

GENERAL RISK ASSESSMENT FORM

Describe the activity being assessed: Producing a natural-cycle based lighting system	Assessed by: Matthew Studley	Endorsed by:
Who might be harmed: Nick Appleton (NA) How many exposed to risk: 1	Date of Assessment: 03/11/20	Review date(s):

Hazards Identified (state the potential harm)	Existing Control Measures	S	L	Risk Level	Additional Control Measures	S	L	Risk Level	By whom and by when	Date completed
Potential use of Lab equipment	Existing risk assessment including mitigations	3	2	6	Keeping a clean workspace and ensuring that equipment is used properly and switched off when not in use	3	1	3	NA - consistently	Ongoing
Covid-19 Risk from face-to-face meetings	Government and University rules and guidance	3	3	9	Conducting all meetings online where possible, and where this is not possible, ensuring to meet in appropriate, well-ventilated spaces with 3-layered face coverings and keeping at least 1.5m distance	3	1	3	NA – Every meeting	Ongoing
Soldering: very high temperature, hand-held iron		2	3	6	Make sure to store the iron in the holder when it is not being used. Minimise the number of sessions spent soldering, while not allowing any rushing to occur.	2	2	4	NA – all soldering	Ongoing
High-power electronics pose an electrocution risk		4	2	8	Whenever handling electronics, wearing a grounding bracelet connected to an anti-static mat and earthing point to discharge any potentially harmful electrical surges	3	1	3	NA – whenever handling electronics	Ongoing
Isolation from working from home and related stress		3	3	6	Implement stress-relief measures and ensure that overworking doesn't occur by time-boxing various tasks and implementing effective project-management strategies	2	1	2	NA – Always under evaluation	Ongoing

RISK MATRIX: (To generate the risk level).

Very likely 5					
Likely 4					
Possible 3					
Unlikely 2					
Extremely unlikely 1					
Likelihood (L) ↑ Severity (S) →	Minor injury – No first aid treatment required 1	Minor injury – Requires First Aid Treatment 2	Injury - requires GP treatment or Hospital attendance 3	Major Injury 4	Fatality 5

ACTION LEVEL: (To identify what action needs to be taken).

POINTS:	RISK LEVEL:	ACTION:
1 – 2	NEGLIGIBLE	No further action is necessary.
3 – 5	TOLERABLE	Where possible, reduce the risk further
6 - 12	MODERATE	Additional control measures are required
15 – 16	HIGH	Immediate action is necessary
20 - 25	INTOLERABLE	Stop the activity/ do not start the activity