

Risk Assessment Form

School of Computer Science – Technicians/Technical Staff including EOs/SEOs

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

Hazard	Who might be harmed	Risk rating Likelihood x Consequence	Risk control	What further action is necessary to control risk
Mains and High Voltage (Electric Shock).	Technicians, Technical Staff	4 * 5 = 20	Maintenance to be carried out with power supply disconnected. Testing and fault finding requires power to be switched on.	Special secure safe area should be set up for testing live equipment. Notices to be displayed when equipment is left on test unattended
Injury to body or eyes from rotating machinery	Technicians, Technical Staff	2 * 4 = 8	Machine is guarded. Safety goggles provided.	Work should be clamped or secure. Follow Code of Practice Use goggles
Use of step ladders (Dust in eyes, falling objects, fall from steps)	Technicians, Technical Staff, other staff, students and visitors	3 * 4 = 12	Goggles provided Barriers and notices provided	Barriers to be erected to close off areas from other users. Regular inspection of ladders and steps to be made. Care when removing ceiling tiles to avoid dust and objects falling. Use goggles
Working under floor – Non- CO ₂ areas	Technicians, Technical Staff, other staff, students, and visitors	2 * 5 = 10	Barriers and signs are provided	Trap to be barriered on all sides and warning signs displayed. Wear protective clothing and dust masks when going under floor. Second person should be present while technician is under the floor.
Working under floor – CO ₂ areas	Technicians, System Admin Staff	2 * 5 = 10	Laid down procedure to be followed:- System to be switched to manual and bottles pinned by authorised person i.e., by C. Wallis, A. Loyns, D. Bowden	Trap to be barriered on all sides and warning signs displayed. Wear protective clothing and dust masks when going under floor. Second person should be present while technician is under the floor.
Use of cleaning fluids and solvents	Technicians, Technical Staff	3 * 3 = 9	Protective gloves and goggles to be used. COSHH sheets required to be produced or updated	Special ventilation should be considered
Plugging in and unplugging of electrical equipment in confined spaces under desks, tables and/or benches. Banging heads/ limbs	Technicians, Technical Staff	3 * 3 = 9	Better housekeeping by certain members of staff or research groups. Extra care to be taken when working under desks/tables/benches	Total re-vamp of socket outlets required with the School
Lifting of equipment	Technicians, Technical Staff	3 * 3 = 9	Hydraulic lifting equipment and trolleys available for moving heavy items	Staff should be sent on a training course for lifting. Toe protection should be provided.
Burns/fire/ inhalation of fumes from soldering	Technicians, Technical Staff	2 * 4 = 8	HOLDERS are provided for soldering irons. User to check mains lead regularly Local fans are used to disperse fumes	Soldering irons must be switched off when unattended and for at least one hour before leaving the room. Specific fume extract should be considered.