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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **General activities carried out during society meetings** | | **Date** | **27/01/20** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Maria Stagno Navarra** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Cutting of materials – Cutting saws and rotating machinery | Cuts, abrasions, amputations or breathing dust from cutting of materials | User | **3** | **3** | **9** | **Training is provided to all users prior to commenting work. Competency in the use of hands tools is shown through training (EDMC workshop training, city college training or previous experience)** | **1** | **3** | **3** |  |
| Cutting of materials – Cutting saws and rotating machinery | Flying debris | User | **3** | **2** | **6** | **Eye protection is provided and must be worn. Training is provided and instruction is given to all new users** | **1** | **1** | **1** |  |
| Cutting of materials – Cutting saws and rotating machinery | Loud noises | User | **4** | **2** | **8** | **Ear protection is provided and must be worn were applicable. Training is provided and instruction is given to all new users** | **2** | **1** | **2** |  |
| Airborne dust or sharp fragments | Breathing of small particles leading to respiratory issue or splinters from offcuts being left. | Users or others | **4** | **2** | **8** | **Training and instruction is provided. Cutting saws are wiped down after each use to remove excess dirt and dust An appropriate ventilation and extraction system is used were required. A bin is provided for offcuts to be placed in.** | **2** | **2** | **4** |  |
| Electricity and electric hand tools | Electrocution | User | **2** | **4** | **8** | **PAT testing completed on electrical tools used. Visually inspect items before use. Use of non-electric tools is preferable** | **1** | **4** | **4** |  |
| Chemical adhesives | Skin or eye irritation from contact, inhalation of fumes | User | **3** | **3** | **9** | **Safety glasses and gloves must be worn and the procedure undertaken in the appropriate space. Safety Data sheets for each specific adhesive should be consulted prior use to ensure appropriate exposure controls are in place.** | **1** | **2** | **2** |  |
| Manual handling of components and materials | Back injury, crushing injury or muscle pain | User | **2** | **2** | **4** | **Most components or parts are small and light.**  **Materials and components are stored appropriately and lifting/moving equipment is available if necessary.**  **Handling of larger components should be done by two people if appropriate.** | **2** | **1** | **2** |  |
| Paint spraying | Harmful vapours causing breathing issues | User | **5** | **2** | **10** | **Training provided and appropriate extraction systems used.** | **2** | **2** | **4** |  |
| Use of flammable chemicals | Fire, burns | User | **2** | **4** | **8** | **Aerosol spray cans stored in cabinet when not in use. No direct sunlight enters the cabinet where the are used. No heat sources nearby and the room temperature is below 25 degrees. Fire extinguishing media is located nearby.** | **1** | **4** | **4** |  |
| Paint spraying | Skin and eye irritation from contact with skin | User | **4** | **1** | **4** | **Nitrile gloves and safety glasses are available to be worn. Eyewash station is located nearby** | **2** | **1** | **2** |  |
| Use of hand tools | Cuts, bruises, amputation | User | **3** | **4** | **12** | **Training is provided to all users prior to commenting work. Competency in the use of hands tools is shown through training (EDMC workshop training, city college training or previous experience).**  **Use of appropriate PPE** | **1** | **4** | **4** |  |

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| ***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** | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**Assessment Guidance**

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

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| **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** | | | | |

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| 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. |

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.

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| 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 |