

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 Centre – Post Production Operations (Williams Building edit rooms, media labs and sound production rooms – 24-7 access)					
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		
4.1	A student or staff member may become ill or suffer injury while working alone in the building	Academic and technical staff - students	Media Arts work method statement 'Lone working'. 'Using the Media Arts Centre post production facilities' Building access control system. CCTV monitoring. Emergency telephone in foyer. Students and staff briefed during induction to store security phone number on personal phones. Media Arts Centre rules and agreement documents College emergencies advice	X			Ongoing monitoring	Jan 2020
4.2	Student or staff member may suffer eye strain or muscle strain using poorly configured work station for long periods	Students - academic and technical staff	Media Arts work method statement 'Using display screens' 'Using the Media Arts Centre post production facilities' -guidance given during classes -College display screen guidance, including policy on using laptops and tablets		X		Ongoing monitoring	Jan 2020

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

4.3	Someone may receive electric shock if electrical or electronic equipment is damaged or becomes exposed to liquids. Potential fire hazard.	Students - academic and technical staff - cleaning staff	Media Arts work method statements 'Fire Safety' and 'Electrical Safety'. Media Arts Centre rules prohibiting eating and drinking in the post production rooms. Installations designed to minimise potential for damage from spillage or fouling. Provision of student common room as a designated space for taking refreshment. Staff monitoring.	X			Ongoing monitoring	Jan 2020
4.4	Someone may trip over or strike equipment or other persons if the editor chooses to work in a darkened room. Potential bruising or sprain injury	Students - academic and technical staff	Media Arts work method statement 'Preventing Slips and Trips' 'Using the Media Arts Centre post production facilities' Frequent monitoring of post production rooms and media labs by technical staff	X			Ongoing monitoring	Jan 2020
4.5	Someone may suffer hearing damage if exposed to loud signal levels for long periods, especially when using headphones	Students - academic and technical staff	'Using the Media Arts Centre post production facilities'	X			Ongoing monitoring	Jan 2018

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

4.6	Someone may become trapped if they are unable to leave the building in the event of an emergency	Students - academic and technical staff - NETS - cleaning and maintenance staff - College visitors - external visitors.	Media Arts work method statement 'Fire Safety' Emergency procedures on display by most doors in the building -Fire Assembly point and evacuation procedures notified during staff and student induction Fire alarm system test conducted fortnightly		X		Ongoing monitoring	Jan 2020
4.7	A student or staff member may be at risk from personal attack from an intruder	Academic and technical staff - students	Media Arts work method statement 'Lone working'. 'Using the Media Arts Centre post production facilities' Building access control system. CCTV monitoring. Emergency telephone in foyer. Students and staff briefed during induction to store security phone number on personal phones. Media Arts Centre rules and agreement documents. College emergency advice	X			Ongoing monitoring Review documentation	Jan 2020