

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)		18 th January 2018	Construction, painting and installation of scene components, props and art work, including costumes and make up (Williams Art workshop, TV Studio, WPTS and other potential display areas in the Media Arts Centre and the Garden Lodge)					
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		
5.1	Someone may injure themselves or others when using hand tools or power tools	Technical staff	- Media Arts work method statement 'Using power tools' - Technical staff only policy - Access to areas with tools restricted to staff		X		Ongoing monitoring	Jan 2020
5.2	Someone may suffer breathing difficulties or other symptoms caused by exposure to paints, painted surfaces or other substances.	Technical staff Students	- Two trained COSHH assessors in Media Arts Centre Art Department - Policy - All paints and other substances to be COSHH assessed in accordance with College procedures - Media Arts work method statement 'hazardous substances' - Policy of stocking only water-based paints, unless an exception can be justified	X			Ongoing maintenance of Media Arts COSHH assessment register and stock/usage management procedures	Jan 2020

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

5.3	Someone may be injured by eye contact, breathing in or skin exposure to harmful substances being emitted during construction processes, such as sawdust, adhesives, laminates, etc.	Technical staff Students	<ul style="list-style-type: none"> - Two trained COSHH assessors in Media Arts Centre Art Department - Policy - All materials to be worked need to be COSHH assessed in accordance with College procedures and appropriate controls applied - Media Arts work method statement 'Hazardous substances' - Staff only to work the materials, though students may be present to ensure compliance with their specifications 		X	Ongoing maintenance of Media Arts COSHH assessment register and stock/usage management procedures	Jan 2020
5.4	Someone may fall while attempting to assemble tall scene components or when suspending or hanging exhibits, pictures and scene dressing.	Technical staff Students	<ul style="list-style-type: none"> - Media Arts Safe work method statement 'Work at height' - All installation work to be planned and supported by Art & Design Technician and other technical staff as required - Only technical staff allowed to use Media Arts access equipment - low steps provided for general scene access 		X	Ongoing monitoring and review	Jan 2020
5.5	Assembled structures or suspended exhibits or scene components may collapse, drop onto or fall against persons during installation, exhibition or recording.	Technical Staff Students Visitors or other staff incidentally entering the space	<ul style="list-style-type: none"> - Media Arts work method statement 'Work at height' - All installation work to be planned and supported by Art & Design Technician and other technical staff - Only technical staff allowed to use access equipment and suspend artwork 		X	Ongoing monitoring and review	Jan 2020

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

5.6	Someone may fall ill or be at risk from intruders if working alone when painting scenery or constructing or installing props, scene components and exhibits	Technical staff Academic staff (incl visiting) Students	- Media Arts work method statement 'Lone working' - Building access control system in operation - planned work to be discussed with an Art & Design Technician to ensure risks are minimised	X			Ongoing monitoring	Jan 2020
5.7	Enhanced risk to mother and unborn child caused by strenuous manual handling and work at height	Female technical staff Female academic staff (incl visiting) Female students	- Previous individual risk assessment has determined that an expectant mother should not undertake physically demanding work such as lifting furniture and scene flats, or using access equipment to work at height. - Media Arts work method statement 'New and expectant mothers'	X			Ongoing monitoring	Jan 2020
5.8	Someone may trip over tools, paint cans, tape rolls, cables or other items temporarily left on floor while working, causing bruising or sprain injury	Technical staff Academic staff (incl visiting) Students Visitors or other staff incidentally entering the space	Media Arts work method statement 'Preventing Slips and Trips' - technical supervision during installation and removal		X		Ongoing monitoring	Jan 2020
5.9	Someone can be injured if they are working alone during construction and painting work and be unable to seek immediate help.	Technical staff Students	Media Arts work method statement 'Lone working' Art & Design Technicians to advise students on work plan	X			Ongoing monitoring	Jan 2020

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

5.10	Scene components or substances used during preparation and construction such as paints and adhesives may be flammable and if accidentally ignited will cause a fire.	Anyone in the building, including staff, students, cleaning staff, visitors, etc.	- All substances, including materials that may emit substances during working, to be specifically COSHH assessed and suitable controls applied - Art & Design Technicians to advise on each production's work plan - Media Arts work method statements for 'Fire Safety' and 'Hazardous substances'		X		Ongoing monitoring	Jan 2020
5.11	Someone may suffer an electric shock if power cable is cut or liquids spilt on electrical connections during construction work.	Technical staff Bystanders	- Media Arts work method statement 'Electrical safety' - power tools to be operated by technical staff only		X		Ongoing monitoring	Jan 2020
5.12	Someone may suffer strain injury when moving large or heavy items, for example scene flats, during painting and set build operations.	Technical staff Media Arts Students	Media Arts work method statement 'Manual handling' Dept's Manual Handling Assessor (Ella Riden) to advise as required		X		Ongoing monitoring	Jan 2020