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

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

When using a generic risk assessment template it is your responsibility to ensure that it is appropriately tailored to the specific task. You must add any additional details or control measures necessary to ensure the assessment is suitable and sufficient for the work being carried out.

Assessment Ref. No.	Link Audio Lab 205 – includes an enclosed sound-isolating booth	**Version No.**	1
Activity Assessed	***Please provide a clear description of the activity, purpose, where, and when it takes place.***		
	Running psychological studies of less than 1 hour in duration per study in Link building Audio Lab 205		
Assessment Date	11th 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**	Julien Besle
Signature of Assessor	M. Atkins	**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**
	Almost Certain	**5 Amber**	**10 Red**	**15 Red**	**20 Red**	**25 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

Likelihood (L) x Severity (S) = Risk Score (RS)

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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
Electrical equipment Faulty or damaged equipment	Researchers and participants. Electrical shocks or burns from faulty electrics, including	UoP managed: Annual PAT testing. Cabling visually inspected regularly and maintained in safe condition.	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

	portable electrical equipment.	Immediate reporting of faults / hazards to the Technical Manager or Estates. Extension cable use minimised.							
Physical and mental wellbeing	Participants. Study-triggered physiological reactions. E.g. dizziness, nausea or emotional distress. Fatigue or strain during extended studies. Claustrophobia or anxiety in confined space.	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.	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
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.	1 - Very Unlikely	4 - Major	4 - Low Risk		1 - Very Unlikely	4 - Major	4 - Low Risk

		Locally managed: Equipment turned off when not in use. Fire doors kept closed.							
Adequate ventilation	Staff, students, participants O_2 depletion in sealed booth – dizziness & fainting	Booth ventilation system utilised.	1 - Very Unlikely	3 - Moderate	3 - Low Risk	Researcher must ensure booth ventilation is activated for experiments exceeding 10 minutes in duration. Install signage to that effect on the booth door.	1 - Very Unlikely	3 - Moderate	3 - Low Risk
Acoustic Isolation Hazards	The booth may block external alarms (e.g. fire alarms) Ignored alarms leading to harm.	Researcher always present outside the booth to ensure alarms are responded to.	1 - Very Unlikely	3 - Moderate	3 - Low Risk	Participant is never left unattended inside the booth.	1 - Very Unlikely	3 - Moderate	3 - Low Risk

Please 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 2016	
Electrical equipment	Visual inspection of standard study labs every 2 months.	Martyn Atkins / Mark Cooper	January 2016	

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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 2016	
Adequate ventilation	Researchers made aware of ventilation requirements via signage.	Martyn Atkins	December 2025	December 2025
Acoustic Isolation Hazards	Researchers made aware of close attendance requirement via signage.	Martyn Atkins	December 2025	December 2025

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
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

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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		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
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		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
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		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