

Health, Safety and Environmental Risk Assessment

1. RISK ASSESSMENT NO:RAASSROOM 1	2. DEPARTMENT: TSD	3. DATE: [dd/mm/yyyy]
4. WORK ACTIVITY/WORK PROCESS: SUPERVISED WORKSHOP ASSEMBLY / BENCH AREA MODEL / SCULPTURE / PROTOTYPE CONSTRUCTION AREA. USING OF WOODWORK HAND TOOLS AND SOME POWER/ BATTERY OPERATED HAND TOOLS. GLUEING OF PLASTICS AND WOOD.	5. SPECIFIC LOCATION OF TASK: 3D MAKING WORKSHOP REID BUILDING, LEVEL B1, 164 RENFREW ST, GLASGOW, G3 6RF,	
6. HAZARDS AND ASSOCIATED RISKS: <ol style="list-style-type: none">1. CUTS & ABRASIONS; STAFF / STUDENTS USING HAND TOOLS AND POWER TOOLS;2. SLIP, TRIPS & FALLS3. FIRE4. FIRE EVACUATION FROM ADJACENT LECTURE THEATRE (POSSIBLY NON GSA PUBLIC)5. OVERCROWDING; CRUSHING6. STUDENT/STAFF WELFARE7. FUME INTOXICATION; TOXIC SOLVENTS8. MANUAL HANDLING INJURY		
7. AT RISK: (<i>persons, environment, plant, equipment etc.</i>) STUDENTS / STAFF / VISITORS / CONTRACTORS		

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

1. EXPERIENCED COMPETANT TECHNICAL STAFF SUPERVISING ENSURE SAFE WORKING AND USE OF RELEVANT PPE, STUDENT MUST COMPLETE MANDATORY INDUCTION BEFORE BEING ALLOWED TO USE TOOLS, USE OF RELEVANT PPE, EXPERIENCED COMPETANT TECHNICAL STAFF ON HAND TO PROVIDE HELP, ASSISTANCE AND ADDITIONAL TRAINING, FIRST AIDERS ALWAYS AVAILABLE DURING NORMAL WORKING HOURS 9-5. FIRST AID ROOM. FIRST AID KIT IN ASSEMBLY AREA AND STAFF OFFICE, EYE WASH STATION IN ASSEMBLY AREA, TELEPHONE AVAILABLE TO CALL FOR ASSISTANCE (999).
2. WORKSHOP USERS INSTRUCTED TO ENSURE 'GOOD HOUSE KEEPING' AT ALL TIMES DURING WORKSHOP INDUCTION. SUPERVISING STAFF ENSURE THE WORKSHOP AREA ARE CLEAR OF POTENTIAL SLIP & TRIP HAZARDS.
3. REGULAR FIRE EVACUATION DRILLS, WORKSHOP USERS SHOWN FIRE EVACUATION PROCEDURE DURING WORKSHOP INDUCTION. FIRE MARSHALS ALWAYS AVAILABLE DURING NORMAL WORKING HOURS 9-5. GOOD HOUSE KEEPING. SUPERVISING STAFF ENSURE THAT ANY PROCESS THAT GENERATES HEAT IS CARRIED OUT IN THE CORRECT SAFE WORKSHOP AREA OR NOT PERMITTED
4. WORKSHOP USER ARE INSTRUCTED DURING WORKSHOP INDUCTION TO KEEP FIRE PASSAGEWAYS CLEAR AT ALL TIMES. SUPERVISING STAFF ENSURE FIRE PASSAGEWAYS ARE KEPT CLEAR. FIRE MARSHALS ALWAYS AVAILABLE DURING NORMAL WORKING HOURS.
5. SUPERVISING STAFF MONITOR STUDENT NUMBERS TO ENSURE THAT THERE IS NO OVER CROWDING
6. TOILET FACILITIES AVAILABLE, WORKSHOP SINK AVAILABLE, SUITABLE HVAC SYSTEM
7. WORKSHOP USER ARE INSTRUCTED DURING WORKSHOP INDUCTION WHICH SOLVENTS ARE SAFE TO USE IN THE WORKSHOP AREA AND WHICH SOLVENTS MUST BE USED IN THE FUME CABINET. SUPERVISING STAFF ENSURE THAT TOXIC SOLVENTS ARE USED IN FUME CABINETS.
8. SOME TECHNICAL STAFF TRAINED IN MANUAL HANDLING. MANUAL HANDLING EQUIPMENT AVAILABLE

9. LINKED REFERENCES OR ASSESSMENTS:

WORKSHOP INDUCTION GUIDANCE NOTES

10. OVERALL CATEGORY OF RISK:
*(*Delete as appropriate)*

***HIGH**

***MEDIUM**
6

***LOW**
(Acceptable)

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<p>11. ADDITIONAL CONTROL MEASURES REQUIRED: <i>(To include COSHH, Manual Handling, Noise etc if appropriate)</i></p> <p>COSHH ASSESSMENT OF ALL RELEVANT SUBSTANCES USED IN THE WORKSHOP</p> <p>FIRE ROUTES MARKED BY FLOOR MARKINGS</p>	<p>Sign when Complete [Name] Date [dd/mm/yyyy]</p>
<p>12. ASSESSOR'S NAME:</p>	<p>Signature : Date: [dd/mm/yyyy]</p>
<p>13. LINE MANAGER:</p>	<p>Name & Contact Number: [Name] [contact number]</p>
<p>14. ASSESSMENT COMMUNICATED TO STAFF/STUDENTS:</p>	<p>Signature: Date:</p>

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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