

Health, Safety and Environmental Risk Assessment

1. RISK ASSESSMENT NO: Reid Gallery/PrincipalSeminarRoom1 Build 2015	2. DEPARTMENT: Exhibitions	3. DATE: 28/8/15
4. WORK ACTIVITY/WORK PROCESS: Building & Installing walls Reid Gallery (31.8.15), Principal Seminar Room 1 (9.9.15) for Graduate Degree Show	5. SPECIFIC LOCATION OF TASK: Reid Gallery, Principal Seminar Room 1	
6. HAZARDS AND ASSOCIATED RISKS: <ul style="list-style-type: none"> Manual Handling Mechanical & Electrical hazards, use of portable power tool, use of hand tools Working at Height from ladders General Housekeeping, safe access and egress 		
7. AT RISK: (<i>persons, environment, plant, equipment etc.</i>) Staff, Students, Visitors and Persons on GSA Exhibitions Team (including equipment and the building)		
8. EXISTING CONTROL MEASURES:(<i>To correspond with hazard / risks identified in section 6</i>) <ul style="list-style-type: none"> For Reid Gallery the sheets of wood and CLS will be transported to site by GSA technician Steven Higgins and will come through back lane door for Reid Building supervised by Steven Higgins, and assembled in Reid Gallery. Steven has had full training and will instruct his assistant Arne Wern and provide gloves for carrying. Arne has worked with Steven before and will be supervised. The crew will use PPE gloves when carrying heavy materials. Steven Higgins will use a Plunge saw with mobile Extractor in the Reid Gallery Space to cut wood. This belongs to Steven and is PAT TESTED. Steven will be the only person to use it. Exhibitions Dept ladder has been checked for defects prior to use and Steven Higgins will ensure no one works below ladders – control access to area. Three points of contact with ladder at all times. Never use the top most rungs, rest against top three rungs to steady yourself when hands free. Only for short duration tasks (less that 15mins) Ensure another person holds bottom of ladder to steady it at all times (when necessary) Work at heights will be supervised by Steven Higgins at all times. Steven will use 7 sheets of pre-fabricated studio construction of walls for general exhibition build in Principal Seminar Room 1. This build will take place on morning of 9 Sept 2015. These sheets are located in Design office Top Floor Reid Building, and will be brought down in the goods lift by Steven and Arne. Generally good housekeeping – off-cuts cleared away promptly, dust cleared regularly from floors and exhibition space etc. Staff wear safety shoes that have a good grip. 		
9. LINKED REFERENCES OR ASSESSMENTS:	GSA Emergency Procedures for Fire & Evacuation GSA H&S Policies and Guidance	
10. OVERALL CATEGORY OF RISK: (*Delete as appropriate)		*MEDIUM (Tolerable)
11. ADDITIONAL CONTROL MEASURES REQUIRED: (To include COSHH, Manual Handling, Noise etc if appropriate) N/A	Sign when Complete	Date
12. ASSESSOR'S NAME: Director of Exhibitions - Jenny Brownrigg	Signature : (signed on original copy)	Date: 29/08
13. LINE MANAGER: Head of Marketing & Communications	Name & Contact Number: Mr Scott Parsons 0141 5661440	
14. ASSESSMENT COMMUNICATED TO STAFF/STUDENTS:	Signature:	Date: (sign and date on original copy when initial induction completed)

RISK ANALYSIS MATRIX

LIKELIHOOD INDEX	
No.	Index Description
5	Highly Probable
4	Probable
3	Possible
2	Unlikely
1	Highly Unlikely

USE **EITHER** SEVERITY OR ENVIROMENTAL INDEX FOR HAZARDS BUT **NOT** BOTH

SEVERITY INDEX		ENVIROMENTAL INDEX	
No.	Index Description for Effects on People	Index Description for Environmental affects	No.
5	Death	Major Consequence	5
4	Major Injury	High Consequence	4
3	Unfit for Normal Duties for More Than 3 Days	Moderate Consequence	3
2	Unfit for Normal Duties for Less Than 3 Days	Limited Consequence	2
1	Minor Injury	Minimal Consequence	1

OVERALL RISK INDEX (Based on Likelihood X Severity)						
		SEVERITY INDEX				
		1	2	3	4	5
LIKELIHOOD INDEX	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

HIGH	High Risk Unacceptable Immediate additional control measures must be introduced to reduce the degree of risk prior to the activity or process proceeding	MEDIUM	Medium Risk Tolerable The activity or process can continue, but additional controls may need to be introduced to further reduce risk	LOW	Low Risk -Acceptable Risk is being adequately controlled; no further control measures are required
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