

Health, Safety and Environmental Risk Assessment

1. RISK ASSESSMENT NO: 002 / 14	2. DEPARTMENT: TSD Photo	3. DATE: 18/12/2015
4. WORK ACTIVITY/WORK PROCESS: Studio Lighting	5. SPECIFIC LOCATION OF TASK: Richmond Building Room G14 – 15 / 1.03 Lighting Studio / Cold Mounting Facility	
6. HAZARDS AND ASSOCIATED RISKS: High powered electronic flash equipment, electric cables, trip hazards, use of Bowens Hi-Glide lighting track system, manual handling.		
7. AT RISK: (<i>persons, environment, plant, equipment etc.</i>) Students, staff, equipment and facility.		

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8. EXISTING CONTROL MEASURES:(To correspond with hazard / risks identified in section 6)

Fire – Emergency egress through the main entrance of the Richmond Building. Refuge phone at main entrance, which connects to the main GSA switchboard. Secondary egress into rear courtyard.

First Aid – First aid information is posted within the studio.

Other signs and notices – Layout Schematic, General Rules, Lite Lift Safety Notes, Risk Assessment

High powered electronic flash units – Read '[Important Safety Notes](#)' posted in studio.

Electrical and equipment safety issues and key information for users [Bowens User Guide BWL0198/6] –

Care must be exercised when handling hot equipment. Thermal gloves are provided for handling hot equipment.

Flammable materials must not be placed in close proximity to either the flashtube or modelling lamp when unit is in use.

Do not look or point the light source directly in eyes without the persons knowledge.

Electric Cables – All cables are tied to the Bowens Hi-Glide system, which is suspended from the ceiling. Caution should be taken when moving lights, as cables could become trapped in carriage mechanisms. P.A.T. occurs annually.

Bowens Hi-Glide System – This lighting rig is attached to the ceiling. NOTHING other than the equipment prescribed shall be installed or attached to the rig. Refer to 'LITE LIFT' Safety Warning notices, which highlights manual handling issues -

Do not place hands between Lite–lift shafts.

Trip Hazards – Any cables close to the floor should be routed away from walkways and cable protectors should be used.

Manual Handling – The positioning of back drop materials onto fixed wall dispensers must be undertaken by two persons. If individuals are required to operate at height then appropriate safety equipment is to be utilised, ladders / steps, supplied by Glasgow School of Art may only be used with two persons present. Tables or chairs for the purpose of operating at height

Portable Background Support – Sand bags [BOA BAGS] are to be used, and attached to the base of the lighting stands to provide stability, prior to attaching the cross bar.

Portable boom - Equipment must **ALWAYS** have a weighted bag on the dolly stand. The boom weight must **NEVER** be removed. Caution must be employed when using this boom, so as not to damage equipment at height.

Task completion – All power switches on flash equipment to be put in the OFF position.

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9. LINKED REFERENCES OR ASSESSMENTS:	Bowens User Guide and Documents – BWL-0198/6 http://www.bowensdirect.com/	
10. OVERALL CATEGORY OF RISK: <i>(*Delete as appropriate)</i>		*LOW (Acceptable)
11. ADDITIONAL CONTROL MEASURES REQUIRED: <i>(To include COSHH, Manual Handling, Noise etc if appropriate)</i> Manual handling and installation of backdrop rolls to be explained. This is a 2 person task.	Sign when Complete	Date
12. ASSESSOR'S NAME: Alan Bullas [Team Leader TSD Photography]	Signature :	Date:
13. LINE MANAGER: John Ayers [Head of Department Technical Support Department]	Name & Contact Number:	
14. ASSESSMENT COMMUNICATED TO STAFF/STUDENTS:	Signature:	Date:

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