

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training.

Assessment Ref. No.	Link 209 Health Lab		Activity Assessed	Health Lab Activities																																						
Assessment Date	25 th February 26		Faculty / Directorate	Health																																						
Assessor	Martyn Atkins		School / Service	Psychology																																						
Version No.	2		Additional individuals involved in developing the RA	Jon May																																						
Signature of Assessor			Signature of Academic Supervisor / Approver																																							
Risk Score Matrix						Risk Score and Description																																				
Severity						Risk Score	Risk Level	Category	Description																																	
<table border="1"> <tr> <td></td> <td>Insignificant</td> <td>Minor</td> <td>Moderate</td> <td>Major</td> <td>Fatal</td> </tr> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</td> <td>Very Unlikely</td> <td style="background-color: #00FF00;">1 Green</td> <td style="background-color: #00FF00;">2 Green</td> <td style="background-color: #00FF00;">3 Green</td> <td style="background-color: #00FF00;">4 Green</td> <td style="background-color: #FFD700;">5 Amber</td> </tr> <tr> <td>Unlikely</td> <td style="background-color: #00FF00;">2 Green</td> <td style="background-color: #00FF00;">4 Green</td> <td style="background-color: #FFD700;">6 Amber</td> <td style="background-color: #FFD700;">8 Amber</td> <td style="background-color: #FF0000;">10 Red</td> </tr> <tr> <td>Possible</td> <td style="background-color: #00FF00;">3 Green</td> <td style="background-color: #FFD700;">6 Amber</td> <td style="background-color: #FFD700;">9 Amber</td> <td style="background-color: #FF0000;">12 Red</td> <td style="background-color: #FF0000;">15 Red</td> </tr> <tr> <td>Likely</td> <td style="background-color: #00FF00;">4 Green</td> <td style="background-color: #FFD700;">8 Amber</td> <td style="background-color: #FF0000;">12 Red</td> <td style="background-color: #FF0000;">16 Red</td> <td style="background-color: #FF0000;">20 Red</td> </tr> <tr> <td>Almost Certain</td> <td style="background-color: #FFD700;">5 Amber</td> <td style="background-color: #FF0000;">10 Red</td> <td style="background-color: #FF0000;">15 Red</td> <td style="background-color: #FF0000;">20 Red</td> <td style="background-color: #FF0000;">25 Red</td> </tr> </table>												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	Almost Certain
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						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																																	
						<i>Likelihood (L) x Severity (S) = Risk Score (RS)</i>																																				

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			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
Unauthorised access to personally identifying data	Participants	Data only held on university password protected accounts	1 - Very Unlikely	4 - Major	4 - Low Risk	None	1 - Very Unlikely	4 - Major	4 - Low Risk
Participant objecting to materials or procedure	Participants	Participants briefed beforehand and allowed to withdraw during study	2 - Unlikely	2 - Minor	4 - Low Risk	None	2 - Unlikely	2 - Minor	4 - Low Risk

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Slips, Trips and Falls	<p>Researchers and participants.</p> <p>Injury from falling (e.g. sprains, fractures).</p>	<p>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.</p>	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk
Poor workstation setup, prolonged screen use.	<p>Researchers and participants.</p> <p>Postural problems, eyestrains, headaches.</p>	<p>Adjustable chairs and monitors. Working mice / keyboards. Workstations are only used transiently (<1h per study slot so not prolonged use).</p>	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
Electrical equipment Faulty or damaged equipment	<p>Researchers and participants.</p> <p>Electrical shocks or burns from faulty electrics, including portable electrical equipment.</p>	<p>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.</p>	2 - Unlikely	3 - Moderate	6 - Medium Risk	Visual inspection of standard study labs every 2 months.  Signage to contact the Tech Office if faults are noticed.	2 - Unlikely	2 - Minor	4 - Low Risk
Physical and mental wellbeing	<p>Participants.</p> <p>Study-triggered physiological reactions. E.g. dizziness, nausea or emotional distress. Fatigue or strain during extended studies.</p>	<p>Researcher to keep studies short 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.</p>	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
Loss of datafile following collection	Researchers	Data only held on University password protected accounts; version control allows recovery	1 - Very Unlikely	4 - Major	4 - Low Risk	None	1 - Very Unlikely	4 - Major	4 - Low Risk
Errors in transcription, coding or analysis	Researchers	Transcription, Coding and analysis conducted by team not individuals; open science practices followed	1 - Very Unlikely	4 - Major	4 - Low Risk	Training in Open Science practices taught to all researchers	1 - Very Unlikely	4 - Major	4 - Low Risk
Participant assaulting or harassing researcher	Researcher	One-to-one contact in University or approved premises with others within calling distance	1 - Very Unlikely	3 - Moderate	3 - Low Risk	Ensure researchers aware of need for others to be within calling distance	1 - Very Unlikely	3 - Moderate	3 - Low Risk
Equipment failure	Researcher	Training provided to researchers; protocol designed to allow repair time	2 - Unlikely	3 - Moderate	6 - Medium Risk	None	1 - Very Unlikely	3 - Moderate	6 - Medium Risk
Participant experiencing cardiovascular incident	Participant	Volunteers screened for contraindications using 2023 PARQ; location of defibrillator and first aider on poster in room	1 - Very Unlikely	4 - Major	4 - Low Risk	None	1 - Very Unlikely	4 - Major	4 - Low Risk

Refer to scoring matrix and likelihood / severity descriptors

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	January 2026	January 2026
Electrical equipment	Visual inspection of standard study labs every 2 months.	Martyn Atkins / Mark Cooper	January 2026	January 2026

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	March 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 2026	January 2026
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 Descriptors

Likelihood of injury / harm	Examples	Score
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

Severity Descriptors

Severity of injury / harm	Examples	Score
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

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

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