

PROJECT/ACTIVITY RISK ASSESSMENT FORM (RA2)

School/Service/Department:	School of Systems Engineering
Assessment Reference No.	
Assessment date:	09/10/2015
Activity assessed: <i>Please make sure this adequately describes the activity that you are assessing, including the location</i>	
Person(s) at risk	Project Participants

Task/ Activity <i>List significant steps in the activity. Consider doing a separate risk assessment for each step, if the Task/Activity breaks down into substantial sub-components (in which case, delete this column)</i>	Hazard	Specific person(s) at risk <i>If already listed above, leave blank, or delete this column</i>	Existing control	Impact*	Probability*	Risk outcome*	Additional controls required	Action by whom	By when
Working with computers for lengthy amount of time without breaks	Neck, Back and muscle strains	Project Developer	Good seating posture Regular breaks	M	P	T	n/a	Project Developer	Throughout project development
Developing, testing, using the system in an unsuitable environment i.e outdoors	Electrical discharge Fire hazard	Project Developer	Assess the environment in which project work will take place.	S	R	T	Working in safe environment i.e indoors	Project Developer	Before commencing work
Clearing space between subject and camera	Trip Hazard	Participants and developer	Making sure work area is clear	P	M	T	n/a	Developer	Before commencing work

Name of Assessor(s):	<i>Hongwei</i>		Number of continuation sheets used:
Department:			
Review Date: (maximum 12 months from date of assessment)	<i>8/10/2015</i>		

Note* : The risk matrix below is not mandatory, but can be used to assist with decision making and prioritisation.

Severity and nature of harm		Probability of harm occurring	
Minor or Negligible (N)	Minor injury or illness, first aid treatment may be required, but not a hospital visit or professional medical intervention. Not reportable under RIDDOR. Minor property damage.	Highly Likely (HL)	Poor or no controls in place. The event is almost certain to occur, possibly frequently.
Moderate (M)	An injury or ill health requiring a hospital visit or other professional medical intervention, or resulting in lost time for work/study (up to a max of 7 days). Not reportable under RIDDOR. More serious property damage.	Probable (Pr)	Controls in place are inadequate. The event is more likely to occur than not.
Significant (S)	Major injuries, acute illness, longer term health problems that are reversible or non-progressive (e.g. broken bones, loss of consciousness, serious burns, minor amputations, work-related respiratory sensitisation, partial loss of sight or hearing). Reportable under RIDDOR. Major property damage.	Possible (P)	Reasonable controls are in place, which will protect against harm if they are followed. The event would not be expected to occur, but it is possible that it could.
Catastrophic (C)	Death, permanent incapacity, severe disability, progressive or irreversible condition (e.g. loss of a limb, total loss of sight or hearing, severe occupational disease). Major property loss/damage.	Rare (R)	Stringent controls are in place, and are very unlikely to break down. No history of event occurring over a period of years. This will probably never happen, but it is foreseeable that it could.

Probability	Highly Likely	Tolerable	Serious	Intolerable	Intolerable
	Probable	Tolerable	Serious	Serious	Intolerable
	Possible	Broadly acceptable	Tolerable	Tolerable	Serious
	Rare	Broadly acceptable	Broadly acceptable	Tolerable	Tolerable
	Minor or Negligible	Moderate	Significant	Catastrophic	Catastrophic
Severity					

Brief guide for completing this risk assessment <ul style="list-style-type: none"> Only complete this form if you are competent to do so. List all the hazards that are present, ideally in the order they appear in the process being assessed. Enter details of the control measures that are already in place. Using the list above choose the most appropriate descriptor of the Severity and nature of the harm. Then do the same for the Probability. Plot the results on the Risk Outcome Prioritisation Chart to help you understand the priorities. Complete the assessment based on the priorities given, including introducing additional control measures when required. Record your findings and inform all those involved in the process. The risk assessment must be reviewed following: <ul style="list-style-type: none"> Accident or near miss Change in process Change in legislation Introduction of new plant or technology Change in personnel and/or passage of time Other things to consider: <ul style="list-style-type: none"> Frequency of exposure ; number of people exposed; susceptibility of people exposed (young/ pregnant/ disabled/ learning difficulties). 	Priorities <ul style="list-style-type: none"> (BA) Broadly acceptable – no further action required. (T) Tolerable – the task may proceed but you should reduce the risks further if it is reasonably practicable to do so. (S) Serious – additional control measures are required to reduce the risk. (I) Intolerable – the task/process cannot be undertaken in its present form. Safer alternative methods of working must be implemented. 	Hierarchy of Controls - the range of options for controlling risk in order of preferred use. It will usually be necessary to adopt a combination of control measures. Eliminate – Can the hazard be eliminated stopping the activity, or working in an different way that entirely avoids the hazard? Reduce by substitution – reduce the risk by changing the way you do the work e.g. is there an alternative product, or can smaller quantities be used? Can the number of people potentially exposed be reduced? Engineering Controls – e.g. can the number of people exposed be reduced by restricting access, can physical barriers be used to provide protection e.g. fume cupboards, microbiological safety cabinets, acoustic panels? Can access to dangerous parts be restricted by interlocking guards or other types of machinery guarding? Information, instruction, training and supervision i.e. administrative controls – written procedures, safe systems of work, training, signage. Ensure employees understand what they must do and when, how they must do it and what activities are prohibited. Personal Protection - Is personal protective equipment (PPE) required e.g. safety shoes, lab coat, eye protection, gloves, ear defenders, hard hat? Note that this is a last resort, as PPE has to be correctly specified, has to be worn correctly, and only protects the individual wearer. Discipline – If all else fails and controls are being ignored disciplinary procedures should be followed.

