

**Risk Assessment Record: Interact Lab various activities**

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| **Location / Area:** | Shawcross – Room GC4 / Interact Lab | | |
| **Dept/School:** | School of Engineering and Informatics | **Building manager:** | Johnny Parish |
| **Assessor:** | J. Luis Berna Moya | **Position:** | Laboratory Technician |
| **Date of assessment:** | 10.Nov.2015 | **Valid until / Due for review:** | 10.Nov.2016 |
| **Summary of project or activity** | **Interact Lab various activities** | | |
| **Overview of main risks involved:** | **General activities in the lab involving power tools, hand tools, hot work (soldiering), manual handling, and possibility of electric shock. Also issues relating to general housekeeping and use of a workshop space** | | |
| **Overall Risk Rating:** | **Acceptable** | | |

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|  |  |  | **Likelihood (L) \*** | **Severity (S) \*** | **Risk Rating (LxS) \*** |  | **Residual likelihood (RL)** | **Residual Severity (RS)** | **Residual Risk Rating (RL x RS)** |  |  |  |
| **Activity - Hazards Identified** | **Who may be harmed?** | **Existing Risk Controls \*** | **Further Risk Controls required (if Risk Rating is 5 or above) \*** | **Responsible for implementing further Risk Control measures** | **Due Date \*\*** | **Date Completed** |
| **Use of power tools** – cutting, fire, shearing, and crushing. | Operator / those in the vicinity | Specific risk assessments covering: 3D printer and laser cutter.  Machinery is kept in good working order through regular maintenance and cleaning.  Electrical test of any equipment kept up to date through regular revisions. | 1 | 2 | 2 |  |  |  |  |  |  |  |
| **Use of hand tools** – cut, abrasion, stabbing, impact and dust | Operator | Tools are kept in good condition and maintained by workshop technician as required.  Eye protection, lab coats, gloves and dust mask are provided as appropriated. | 1 | 1 | 1 |  |  |  |  |  |  |  |
| **Hot work progress (soldering)** – fire, burns, fumes , electric shock. | Operator / those in the vicinity | Suitable tongs/appliances for holding and moving hot work-pieces are provided and used.  Working area is kept clear of combustible materials. | 1 | 2 | 2 |  |  |  |  |  |  |  |
| **Human factor** - Unsafe persons and/or practices | Operator / those in the vicinity | Only people who are adequately trained or are experienced and deemed as competent by the workshop supervisor are allowed to work independently in the workshop.  Trainees, or others with limited experience, are instructed and closely supervised if working in the area.  Internal training to meet changing requirements within the workshop is ongoing.  A range of Personal Protective Equipment is provided and instructions on its use are provided as appropriate.  There is adequate provision of trained first aiders and equipment.  The consumption of food or drink is not allowed in the workshop  Visitors are required to report to the office. | 2 | 2 | 4 |  |  |  |  |  |  |  |
| **Hazards associated with the workplace**  **and the working environment** -  Cuts, abrasions, slips, trips,  Falls,  lighting, ventilation, fume extraction  and fire. | Everyone | Time is allowed on a weekly basis for routine maintenance.  Passages are kept free of obstructions.  Spills and/or leaks are dealt with promptly.  Storage and work areas are kept separate.  Floor surfaces are sound and kept clean.  General and local lighting is provided to appropriate standard.  Fume extraction is provided in soldering area and laser cutter.  Windows can be opened for ventilation.  A full detection fire alarm system is in place, maintained and tested in accordance with fire regulations.  Adequate fire escape routes are provided, sign posted and checked routinely for obstructions.  Fire extinguishers are accessible at strategic points in the workshop and are checked/maintained.  Training in the use of fire extinguishers is provided through the UFO. Combustible waste materials are disposed of on a daily basis | 1 | 3 | 3 |  |  |  |  |  |  |  |
| **Manual handling** - Musculo-skeletal injury, crushing, cuts/abrasions,  impact, strain | Operator | Materials are stored so as to minimise moving and handling.  Key members of staff have been trained and are experienced in manual handling.  Gloves, safety glasses and safety shoes are provided and used as required. | 1 | 3 | 3 |  |  |  |  |  |  |  |
| **Use of electricity** - Electric shock, burns, fire. | Operator / those in the vicinity | Only fully trained, competent and authorised persons may commence live working on equipment of any kind.  Anyone working on a project which uses voltages above 60V must ensure the supervisor is aware of this and must have filled out a risk assessment form. | 1 | 3 | 3 |  |  |  |  |  |  |  |

**\* Risk Rating:**This form assumes 1-5 scoring system for Likelihood & Severity, and 1-25 scoring for Risk Rating. (see [Guidance Note on Risk Assessments (RAs)](http://www.sussex.ac.uk/ei/internal/documents/risk-assessment-guidance-note.doc) for more details)

Within 1-25 Risk Rating scoring, Risk Rating score of 1-4 is considered Acceptable, 5-9 Adequate. **Risk Rating of 10 and above indicates that further risk control measures must be introduced until the Residual Risk Rating has been reduced to at least below 10.**

**\*\* Due Date** records the date by which all the identified risk control measures need to be implemented.