

### Risk Assessment Form

<b>Date:</b>	June 2017	<b>Assessed By:</b>	A.MEE (School Technical Manager)	<b>Activity\Location</b>	Psychology Lab use in Link Building and PSQ
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What are the hazards?	Who might be harmed and how?	Controls in place	Risk	Additional considerations	Review period
Slips and trips	Staff, students and visitors - Minor injuries from falls.	Work areas and thoroughfares kept tidy and clear of obstructions. Cables to be kept tidy and away from users. All areas to be well lit. Any hazards such as trailing cables, defects to floor coverings, faulty lighting etc. should be reported immediately to the Tech Office (Link 109)	(1*4) 4		Annually
Electrical	Staff, students and visitors - Electrical shocks or burns from faulty electrics, including portable electrical equipment.	All electronic items PAT tested. Plugs, leads, wires and cables should be visually inspected regularly and kept in a condition that does not cause harm. Extension cable use to be avoided where possible. Electrical equipment stored and used away from water and only used with dry hands.	(1*5) 5		Annually
Display Screen Equipment	Staff and students - Postural problems, eyestrains, headaches	Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled	(1*2) 2	Use of DSE training and assessments. Provision of required equipment where necessary.(Chairs, monitor risers etc)	Annually (With continuous assessment based on requirements)
Manual Handling	Staff and students - Back injuries	A trolley should be used to transport heavy goods. Light items only to be stored on high shelves. Training in lifting techniques should be provided for anyone who undertakes the lifting of heavy loads.	(1*3) 3		Annually (With continuous assessment based on requirements)
Fire	Staff, students and visitors - Smoke inhalation/burns	Equipment should be switched off when not in use. Users	(1*5) 5	Site wide guidance to be made more easily available.	Annually
Working at height	Staff and students - Falls from any height can cause bruising and fractures	Chairs or desks must not be used for reaching heights. Approved stepladder in good condition provided, if needed, and staff know how to use it safely.	(1*4) 4	Signage to enforce the policy	Annually
Hazardous substances	Staff and students and visitors - Skin irritation or eye damage from direct contact, vapour causing breathing problems	If any hazardous substances are to be used within the office or labs a COSHH risk assessment must be completed and a safe system of work issued to the users.	(1*4) 4		Annually

Lone/Out of hours working (LOOH)	Staff and students	LOOH work should be minimised or avoided where feasible. If LOOH working is unavoidable, you must complete a specific assessment by contacting the school safety officer.	(1*3) 3		Annually
Play Equipment and small items	Vising children – Minor injuries, choking.	Play equipment needs to be inspected on a regular basis to ensure it is in good working condition and suitable for the age range. Small items such as coins and pen tops must be kept out of reach.	(1*3) 3		Annually (With continuous assessment based on requirements)

**SIGNATURE:** \_\_\_ *Anthony Mee* (Responsible Person)

**PRINT:** \_\_\_\_\_ Anthony Mee

**SIGNATURE:** \_\_\_ *Tim Hollins* \_\_\_\_\_ (Head of School)

**PRINT:** \_\_\_\_\_ Tim Hollins

**DATE:** \_\_\_\_\_ June-2017 \_\_\_\_\_

**REVIEW DATE:** \_\_\_ June -2018 \_\_\_\_\_

	5	10	15	20	25
Consequence	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
		Likelihood			