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| Health and safety services |

Risk assessment form

**SEE/ Cohen/ Auto Analysers**

**RISK ASSESSMENT FORM – SCHOOL OF EARTH AND ENVIRONMENT**

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| **RISK ASSESSMENT DETAILS** | | | | | | | | **DEGREE OF RISK** | | | | | **RISK RATING MATRIX** | | | |
| |  |  | | --- | --- | | Faculty/School/Service | **SEE/ Cohen/ Auto Analysers** | | Team |  |  |  |  | | --- | --- | | Risk Assessment Title | **Use of nutrient auto-analyser systems** | | Risk Assessment Log Reference |  | | Date | Originated: 17/02/2015 | | Name of Assessors | Anthony Stockdale | | Manager Responsible | HoS | | Location | 8.130 :Cohen Nutrient  Lab | | Details of Activity  Normal operation and user maintenance of Auto Analysers | |   Other assessments which might also be required, ✓ if needed:  Manual Handling REF  COSHH ✓ REF  Personal Protective Equipment (PPE) REF  Noise REF  Other REF | | | | | | | | |  |  | | --- | --- | | **LIKELIHOOD (L)** | | | 5 | Inevitable | | 4 | Highly Likely | | 3 | Possible | | 2 | Unlikely | | 1 | Remote Possibility | | | | | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  | **SEVERITY** | | | | | | **LIKELIHOOD** |  | 1 | 2 | 3 | 4 | 5 | | 1 | 1 | 2 | 3 | 4 | 5 | | 2 | 2 | 4 | 6 | 8 | 10 | | 3 | 3 | 6 | 9 | 12 | 15 | | 4 | 4 | 8 | 12 | 16 | 20 | | 5 | 5 | 10 | 15 | 20 | 25 | | | | |
| |  |  | | --- | --- | | **SEVERITY (S)** | | | 5 | Very High -Multiple Deaths | | 4 | High - Death, serious injury, permanent disability | | 3 | Moderate - RIDDOR over 3 days | | 2 | Slight - First Aid treatment | | 1 | Nil - Very Minor | | | | | | **PERSONS AT RISK** | | | |
| |  | | --- | | PERSONS AT RISK | | Employees | | Students | | Clients | | Contractors | | Members of the public | | Work Experience students | | Other Persons | | | | |
| |  |  | | --- | --- | | **REVIEW DATES** | | |  |  | |  |  | |  |  | | | | | | | | | |  |  | | --- | --- | | RISK RATING SCORE | ACTION | | 1 - 4 | Broadly Acceptable - No action required | | 5 - 9 | Moderate - Reduce risks if reasonably practicable | | 10 -15 | High Risk - Priority Action to be undertaken | | **16 -25** | Unacceptable **-Action must be taken IMMEDIATELY** | | | | | | | | | |
| **HAZARD AND RELATED ACTIVITIES**  e.g. trip, falling objects, fire, explosion, noise, dust, violence etc. | | **PERSONS**  **AT RISK**  e.g. Employees, Customers, Contractors, Members of the public | **POSSIBLE OUTCOME** | | **RISK RATING BEFORE CONTROLS (LxS)** | | **EXISTING CONTROLS**  e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE) | | | **RISK RATING AFTER CURRENT CONTROLS (LxS)** | | **FURTHER CONTROLS REQUIRED?** | | **RISK RATING AFTER ADDITIONAL CONTROLS (LxS)** | | |
| Risk of sharps injuries when connecting glass tubing or cutting sample tubing | | Employees only | Minor cuts | | 3(l)x2(s)=6 | | Maintenance restricted to trained personnel | | | 2(l)x2(s)=4 | | N | | - | | |
| Risk of injury from autosampler | | Anyone with lab access | Puncture wounds to hands | | 2(l)x3(s)=6 | | Training for users. The instrument is not to be left unattended if visitors are present in the lab. | | | 1(l)x3(s)=3 | | N | | - | | |
| Electrical risks | | Employees only | Electrocution | | 2(l)x4(s)=8 | | The instruments are designed to carry leaks (from broken tubing etc.) out through a drainage channel on each component. Power sockets are raised from bench level to avoid contact with leaks or spillages.  PAT testing completed annually | | | 1(l)x4(s)=4 | | N | | - | | |
| Spillage of liquid | | Anyone with lab access | Slip on liquid | | 3(l)x3(s)=9 | | All spills to be cleaned up immediately. Other-wise, care taken when moving around lab | | | 2(l)x3(s)=6 | | N | |  | | |
| **MANAGEMENT AGREED**  **ADDITIONAL CONTROL MEASURES REQUIRED** | | | | **ACTIONED BY** | | | | | | | **ACTION COMPLETE** | | | | | |
| **POSITION** | | **NAME** | | | **DATE** | | **MANAGER SIG** | | | | | **DATE** |
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| **COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF** | | | | |
| **REFERENCE OF FORMAL COMMUNICATION TO STAFF** | **METHOD** | **YES** | **DATE** | **COMMENTS** |
| Copy of risk assessment issued to staff |  |  |  |
| Controls covered in team procedure issued to staff |  |  |  |
| Staff Handbook issued to staff |  |  |  |
| Other - |  |  |  |
| **ADDITIONAL METHODS OF COMMUNICATION** | Induction |  |  |  |
| Toolbox Talk |  |  |  |
| Team Meeting |  |  |  |
| E-mail circulation |  |  |  |
| Other - |  |  |  |

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| **COMMENTS AND INFORMATION**  (Use this section to record any dynamic risk assessment comments and information) |
| Lab has restricted pass access. The instrument should not be moved – this risk assessment therefore excludes manual handling. |

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| **Do additional controls adequately lower high risk activities to an acceptable level?** | **YES / NO**  If NO explain in comments box above | **SIGNATURE OF MANAGER**  "The risks identified in this assessment are controlled so far as is reasonably practicable" | |
| Signature: | Date: |

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| **DATE OF REASSESSMENT**  (Every two years minimum) | **ARE THERE ANY CHANGES TO THE ACTIVITY SINCE THE LAST ASSESSMENT?** | **SIGNATURE OF MANAGER** |
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| **LOCATION OF CURRENT SIGNED RISK ASSESSMENT** |  |