

**GENERAL RISK ASSESSMENT FORM**

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| **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)  1  **How many exposed to risk:** | **Date of Assessment:**  **03/11/20** | **Review date(s):** |

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| **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).**

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| **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).**

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| **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 |