|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **General activities carried out during society meetings** | **Date** | **28/07/20** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Samantha Middleton** |
| **Line Manager/Supervisor** |  | **Signed off** | A picture containing drawing  Description automatically generated |

| ***PART A***  |  |
| --- | --- |
| **(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 or amputations from cutting of materials | User | **3** | **3** | **9** | **Training provided to all users prior to commencing work.****Competency with hands tools shown through training (EDMC workshop training, city college training, previous experience).****Work never conducted alone so unnecessary risks are avoided, and help can be provided.** | **1** | **3** | **3** |  |  |
| Cutting of materials – Cutting saws and rotating machinery | Flying debris causing injury | User | **3** | **2** | **6** | **Eye protection is provided and must be worn.****Training provided and instruction given to new users** | **1** | **1** | **1** |  |  |
| Cutting of materials – Cutting saws and rotating machinery | Loud noises could damage hearing | User | **4** | **2** | **8** | **Ear protection provided and must be worn were applicable.****Training provided and instruction given to 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 provided.****Cutting saws wiped down after use to remove excess dirt and dust.****Ventilation/extraction systems used were required.****Bin provided for offcuts.****Dust masks worn** | **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.****Procedure undertaken in appropriate (ventilated) space.****Safety Data sheets for each 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/parts are small and light.****Materials/components stored appropriately****Lifting/moving equipment available if necessary.** **Larger components handled by two people where appropriate.**  | **2** | **1** | **2** | Inquire about manual handling training |  |
| Paint spraying | Harmful vapours causing breathing issues | User | **5** | **2** | **10** | **Training provided and appropriate extraction systems used.****Masks provided and used where necessary** | **2** | **2** | **4** |  |  |
| Use of flammable chemicals | Fire, burns | User | **2** | **4** | **8** | **Aerosol sprays stored in cabinet (out of sunlight) when not in use.****No heat sources nearby and room temperature below 25 degrees.****Fire extinguishing media is located nearby.** | **1** | **4** | **4** |  |  |
| Paint spraying | Skin and eye irritation from contact with skin | User | **3** | **2** | **6** | **Nitrile gloves, masks 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** | **3** | **9** | **Training provided to users prior to commencing 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** |  |  |
| Covid-19 | Society members could become infected  | Society membersMembers housematesAnyone else coming into contact with them | **3** | **4** | **12** | **Hands washed/sanitised when entering/leaving meeting room****Disinfect frequently used objects/surfaces (e.g. tables)****Well- fitting masks worn and minimum working distance of 1m should be observed****Group meetings only in person where absolutely necessary -always consider who is required and if the meeting could happen online first****Consider useful alternative activities which could be performed by members shielding/ vulnerable****Monitor members during sessions and send those with symptoms home. Observe government /university guidance on self-isolating.****All society members should be mindful of others and should promote mental health and wellbeing awareness****Members to remain home if recently in contact with someone that tested positive. (Follow university guidance)****Committee to ensure that society members self-isolating do not feel left out by providing them with work and updates****Committee to monitor university guidance and share changes with remaining members****Ensure all members working in the heat lab have completed the necessary training beforehand****Ensure all new activity and social risk assessments include Covid-19 precautions** | **1** | **4** | **4** |  |  |

|  |
| --- |
| ***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** |
| 4 | Ask SUSU about the need and availability of manual handling training for when we believe that heavy objects might have to be moved | SM | 01.10.2020 | 20.09.2020 | We will have the information required to make a decision on if training is required, who it should be undertaken by and when it should be completed for |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature:  | A picture containing drawing  Description automatically generatedResponsible manager’s signature:  |
| Print name: Samantha Middleton | Date:04.09.2020 | Print name: Hannah LiddellMaria Stagno Navarra | Date:04.09.2020 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
| 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 |