

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	Operations involving use of the Department's access equipment in the Media Arts Centre (Williams Building and TV Studio)					
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		
8.1	Passer-by may be struck and person carrying jolted while transporting a ladder or step-ladder from one place to another causing bruising, sprains, etc.	Technical staff - other staff visiting the MAC - students - visiting staff - cleaning and maintenance staff - College visitors - external visitors.	- Media Arts work method statement 'Work at height' - ladders stored in supervised areas so use is restricted to trained Technical Staff - 3 trained first aiders on staff and 3 First Aid boxes in Media Arts Centre	X			Review training arrangements for ladder users Ongoing monitoring	Jan 2020
8.2	Worker or bystanders could be struck if the ladder or stepladder slips or tilts over sideways during set-up or removal, potentially causing head injury including fracture.	- Technical staff - staff visiting the MAC - students - cleaning and maintenance staff - College visitors - external visitors.	- Media Arts work method statement 'Work at height' - operation restricted to trained Technical Staff - 3 trained first aiders on staff and 3 First Aid boxes in Media Arts Centre		X		Review training arrangements for ladder users Ongoing monitoring	Jan 2020

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8.3	High level fixtures and fittings could be dislodged and fall onto worker or bystanders when a ladder, MEWP or other access equipment is being put into position, potentially causing head injury including fracture.	<ul style="list-style-type: none"> - Technical staff - staff visiting the MAC - students - cleaning and maintenance staff - College visitors - external visitors. 	<ul style="list-style-type: none"> - Media Arts work method statement 'Work at height' and 'Installing and Uninstalling Studio Luminaires' - Access equipment operation restricted to trained Technical Staff - MEWP only to be driven by qualified drivers (IPAF card) - Procedure for maintenance operations includes restricting access to others during overhead working and use of proprietary hard hats for those working at floor level and on the MEWP. - Policy of using secondary proprietary ties to secure installed equipment - 3 trained first aiders on staff 		X		Ongoing monitoring	Jan 2020
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8.4	Ladder or MEWP can come into contact with overhead electrical fixtures such as lighting installations and if these are broken when struck they can potentially cause an electric shock resulting in serious burns or death.	<ul style="list-style-type: none"> - Technical staff - staff visiting the MAC - students - cleaning and maintenance staff - College visitors - external visitors. 	<ul style="list-style-type: none"> - Media Arts work method statements: 'Work at height', 'Installing and Uninstalling Studio Luminaires', 'Electrical safety' - Access equipment operation restricted to trained Technical Staff - Operation of MEWP limited to IPAF card holders - 3 trained first aiders on staff and - all electrical equipment in lighting grid to be inspected at regular intervals, including PAT testing of luminaires by College-appointed electrical contractor 	X	Ongoing monitoring	Jan 2020
8.5	Worker may miss step and fall while ascending and descending the ladder, stepladder or climbing onto MEWP platform, causing, limb fracture, severe bruising, possible facial injury such as fractured nose, jaw or broken teeth.	<ul style="list-style-type: none"> - Technical staff - teaching staff who have occasional reason to use access equipment - immediate bystanders 	<ul style="list-style-type: none"> - Media Arts work method statements: 'Work at height', 'Installing and Uninstalling Studio Luminaires' - Access equipment operation restricted to trained technical staff (MEWP operator needs IPAF card) - 3 trained first aiders on staff and 	X	<p>Review training arrangements for ladder users</p> <p>Ongoing monitoring</p>	Jan 2020
8.6	Worker may cause the ladder or stepladder to fall over if they overreach while working, causing severe back injury, limb fractures, or potentially serious head injury to self or bystander.	<ul style="list-style-type: none"> - Technical staff - staff visiting the MAC - students - cleaning and maintenance staff - College visitors - external visitors. 	<ul style="list-style-type: none"> - - Media Arts work method statements: 'Work at height', - Access equipment operation restricted to trained Technical Staff - 3 trained first aiders on staff 	X	<p>Review training arrangements for ladder users</p> <p>Ongoing monitoring</p>	Jan 2020

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8.7	Worker may cause Tallescope to fall over if they overreach while working causing limb fractures, potentially serious head injury to self or bystander.		Tallescope replaced by MEWP, so no longer a relevant risk	X		Delete from risk assessment	NA
8.8	Worker may drop tools or items being installed or removed onto persons below, potentially causing severe head injury including fracture and concussion.	<ul style="list-style-type: none"> - Technical staff - staff visiting the MAC - students - cleaning and maintenance staff - College visitors - external visitors. 	<ul style="list-style-type: none"> - Media Arts work method statements: 'Work at height', 'Installing and Uninstalling Studio Luminaires' - Zone to be cleared of persons before commencing work and effective access restriction put in place -Policy of using proprietary safety chains or cords as back-up means of securing ALL suspended lighting units - Written procedure to be followed during any lighting maintenance operations, including restricting access, PPE, etc. 'Installing and uninstalling luminaires' - 3 trained first aiders on staff and 3 First Aid boxes in centre 		X	Ongoing monitoring	Jan 2020
8.9	Bystander may be injured in some of the above ways when ladders and stepladders are being used by visiting maintenance staff and contractors.	<ul style="list-style-type: none"> - Technical staff - staff visiting the MAC - students - cleaning and maintenance staff - College visitors - external visitors. 	Maintenance staff to follow their policies for 'Access and use of plant rooms' and Maintenance Services tools policy.		X	Maintenance staff to liaise with the relevant Media Arts premises manager for any planned maintenance work involving ladders.	Jan 2020

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8.10	Someone may be unable to seek medical assistance if they are injured in one of the above ways when working alone, possibly exacerbating the nature of any injury.	Academic, technical and administrative staff -students	- Media Arts work method statements: 'Lone working', 'Work at height', 'Installing and Uninstalling Studio Luminaires'- Policy of ensuring operator is always in immediate contact with colleagues		X		Ongoing monitoring	Jan 2020
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