[Risk Assessment Form](#contents)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref No:** FSE0007 | | **Date**: 27/3/2014 | |  | | **Review Date**:27/3/2017 | | **Assessor/s:** G.C. Smith | | | | | **Assessors Signature**: | | |
| Date Approved by FSE H&S Forum: 10/11/2014 | | | | | | |  | | | | | **Approver’s**  **Signature** | | James Nicholson | |
|  | | | | | | | Description of task to be assessed: Supervised visits to Thornton Campus Microscopy Laboratory | | | | | **Area or Dept**: | | Hartford Building, ground floor labs | |
|  | | | | | | | Persons Exposed (e.g. employee, contractor, public etc) | | Public | |
| **Ref** | **Hazard** | | **Potential Harm** | | **Existing Risk**  **Control Measures** | | | | **Level of Risk** | | | **Additional control measures** | | | **Completion date** |
| Prob-ability | Seve-rity | Risk Score |
|  | Electrical | | Electric shock | | All equipment PAT tested or permanently installed according to manufacturer’s recommendations | | | | 1 | 5 | 5 | Operation by authorised personnel only, for demonstration purposes. No access to internal components (e.g. SEM filaments will not be changed while visitors present) | | |  |
|  | Chemical | | Exposure to potentially hazardous chemicals | | All samples to be used for the demonstrations will be prepared in advance. No chemicals used during the visit | | | | 1 | 3 | 3 | Non necessary. | | |  |
|  | Gases | | asphyxiation | | Oxygen level alarm system in place in case of nitrogen leak from SEM chamber vent line | | | | 1 | 5 | 5 | Air circulation maintained at all times. O2 alarm subject to regular inspection & maintenance schedule. Samples will not be interchanged and therefore the SEM chamber not vented during demonstrations. Note, at time of assessment, N2 lines are not in use so this risk N/A. | | |  |
|  | Radiation | | Exposure to ionising X-radiation | | Radiation Risk Assessment in place, with regular monitoring schedule according to IRR99 | | | | 1 | 2 | 2 | It is not physically possible for radiation to escape from the SEM chamber during operation. | | |  |
|  | Display screen equipment | | Repetitive strain injury; eye strain | | Operation of the SEM and optical microscopes requires use of display screens. Standard risk assessments apply | | | | 1 | 3 | 3 | Operation is for short periods only, no risk beyond normal office activities. | | |  |
|  | Physical | | General slips, trips and minor accidents. | | Route to labs is clear and marked out. All walkways clear of obstructions. No sharp objects left on lab benches. | | | | 1 | 3 | 3 | Lab is inspected and tidied if necessary before visits. | | |  |

[Risk Assessment: How to Complete the Form](#contents)

You need to gather together all the relevant information on the risks and hazards of the task being assessed. You can use the risk-assessment form to help you make the assessment and create a written record of that assessment process.

The first part of the form is used to record the date of assessment, review date, description of the task to be assessed, the department or area and who may be exposed to the hazards.

##### **Initial Risk Assessment**

In this section you need to consider what the hazards are. In doing this, it is important to consult with staff who work in the area and any existing documentation that may have a bearing on the risk assessment (e.g. documented procedures and policies, equipment used, services used (electricity, gas, etc) and maintenance procedures).

Once the hazard has been identified you should then decide what the potential harm is from the hazard and what existing control measures are in place. An example is given in Table 1.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1** | **Hazard** | **Potential Harm** | **Existing Risk Control Measures** |
| Using computer workstations incorrectly | Repetitive strain injury and back injury | Induction training given |
| Lifting heavy files on to shelving | Injury, especially to the lower back | None |

For each hazard the level of risk is estimated taking into account the existing control measures. So for the above two examples:

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 2** | **Level of Risk** | | |
| **Likelihood** | **Severity** | **Risk Score** |
| Using computer workstations | 4 | 3 | 12 |
| Lifting heavy files | 4 | 4 | 16 |

##### **Section B – Additional Risk Control Measures**

For each hazard that you have assessed with a risk greater than 5 (i.e. a medium or high risk), you need to list it in section B. You then need to list, where practicable, any additional things that can be done to reduce the risk as shown in Table 3.

|  |  |  |
| --- | --- | --- |
| **Table 3** | **Hazard** | **Additional Control Measures** |
| Using computer workstations incorrectly | 1. Carry out full DSE workstation assessment.  2. Ensure corrective actions implemented. |
| Lifting heavy files on to shelving | 1. Use trolleys to transport files.  2. Use steps to gain access to shelves.  3. At risk staff to carry out manual handling training. |

With these new control measures in place the risk is re-assessed as shown in table 4.

The person responsible for carrying out or implementing the additional control measures completes the last two columns in section B, which includes a target completion date.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Severity** | | | | | |
|  |  | **Nil**  **1** | **Minor**  **2** | **7-day**  **3** | **Major**  **4** | **Fatal**  **5** |
| **Probability** | **Very likely 5** | **5** | **10** | **15** | **20** | **25** |
| **Probably 4** | **4** | **8** | **12** | **16** | **20** |
| **Possible 3** | **3** | **6** | **9** | **12** | **15** |
| **Remote 2** | **2** | **4** | **6** | **8** | **10** |
| **Improbable 1** | **1** | **2** | **3** | **4** | **5** |

|  |  |
| --- | --- |
| **Level of risk** | **Action and timescale** |
| **High** | You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work. |
| **Medium** | You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures. |
| **Low** | You don’t need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective. |

[Risk Assessments Aide-Memoir](#contents)

The following headings will give you a number of most likely disciplines you should consider when undertaking a risk assessment. Decide if any of the main headings apply to the task and then add them onto the risk assessment form as a hazard.

Some headings ask questions, e.g. Permits to Work section. You must consider whether these are required and if so which one. These will then be added into the remedial actions column.

Consider also the bullet points attached to each section. They may provide you with some of the remedial actions that you need to take as well.

Please Note: This is not intended to be an exhaustive list. Your particular tasks/area may have other considerations to be taken into account.

**Accident Procedures - Do you have the correct procedures in place?**

* Is there an accident book (compliant with the Data Protection Act) readily available?
* Has everyone received training in the University’s accident procedure?
* Has someone been made responsible for RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reporting?

**COSHH - What should you consider if any hazardous products are being used?**

* Can you discontinue use of the product? (First priority)
* Can you substitute the product with a less hazardous one?
* Has the person been trained to understand the hazards of the products?
* Are Material Safety Data Sheets (MSDS/COSHH sheets) available and nearby?
* Have your first aiders received a copy of the Material Safety Data Sheets for products used in their areas?

**Electrical Equipment**

* Are the personnel working on the equipment qualified to do so?
* What safety measures must be taken in order to work on this equipment?
* Are the first aiders aware that electrical work is taking place?
* Is there an on-going procedure in place for PAT (portable appliance testing - electrical) testing of all equipment?
* Is the testing still in date?
* Is there a procedure in place to ensure that any employee bringing personal electrical equipment into the building (radios, phone chargers, etc.) has it PAT tested before use?

**Emergency Measures**

* Are the fire exits clearly marked with a pictorial sign (e.g. “running” man)?
* Are there adequate and correct fire extinguishers in the area whilst the task is being undertaken?
* Are there written evacuation procedures close by?
* Are the fire exits blocked?
* Do you have disabled employees or visitors?

## Driving for the University

* Do you check the current driving licenses of all personnel who drive on behalf of the University on a regular basis?
* Do all Company vehicles have first aid kits in them?
* Do all Company vehicles have fire extinguishers in them?
* Has smoking within the vehicle and use of hand-held mobile phones whilst driving been banned?
* Have you completed a risk assessment for all tasks completed by Company drivers?
* Are all Company vehicles regularly maintained?

**DSE (Display Screen Equipment)**

* Have all DSE “Users” been identified and a DSE Assessment completed?
* Do you have a Company Eye and Eye Sight Policy (legislative requirement)?

## First Aid

* Is there a fully equipped first aid box available at all times?
* Are there adequate numbers of first aiders available at all times when the building is in use?
* Is an eyewash station required?

**Homeworkers**

* Have you completed a homeworker assessment?

**Lone Working**

* Do you have any lone workers or those in professional isolation?

**Manual Handling** - **Does the task involve an element of lifting, pulling or pushing? If so, consider the following:**

# Have personnel received training in manual handling?

* Is a written manual handling assessment required? It could be if it involves any excessive pushing, pulling, repetitive movements or twisting/bending, etc.

# Individual capability.

**Machinery - Consideration must be given to safety when using a piece of machinery.**

* Is there an adequate maintenance procedure in place?
* Does the machine need to be isolated electrically?
* Are there guards in place to ensure that contact with moving parts is not possible?
* Is it excessively hot?
* Is it excessively cold?
* Are there very sharp edges to be avoided?
* Is there a nip point?
* Is it a power press?
* Can body parts be trapped by equipment?
* Is the area to be worked in very cramped with poor housekeeping?

**Maintenance**

* Is all machinery/equipment regularly maintained?
* Are all personnel undertaking the maintenance trained to do so?
* Are there risks assessments and safe working procedures in place?

**Noise**

* Are the levels of noise in the workplace such that a noise survey should be considered?
* Are all personnel given hearing protection if required?
* Are warning notices posted in areas where the noise levels exceed the legislative requirements?
* Are all personnel trained in the use of their hearing protection?

**Permits to Work - They could be required if any of the following activities are involved.**

* Are they working at a height where a fall could injure them?
* Are they going to work on a roof?
* Are they going to work in a confined space?
* Is there a likelihood of an explosion (high levels of dust perhaps)?
* Is flammable work needed?
* Is pressurised gas involved?
* Is electrical work involved?

**Personal Protective Equipment** - **What is needed?**

* Masks?
* Air fed helmet?
* Safety Goggles?
* Harness?
* Lone Worker alarm?
* Gloves specific to task?
* Ear protection?
* Specialised overalls?

Have all personnel been trained in the use of their protective equipment?

**Personnel**

* Training – Is the person qualified to undertake this work?
* Are they physically capable of carrying out this work?
* Do they have any disabilities that need to be considered?

**Task**

* Is specialist equipment needed?
* Is specific personal protective equipment required?
* Are barriers and warning signs needed?
* Have the personnel completing the task been trained to do so?

## Stress

* Is there a procedure available for the stress related concerns of all personnel?

**Waste**

* Will waste be generated during the work in progress, e.g. waste hydraulic fluid, etc.
* Do personnel know how to dispose waste correctly?
* If the waste is hazardous has the correct procedure been implemented for its disposal?

**Working Area**

* Are all emergency exit routes clear at all times?
* Is there a housekeeping procedure in place?
* Is the work area congested?
* Are there any trip hazards around, e.g. cabling, personal belongings?
* Is the floor slippery?
* Is the carpet in good condition?
* Are there potholes?
* Are there barriers available for cleaners to use?