

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	Installation, servicing, repair and related operations (Media Arts Centre, i.e. Williams Building and TV Studio) – N.B. Please refer to GRA8 general risk assessment for servicing work involving work at height, including use of access equipment					
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		
6.1	Someone may cut or burn 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 - three First Aiders on technical staff (Neil, Sarah, Ella)		X		Ensure adequate PPE is available for staff to use	Jan 2020
6.2	Someone may suffer breathing difficulties or other symptoms caused by exposure to solder fume, aerosol products and other specialist cleaning and servicing products.	Technical staff	- All substances to be COSHH assessed in accordance with College procedures and appropriate controls implemented - currently 2 trained assessors in dept - Media Arts work method statement 'Hazardous substances' - 3 First Aiders on technical staff (Neil, Sarah and Ella)	X			Ensure any new products are COSHH assessed and any safety equipment including PPE is available to use	Jan 2020

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6.3	Someone may be injured by eye contact or other exposure to filings, sawdust, swarf, etc., emitted during some processes.	Technical staff	<ul style="list-style-type: none"> - Media Arts work method statement 'Hazardous substances' - All materials to be COSHH assessed before working and specific controls applied - Staff only to work the materials - 3 First Aiders on technical staff 		X		Ensure any new products are COSHH assessed and any safety equipment including PPE is available to use	Jan 2020
6.4	Someone may suffer an electric shock when servicing portable electrical appliances	Technical staff	<ul style="list-style-type: none"> - Media Arts work method statement 'Electrical safety' - High proportion of repairs and servicing done by specialist external services. - Any work involving exposure of internal electrical components only to be undertaken by suitably qualified and experienced staff - 3 First Aiders on technical staff 		X		Ongoing monitoring	Jan 2020
6.5	Someone may fall ill or be at risk from intruders if working alone and unable to call on assistance	Technical staff	<ul style="list-style-type: none"> - Media Arts work method statement 'Lone working' - Building access control system in operation 		X		Ongoing monitoring	Jan 2020
6.6	Someone may trip over tools, cables or other items temporarily left on floor, resulting in bruising or sprain injury	Technical staff	Media Arts work method statement 'Preventing Slips and Trips'	X			Ongoing monitoring	Jan 2020

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6.7	Careless handling of tools and organisation of work area may cause a fire	Technical staff and anyone else present in the building	- Servicing operations only undertaken by suitably qualified technical staff. - Media Arts work method statements 'Fire Safety', 'Electrical Safety' and 'Using Power Tools'	X			Ongoing monitoring	Jan 2020
6.8	Someone may suffer strain injury when lifting and carrying heavy items, such as newly delivered equipment, or tools or items / materials to be worked	Technical staff	Media Arts work method statement 'Manual Handling'	X			Ongoing monitoring	Jan 2020