: Instruction should be given to warn all present of any impending sudden change in light intensity. Where appropriate, PPE will be supplied.
- Induction session on H&S given to students by Technical Services Group or Lecturer
- School H&S information given in Student handbook and Risk Assessments placed on Web
- Posters in laboratories
- PAT testing of equipment after three years
- Annual H&S inspections

The laboratory workstations, whilst not legally required to be DSE compliant, (the continuous usage is too low to present risk) are fully compliant with current legislation. Monitors and keyboards are adjustable, chairs are adjustable and the lighting designed for both computer usage and associated reading activity. In each laboratory, there is an adjustable desk, suitable for wheelchair users, usually located in the next to the door.

Hazard Rating with Control Methods (delete as appropriate): **Low**

Will any specific training be required (if YES give details)? N/A

Are there any specific first aid issues (if YES give details)? N/A

PROCEDURE FOR EMERGENCY SHUT-DOWN (if applicable):

In the event of fire, flood or other emergency, evacuation of the laboratory would take place and the technical staff would subsequently make an assessment of the necessity of switch-off. As overall system control is vested in a separate server room, there would be little physical harm to any device in directly cutting the power to the mains for each individual lab.

Re-start of the lab may present problems of a technical nature but would not affect the personal safety or health of any individual.

IF OFF-SITE INDICATE ANY OTHER ISSUES (e.g. associated with: individual's health and dietary requirements (obtain off-site health forms for all participating individuals and indicate where this information will be located); social activities, transportation, ID requirements; permissions for access and sampling).

Not applicable – this form applies only to the laboratories listed

	NAME	STAFF/STUDENT No.	DATE
Originator	Nicholas Costen	01900261	170918
Supervisor	N/A		
Divisional / School Health and Safety Coordinator (p.p. HoS)			

DATE TO BE REVIEWED BY: September 2019