

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

| Name of Person Undertaking Assessment | | Date Conducted | Department / Area (including description of what is being assessed) | | | | | |
|---|--|--|---|-------------------------|---|---|--|-------------------------|
| Keith Buckman (Health & Safety Coordinator – Media Arts) | | 16 th January 2018 | Media Arts – Working in designated Media Arts offices in Arts Building, Williams Building and Bedford Square | | | | | |
| Ref No | Hazard under review | No & Description of Staff/Students/ Others Involved | Existing Controls | Assessed Level of Risk* | | | Further Action Required | By (Date) + Review Date |
| | | | | L | M | H | | |
| 1.1 | Someone may trip over stored items or cables left at floor level, resulting in possible bruising or sprain | Any of: Academic, administrative and technical staff - students - visitors including, NETS, cleaning staff, other staff, cast members, etc) - intruders | Media Arts Work Method Statement 'Preventing Slips and Trips' | X | | | Ongoing monitoring Review documentation | Jan 2020 |
| 1.2 | Someone may receive electric shock or burns if connecting faulty electrical equipment. Also potential to cause a fire. | Academic, administrative and technical staff - any visitors including, NETS, cleaning staff, other staff - intruders | - Media Arts Work Method Statement 'Electrical Safety' - Display Screen Assessment programme - Media Arts Work method statement 'Fire Safety' | | X | | Ensure routine PAT tests are completed to schedule Review documentation | Jan 2020 |

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| 1.3 | Someone may receive electric shock or burns if liquids are spilt over electrical equipment or connections. Also potential to cause a fire. | Academic, administrative and technical staff - any visitors including, NETS, cleaning staff, other staff - intruders | - Media Arts Work Method Statements for 'Electrical Safety' and 'Fire Safety' | | X | | Review documentation | Jan 2020 |
| 1.4 | Someone may fall off platform when placing or removing items stored at high level, for example in the department stationery cupboard | Academic, administrative and technical staff - intruders | - Media Arts Work method statements for 'Work at Height' and 'Preventing slips and trips' - Kick-steps made available to use | X | | | Ongoing monitoring Review documentation | Jan 2020 |
| 1.5 | Someone may suffer muscle strain when lifting heavy items, examples including piles of marking, books, files, stationery supplies and bottles for the water cooler | Academic, administrative and technical staff - intruders | - Media Arts Work method statement 'Manual handling' | | X | | Trained Manual Handling Assessor (Ella Riden) to review risk assessment and advise on any additional controls required Review documentation | Jan 2020 |
| 1.6 | Someone may suffer discomfort or physical stress if the room temperature is excessively cold or hot. | Academic, administrative and technical staff | There have been some improvements in Arts Building, including new windows. TV Studio system is running, but The Loft and Gallery areas can become stuffy and uncomfortable. | X | | | Ongoing monitoring Review documentation | Jan 2020 |
| 1.7 | Someone may suffer eyestrain or musculoskeletal disorder as a consequence of prolonged working with display screen equipment and tablet devices. | Academic, administrative and technical staff - student advice | - Display Screen Assessment programme - guidance notes issued by College Health & Safety Office | | X | | Departmental Assessors to complete any overdue assessment reviews | Jan 2020 |

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| 1.8 | Someone may be unable to seek assistance if they become ill or are exposed to verbal or physical abuse when working alone. | Academic, administrative and technical staff | - Building access control in place (Arts and Williams) - Media Arts work method statement 'Lone working' | | X | | Review arrangements for staff lone working in the department | Jan 2020 |
| 1.9 | Someone may suffer stress as a result being unable to cope with excessive workload or similar pressures. | Academic, administrative and technical staff - students | - Ongoing monitoring by managers | | X | | Promote awareness in Department of College policy when it becomes available, and the department's local operating procedures. Review documentation | Jan 2020 |
| 1.10 | Persons may be injured as a result of children or young persons tampering or playing with items, running around or misbehaving. | Academic, administrative and technical staff - students - any visitors including, NETS, cleaning staff, other staff, cast members, etc) - intruders | Media Arts Work method statement 'Children and young persons' Media Arts Child actor policy | X | | | Ongoing monitoring Review documentation | Jan 2020 |
| 1.11 | New or expectant mother (and unborn child) could be harmed or stressed by some work tasks. | Female Media Arts staff members, NETS or student assistants | Media Arts work method statement 'New and expectant mothers' Requirement to risk asses the person's work on notification of pregnancy | | X | | Ongoing monitoring Review documentation in line with updated College Policy | Jan 2020 |
| 1.12 | Someone may be stressed or injured as a consequence of verbal or physical abuse. | Academic, administrative and technical staff - students | Media Arts work method statement 'Verbal and physical abuse (violence)' | X | | | Ongoing monitoring Review documentation | Jan 2020 |

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| 1.13 | Someone may inhale or suffer skin irritations when using office stationery supplies such as toners, inks, paper adhesives, etc. | Academic, administrative and technical staff - occasionally students | Media Arts work method statement 'Hazardous substances' | X | | | Ongoing monitoring Review documentation | Jan 2020 |
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