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| Health and safety services |

Risk assessment form

Sulphur and carbon analysis using the LECO

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

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| **RISK ASSESSMENT DETAILS** | **DEGREE OF RISK** | **RISK RATING MATRIX** |
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| Faculty/School/Service | **SEE** |
| Team | **Cohen** |

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| Risk Assessment Title | **Use of the LECO** |
| Risk Assessment Log Reference | **N/A** |
| Date | **10/3/2014** |
| Name of Assessors | Andy Connelly |
| Manager Responsible | Liane Benning |
| Location | 9.131 (Cohen) |
| Details of Activity**Sulphur and carbon analysis using the LECO and measuring standard materials.** |

Other assessments which might also be required, ✓ if needed:Manual Handling REFCOSHH ✓ Personal Protective Equipment (PPE) REFNoise REFOther REF |

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| **LIKELIHOOD (L)** |
| 5 | Inevitable |
| 4 | Highly Likely |
| 3 | Possible |
| 2 | Unlikely |
| 1 | Remote Possibility |

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|  |  | **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 |

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| **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** |
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| PERSONS AT RISK |
| Employees |
| Students |
| Clients |
| Contractors |
| Members of the public |
| Work Experience students |
| Other Persons |

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| **REVIEW DATES** |
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| 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** |

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| **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)** |
| Use of compressed gases | See compressed gas handling risk assessment and COSHH assessments – **requires training** |
| Use of balance | See balance risk assessment – **requires training** |
| High temperature (1350oC)  | Trained users and others working in laboratory | Possible thermal burns on hands and damage to eyes | 3x3=6 | SOP to be followed. Including use of eye shade and tinted safety glasses.  | 2x3=6 | No |  |
| Handling standard materials | Trained users and others working in laboratory | See COSHH |
| Handling users samples | Before using the LECO users must carry out risk and COSHH assessments to identify issues with user’s samples. Any lab users at risk from the samples must be informed; this includes personnel training user. |

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| **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 - Training | **YES** | **On going** |  |
| **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) |
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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** |  |

**RISK ASSESSMENT LOG - SAMPLE**

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| RISK ASSESSMENT LOG |
| Directorate: | Area: |
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| Section/Team | Risk Assessment Title | Version No. | Risk Assessment Category | Code/Location | Risk Assessor | Manager responsible for signing off risk assessment | Date assessment signed off | Review Due | Review Date | Outstanding Controls/ActionsYes/No | Comments |
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