

**Risk Assessment Form**

School of Computer Science – All staff and postgraduates

Assessment undertaken **October 1996**; Revised March 2006 by CJW

<b>Hazard</b>	<b>Who might be harmed</b>	<b>Risk rating Likelihood x Consequence</b>	<b>Risk control</b>	<b>What further action is necessary to control risk</b>
VDU : Damage to eyes Damage to back RSI	All VDU users	3 * 3 = 9	VDU assessments and operator training are carried out for all staff and PGRs. All workstations have a suitable chair, monitor stand and monitor. Formal breaks should be taken after continuous working for 2 hours	Footrests, wrist rests and document supports to be provided when required. Operator to take a 5 minute break from screen after a maximum of 60 minutes continuous work at the screen.
Filing cabinets: Tipping over	All staff and postgraduates	1 * 4 = 4	A number of new filing cabinets have been provided which allow only one drawer at a time to be open. Staff/students need to take care with old filing cabinets and close one drawer before opening another	Old filing cabinets should be replaced
Bookcases: Tipping over	All staff and postgraduates	1 * 5 = 5	Bookcases are fixed to the wall	Staff/students to be aware that new bookcases need to be fixed to the wall
Lifting: Damage to back	All staff and postgraduates	2 * 3 = 6	Weights above 10kg at floor level must be lifted by two people. Staff/students should bend knees and keep backs straight when lifting	Staff lifting heavy objects regularly should attend an appropriate training course
Reaching: Dropping something on head	All staff and postgraduates	1 * 4 = 4	Staff/students should not lift anything above head height. Steps should be used to reach high levels	Training should be given to those people who need to use steps for reaching high level objects
Lone working	All staff and postgraduates who work in a room on their own	1 * 5 = 5	Cameras are provided in the nanotechnology clean rooms	Lone working should not be carried out when the work involves mains voltage, rotating machinery or chemicals