Liverpool Hope University

Risk assessment proforma

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Faculty/Department | Science/Psychology | Brief description of event/visit/activity: | | Experiment using the Cambridge Colour Test, Colour Assessment and Diagnosis test, Heidelberg Multi-Colour Anomaloscope or the Munsell Book of Color | |
| Location: | **Colour Vision Lab, HS008, Health Sciences Building** | Assessment carried out by: | **Prof Galina Paramei** | | Assessment date: **8/2/2019** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SPECIFIC ASPECT OF EVENT/VISIT/ACTIVITY: | | | | | | | | |
| What are the hazards? | Who might be harmed? | What could be the harm be? | What is the risk level?\* | What are the existing measures to manage the risk effectively? | Is any further action or information required? | Action by: | | |
| Who | When | Completed |
| Electrical | *Staff/Students/*  *Participants/ Visitors* | *Users could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.* | *9* | *All electrical equipment conforms to medical regulations and is either me­dically isolated or double insulated.*  *Visual inspection of equipment on a regular basis. Defective equipment removed and stored safely. Only trained staff/students allowed to operate equipment.* | *1 Regular visual inspection of equipment*  *2 PAT testing required*  *Check dates of next PAT test* | 1 Lab manager  2 Prof Galina Paramei  3 Dr Barry Speed (MSc student) | From now on  Feb 2019 | Yes |
| VDU Usage | *Staff/Students/*  *Participants/ Visitors* | *Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or impro­per use or from poorly de­signed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.* | *2* | *VDU usage for a very short period of time, only an hour or less, and on only one or two occasions.* | *Avoid excessive screen time* | All staff using the room | From now on  Feb 2019 | Yes |
| Slips and Trips | *Staff/Students/ Participants/ Visitors* | *Injury from tripping over objects*  *The experiments in this room require low lighting conditions or darkness* | *9* | *Good general housekeeping. Area well lit when participants are not taking part in an experiment. Participants advised not to stand or move around when the room is in low light or darkness. No trailing leads or cables. Cleaned regularly.* | *Continuous monitoring* | All staff using the room | From now on | Yes |
| Lone working | *Researchers/ participants/visitors* | *Accidents, emergencies arising from lack of supervision, manual handling related injuries, sudden illness, fire* | *4* | *Researcher will have booked into the lab timetable prior to use*  *Handling of awkward, heavy loads not to be attempted without equipment when staff are working alone,*  *Researchers working alone should make themselves aware of the nearest first aid assistance and emergency procedures.*  *Staff and students who may have a health condition, which may elevate the risk of sudden onset of illness, are advised to declare such information to an appropriate member of staff. i.e. line manager/ Personnel and agree an appropriate ‘check-in’ or monitoring arrangement when working alone*  *Adherence to Psychology LW Policy*  *Security staff check all areas, including toilets, before locking up at night.* | *Security to check all areas before locking up at night* | All users  Lab manager/HoD | Ongoing |  |
| Fire | *All lab users and visitors* | *Minor burns, smoke inhalation, Major burns, fatalities* |  | *Fire risk assessments in place for all building on campus*  *All fire doors kept unobstructed and unlocked*  *Staff are to make themselves and their students aware of nearest fire notice and marked exit routes*  *All corridors are to be kept clear*  *Academic staff familiar with any PEEPs that may be in place for students and are aware of the nearest Refuge Points within the building*  *Staff and Students to comply with all fire drills / emergency evacuation procedures*  *Staff to undergo Fire Awareness Training regularly* |  |  |  |  |

\*Refer to the ‘RISK MATRIX’ to establish the risk rating