

<b>Risk Assessment</b>			
<b>Risk Assessment for the activity of</b>	<b>SUPS Darkroom activities</b>		<b>Date</b> <b>10/10/2023</b>
<b>Unit/Faculty/Directorate</b>	<b>SUPS President (Jonah Bond)</b>	<b>Assessor</b>	<b>Jonah Bond</b>
<b>Line Manager/Supervisor</b>	<b>SUSU Activities</b>	<b>Signed off</b>	

This risk assessment is a supplement to the SUPS General Risk Assessment 2023/24 and is aimed at allowing safe work to occur in the SUPS Darkroom. Any darkroom activities must be supervised by an appropriate member of the committee who has read this risk assessment and the following COSHH assessment and is proficient in carrying out darkroom activities safely.

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Spillage of liquid causing slip hazard/ and trip hazards	Slip resulting in minor injury or head trauma	persons working in the darkroom, those in near proximity of those working in the darkroom	4	2	8	<p><b>Limit spills by keeping liquids confined to the darkroom area and place containers in shallow trays whenever chemicals are poured/transferred from one container to another to collect any spillages</b></p> <p><b>Ensure adequate equipment to clean spills is present (blue roll for small spills as we work with small quantities of chemicals, no large spill kit required).</b></p> <p><b>Ensure no objects are left on the floor to act as a trip hazard, or objects to fall onto</b></p>	2	2	4	<p>Limit the number of persons allowed to work in the darkroom at any given time when working</p> <p>Educate members on safe working practices</p>

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Small cuts, nicks, gashes from film canisters / scissors	Cuts, nicks, gashes resulting in minor first aid/plasters	Persons working in darkroom	4	2	8	Educate persons on sharp edges Use appropriate tools Ensure tools are in safe working conditions	1	2	2	

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Handling of chemicals	Spillage/exposure to chemicals	Persons working in darkroom, people in vicinity of those working whilst in the darkroom	3	3	9	<p><b>Ensure safe handling techniques are used</b></p> <p><b>Only committee members will handle stored (non diluted) chemicals</b></p> <p><b>Use of pipettes and funnels to reduce the risk of spillages. Whenever pouring chemicals ensure the containers are in a shallow tray to contain spillages</b></p> <p><b>Use appropriate PPE always wear appropriate gloves when handling chemical and wear wrap round safety glasses.</b></p>	1	3	3	<p>Follow COSHH guidance, and when in doubt, safely stop work and consult with the president, who will advise further.</p> <p>Use common sense handling methods</p> <p>SUPS will operate a strike system, for anyone who breaks safe handling rules will have a sit-down meeting with the president and darkroom manager to ensure they know how to work safely in the dark room. If they are found to be breaking the risk assessment a second time, they will not be permitted to work in the darkroom again.</p>

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Accidental release of chemicals into water system	Danger to aquatic life, increase toxins into grey water supply Fine from water board for contaminating water	Environment and aquatic life	4	3	12	<p><b>Ensure no chemical is poured down any drain</b></p> <p><b>Ensure all chemicals are returned to safe containers for storage until disposal</b></p> <p><b>When working near the sink with chemicals, ensure the drain is plugged to prevent accidental spillages from being introduced to grey water system</b></p>	1	2	2	Post signage clearly stating no chemicals to be poured into the drains.

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Spillage or leak from all stored chemicals combined	Total contents of chemical bottles released into the dark room, releasing chemicals to the environment and increasing the concentration of chemicals in the air, potentially exceeding workplace exposure limits.	Environment, Persons working in or near darkroom	2	4	8	<b>Limit the quantity of chemicals stored at any one time</b>  <b>Ensure chemicals are kept in a safe leak-resistant container</b>  <b>Ensure proper handling of chemicals, securing bottle lids when not actively pouring chemicals</b>	1	2	2	Ensure total stored chemicals would not exceed the short-term working exposure limits.  If a quantity greater than this is needed for any reason, the chemical must be stored in separate locations at or below a quantity which would be lower than the WEL if the entire content was to be released to the environment through a spill. To ensure no WEL would be exceeded.
Chemical exposure to unborn babies damaging to their development	Birth defects or complications to baby and/or mother	Mother and/or Baby	3	5	15	<b>Ensure pregnant or possibly pregnant people to not handle chemicals known to potentially cause ill effects to unborn children</b>	1	1	1	If a pregnant person is not exposed to chemicals, no chance of any ill effect being passed to the unborn child.

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Contaminated food or drink being consumed	Damage to internal organs/ increased risk of cancer/birth defects for unborn babies	Darkroom Users, those near darkroom	3	4	12	<p><b>Ensure no food or drink is consumed in the designated darkroom area</b></p> <p><b>Ensure chemicals are only stored/used in the designated darkroom area</b></p> <p><b>The designated darkroom area is the sink/worktop on your left as you enter the SUPS Studio, no darkroom material should be used to the right of the wall as you enter.</b></p>	1	1	1	<p>As no food or drink will be consumed in this area there is no risk</p> <p>Warning signs could be posted to ensure everyone is aware, even when darkroom activities are not in session.</p>

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Contact from chemicals to eyes	Eye irritation/medical attention needed	Darkroom Users, those near persons working in darkroom	2	4	8	Ensure appropriate pouring methods are used  Use pipettes and funnels when transferring chemicals.  Wear appropriate eyewear when splashes are possible (Splashes are possible when pouring chemicals, Transferring items from chemicals)	1	2	2	Ensure members wear eye protection whenever handling chemicals  Ensure in date eye wash solution is in darkroom and appropriate knowledge on how to use it is taught.
Workplace Exposure Limits exceeded	Damage or injury to persons in the darkroom. Respiratory issues Increased risk of cancer	Darkroom Users, those near persons working in darkroom	3	4	12	Ensure mechanical controls are in use (Ventilation recommended flow rate greater than 5 room rates per hour, HSE P1)	1	2	2	If exposure limits are exceeded with engineered controls, make sure persons are taken to a fresh air source, and President alerted, to organise with SUSU to safely resolve exposure issues.



**PART B - Action Plan**

**Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
	Eye wash solutions to be kept in date with training on how to use in an emergency	President	01/11/23	05/02/2024	
	Every person who works in the darkroom must read the risk assessment and COSHH assessment and agree to follow all guidance when working with chemicals. They will have to sign a form to say they have read and understood the risks and agree to our 2-strike policy if they are found to be mishandling material in the darkroom.	Darkroom manager/president	Continuous	05/02/2024	
	Have appropriate sizes of PPE for members to allow everyone to safely work in the darkroom, keeping any reusable PPE (glasses) clean after each use.  Nitrile gloves of 0.2mm thickness are a minimum requirement for working; when handling spills a thickness of 0.4mm is required. A recommendation of 0.4mm to	Darkroom manager	01/11/23	05/02/2024	

	only be purchased to ensure adequate protection (HSE P1 Guidance)				
Responsible manager's signature: <i>Jonah Bond</i>				Responsible manager's signature: <i>Rhianna Saglani</i>	
Print name: Jonah Bond		Date: 23/10/2023		Print name: Rhianna Saglani	
				Date: 23/10/2023	

## Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		IMPACT				

### Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher