University of Plymouth **Risk Assessment Form (RA1)**

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Assessment Ref. No.	EEG Link Lab 213	**Version No.**	1
Activity Assessed	***Please provide a clear description of the activity, purpose, where, and when it takes place.*** Running EEG studies in Link building lab 213 (EEG)		
Assessment Date	December 2025	**Faculty / Directorate**	Health and Human Science
Date of Next Review	December 2026	**School / Service**	Psychology
Assessor	Martyn Atkins (Technical Manager)	**Additional individuals involved in developing the RA**	Giorgio Ganis (Lab head) Tigan Schofield (Lab manager)
Signature of Assessor		**Signature of Academic Supervisor / Approver**	

Risk Score Matrix

		Severity				
		Insignificant	Minor	Moderate	Major	Fatal
Likelihood	Very Unlikely	**1 Green**	**2 Green**	**3 Green**	**4 Green**	**5 Amber**
	Unlikely	**2 Green**	**4 Green**	**6 Amber**	**8 Amber**	**10 Red**
	Possible	**3 Green**	**6 Amber**	**9 Amber**	**12 Red**	**15 Red**
	Likely	**4 Green**	**8 Amber**	**12 Red**	**16 Red**	**20 Red**

Risk Score and Description

Risk Score	Risk Level	Category	Description
1 – 4	Low	Acceptable	No further actions needed
5 – 9	Medium	Tolerable/Adequate	Should be reviewed to ensure that there is nothing else that can be done
10 – 15	High	Undesirable	Immediately review current control measures, and where appropriate decide on further actions
16 - 25	Very High	Unacceptable	Stop activity and make immediate improvements

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	Almost Certain	**5 Amber**	**10 Red**	**15 Red**	**20 Red**	**25 Red**	***Likelihood (L) x Severity (S) = Risk Score (RS)***

What is/are the hazard(s) involved with the activity being undertaken?	**Who might be harmed and how?**	**What are you already doing to control the risk?**	**Risk Score** with current controls in place. Likelihood x Severity = Risk Score			**What further action is necessary?** (Add these actions to the action plan below).	**Target Risk Score** Likelihood x Severity = Risk Score		
			L	**S**	**RS**		**L**	**S**	**RS**
Slips, Trips and Falls	Researchers and participants. Injury from falling (e.g. sprains, fractures).	Cables secured or covered. Work areas and thoroughfares kept tidy and clear of obstructions. Regular housekeeping checks and walkarounds. Reporting of hazards to the Technical Manager.	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk
Poor workstation setup, **prolonged** screen use.	Researchers and participants. Postural problems, eyestrains, headaches.	Adjustable chairs and monitors. Working mice / keyboards. Workstations are only used transiently (<1h per study slot so not prolonged use).	1 - Very Unlikely	1 - Insignificant	1 - Low Risk	Visual inspection of standard study labs every 2 months.	1 - Very Unlikely	1 - Insignificant	1 - Low Risk

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Electrical equipment connected to the mains (battery operated equipment poses no risk) Faulty or damaged equipment	Researchers and participants. Electrical shocks or burns from faulty electrics, including portable electrical equipment.	UoP managed: Annual PAT testing. Cabling visually inspected regularly and maintained in safe condition. Immediate reporting of faults / hazards to the Technical Manager or Estates. Extension cable use minimised.	2 - Unlikely	3 - Moderate	6 - Medium Risk	Visual inspection of standard study labs every 2 months.	2 - Unlikely	2 - Minor	4 - Low Risk
Physical and mental wellbeing	Participants. Study-triggered physiological reactions. E.g. dizziness, nausea or emotional distress. Fatigue or strain during extended studies.	Researcher to keep studies as short as possible, and provide rest breaks for demanding or longer studies. Ethical approval required for all studies, ensuring Informed consent, right to withdraw and appropriate support resources. Signposting to support services if distress occurs. Typically, via the Tech Office in Link 109 who can signpost as needed.	3 - Possible	2 - Minor	6 - Medium Risk	Signage in study labs of what to do in the event of participant distress including: Emergency contact info in each lab. Quick-access protocol for severe distress.	3 - Possible	2 - Minor	6 - Medium Risk

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Fire	Staff, students, participants and visitors Smoke inhalation/burns.	UoP managed: Fire exits clearly marked. Fire alarm tests / drills. Extinguisher checks. Evacuation signage & fire marshals. Locally managed: Equipment turned off when not in use. Fire doors kept closed.	1 - Very Unlikely	4 - Major	4 - Low Risk	Any equipment using Li-ion batteries e.g. VR headsets etc. should not be left charging unattended. Send reminder to researchers and staff.	1 - Very Unlikely	4 - Major	4 - Low Risk
Use of substances for biometric recording	Researchers and Participants Physical sensitivity/rash under contact sites (skin)	Ensuring all substances (electrolyte gel, saline, alcohol (surgical spirit) etc) used are medical grade and hypoallergenic. Storage and application of relevant substances (i.e. alcohol) in line with COSHH regulations.	1-Very Unlikely	2-Minor	2- Low Risk		1-Very Unlikely	2-Minor	2- Low Risk
Lone Working	Researchers Emergencies (e.g. medical) occurring within Lab when alone	All out of hours/Lone researchers to have completed relevant training (online e-learning). Emergency contact information for services, security and other lab supervisors signposted.	2-Unlikely	3-Moderate	6-Medium Risk		2-Unlikely	3-Moderate	6-Medium Risk

Please Refer to scoring matrix and likelihood / severity descriptors

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Action Plan and Monitoring

This section should be completed by the Risk Assessor and discussed with Manager / Academic Supervisor		This section should be completed by the Manager / Academic Supervisor for monitor and review		
Hazard	Action required	Action assigned to	Target date	Date Completed
Poor workstation setup	Visual inspection of standard study labs workstations every 2 months.	Martyn Atkins / Mark Cooper		
Electrical equipment connected to the mains	Visual inspection of standard study labs every 2 months.	Martyn Atkins / Mark Cooper		
Physical and mental wellbeing	Signage in study labs of what to do in the event of participant distress including: Emergency contact info in each lab. Quick-access protocol for severe distress.	Martyn Atkins	January 2026	
Fire	Any equipment using Li-ion batteries e.g. VR headsets etc. should not be left charging unattended. Send reminder to researchers and staff.	Martyn Atkins	January 2016	
Fire	Installation of a specialised Li-ion extinguisher outside the Tech Office, Link 109	Martyn Atkins / Phil Quarmby	March 2026	

Review

When reviewing this risk assessment remember to move completed actions into the 'what are you already doing.' column, as these actions should be in place by the time you review the risk assessment. You should review your risk assessment periodically **and** if circumstances change, which means it is no longer valid (e.g. following an incident in the workplace or if there are any significant changes; such as new work equipment, work activities, personnel, environment, legislation, or guidance etc.)

LIKELIHOOD X SEVERITY = RISK SCORE

Likelihood Descriptors

Likelihood of injury / harm	Examples	Score

Severity Descriptors

Severity of injury / harm	Examples	Score

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Very unlikely	Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
Unlikely	Reasonable control measures are in place, but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity.	2
Possible	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity and situations sometimes arise from this activity.	3
Likely	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / situation often arise from this activity.	4
Almost certain	No controls in place where there should be, exposure to the hazard is expected to occur in most circumstances. The activity is considered such high risk that it will certainly lead to injuries.	5

Insignificant	None or very insignificant injuries, health effects, damage, or disruption to work. Short-term and/or localised environmental harm.	1
Minor	Cuts bruises, mild skin irritations, mild headaches and pains requiring minor first aid treatment. Minor property damage or disruption to work. Notable contributor to environmental harm.	2
Moderate	More serious injuries or ill-health requiring time off work or a hospital visit for example burns sprains, strains, short term musculoskeletal disorders, cut requiring stitches, back injuries, fractures to fingers and toes. Short term absence relating to physical or mental health issues. More serious property damage or disruption. A significant contributor to environmental harm.	3
Major	Broken limbs, amputations, long-term health problems or longer absence. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work. A major contributor to significant environmental harm.	4
Fatal	Injury or ill-health which leads to death either at the time, soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses. The major contributor to significant environmental harm.	5