University College Dublin

School of Computer Science Safety Statement
(Updated March 2021)

This document is based on, and should be read in conjunction with, Revision 3. of the University College Dublin parent safety statement Issued November 2015 [More Info]

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UCD Risk Assessment Templates

- Lone Working/ Out of Hours Risk Assessment Template
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University Parent Safety Statement Revision History

Rev 0: This is an original document.

Rev 1: Issued July 2010. Additions made to Emergency Planning section to include details of Services Centres contact details; location of AED's; addition of Shelter-Shut-Listen

Rev 2: Issued August 2015. Minor changes made. Update of web links. Expansion of emergency response section. Addition of training section.

Rev 3: Issued November 2015. Addition of Section 8.10. Personal Emergency Egress Plans

1.0 Introduction

This document is designed to fulfil the requirements of Section 20 of the *Safety, Health and Welfare at Work Act (No. 10 of 2005)* which requires all employers to prepare a *Safety Statement*.

This document applies to the operations of the *School of Computer Science, University College Dublin* which is located in the Computer Sciences Building, Science Centre North, and Science East(O'Brien Centre for Science)

This document when read in conjunction with the *University Safety Statement* and relevant risk assessments outlines how the health and safety of staff, students and visitors to the School will be safeguarded.

This document will be subjected to review on a regular basis and also when changes in work practices necessitate it.

All persons are strongly encouraged to develop local area safety plans and procedures to complement the contents of this document where they deem it necessary or useful to do so. Some researchers will be required where necessary to complete their own risk assessments to complement the ones prepared as part of this document (refer to Section 8 below) where said documents do not manage the risk encountered by the researcher adequately. Further information can be obtained from sirc@ucd.ie

2.0 School Description

Computer Science in UCD is undergoing a period of growth and development because of the burgeoning ICT sector and the demand for graduates with computing skills. ICT is revolutionising travel, agriculture, sport and entertainment so there is a demand for Computer Science graduates across all sectors of society.

UCD Computer Science is committed to excellence research and teaching to provide the skills and innovations to support the demands for ICT skills. We are extending our teaching programmes at undergraduate and taught graduate levels in order to meet this increased

demand. These programmes are available to Irish and European students and are attracting students from outside the EU, particularly from Asia.

Teaching on these programmes is informed by our research activities in data science, computer networking and software engineering with over 100 postdocs and PhD students working in our school. We are committed to ensuring that our teaching programmes present the most up to date developments across Computer Science.

The School's Services and teaching facilities are based largely in the Computer Science Building but a number of academic staff, postgraduate students, and research centres are located in Science North and Science East(O'Brien Centre for Science), including:

- **Insight** - Centre for Data Analytics [more info]

- **CASL** - Complex and Adaptive Systems Laboratory [more info]

- **CeaDAR** - Centre for Applied Data Analytics Research [more info]

- **PEL** - The Performance Engineering Laboratory (PEL) [more info]

- **Consus** - Crop Optimisation through sensing, understanding and visualisation. [more info]

3.0 Management of Health and Safety within the School

University College Dublin is committed to providing a safe place of work for all of its employees and to providing a safe environment for students in which to carry out their studies and associated activities. The University is also committed to ensuring that, in so far as is reasonably practicable, its actions and activities do not have a negative impact on the safety of any third parties.

The Head of School is responsible for ensuring or making arrangements to ensure that the activities undertaken within the school are carried out in a safe manner without undue risk to the health and safety of University employees, students or any third parties.

All employees have a duty to cooperate with the University in all matters of health and safety at work and not to endanger the safety of themselves, their co-workers or any other parties through any act or omission that they may undertake. This cooperation is essential to the effective management of safety within the University. In accordance with safety legislation

the University expects all employees to take responsibility for their own safety whilst at work and to perform their duties in a safe manner and in accordance with all relevant safe working procedures.

The University encourages employees to become actively involved in safety matters and welcomes all suggestions or comments regarding safety which can be made to the local Safety Committee, where they can be dealt with most efficiently. *Refer to the University Parent Safety Statement for further details*

4.0 Key Contact Details

Title	*Name*	*Contact Details*
Head of School	Dr. Chris Bleakley	(716) 2920
School Safety Representative	Dr. John Dunnion	(716) 2474
Insight Director	Prof. Barry Smyth	(716) 2473
CeaDAR Director	Mr. Edward McDonnell	(716) 5716
Consus Director	Dr Gregory O'Hare	(716) 2472
CASL Director	Dr. Scott Rickard	(716) 5324

<u>Safety Personnel</u>

First Aid:
Second Floor (B2.19):	Mr. Paul Martin	(716)2924

Fire Marshalls :
Ground Floor:	Mr. Ross Loughnane	(716)2935
First Floor:	Dr. John Dunnion	(716)2474
	Ms. Imelda Huggins	(716)2906

Second Floor:	Mr. Paul Martin	(716)2924

AED/CPR :

First Floor:	Dr. Mark Scanlon	(716)2930
Second Floor:	Mr. Paul Martin	(716)2924

Other Important Contacts:

UCD 24 Hour Emergency Line   (716) 7999

(emergency first aid treatment and equipment is available from this source)

Campus Duty Manager   (716) 8666

(emergency first aid treatment and equipment is available from this source)

University Safety, Insurance, Operational Risk and Compliance (SIRC) Office

Telephone 01 716 8768/8771

e-mail: sirc@ucd.ie

www.ucd.ie/sirc

Estates Services

Telephone 01 716 1111 (General Enquiries / Maintenance Issues)

http://www.ucd.ie/building/

Campus Services Duty Manager (24hr)   (716) 7666

24 Hour Telephone Emergency Line   (716)7999

Fire Alarm Maintenance Company   Contact University SIRC Office

Fire Extinguisher Maintenance Company   Contact University SIRC Office

Student Health Service   (716) 3134

UCD Chaplaincy   (716) 7777

5.0 Employee Safety Representation

University College Dublin is committed to involving and consulting employees in the management of health and safety within the University. To this end the University encourages active participation by employees as Safety Representatives or in a Safety Committee System. The functions of Safety Representatives are to act as a medium for employees within a College / School to raise safety concerns and for the *University Safety, Insurance, Operational Risk and Compliance (SIRC) Office* and College / School Management to impart information on health and safety matters.

In the case of a Safety Committee, all members are classed by the University as *Employee Safety Representatives* as outlined in Part 4 of the *2005 Safety, Health and Welfare at Work Act.* Employees have a right under this legislation at any time to elect from their number such *Employee Safety Representatives*.

Any persons wishing to act as *Employee Safety Representatives* should contact their Head of School in the first instance.

6.0 Contacting the Emergency Services

In all instances the contacting of the Emergency Services must be done via Campus Services using the 24hr Emergency Line (ext. 7999). Campus Services personnel will then contact the Emergency Services and ensure that they are met upon their arrival on campus and are escorted to the correct location of any incident.

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7.0 Emergency Response Plans

The purpose of having emergency response plans are to detail the steps and responses that must be taken in the event of an emergency within the School. Where deemed necessary; individual units / groups within the school may further develop these plans to take account of the individual circumstances in their areas.

The following are deemed as emergencies within *UCD School of Computer Science:*

- Fire
- Natural Gas Leak
- Personal Injury
- Major Campus Emergency

7.1 Fire

If you hear the fire alarm:

1. Do not panic but prepare to leave the building
2. If the alarm sounds continuously begin a building evacuation.
3. If the alarm is silenced immediately do not evacuate but remain alert. The silencing of the fire alarm does not mean the emergency is over but that Services staff are investigating the cause of the alarm activation.
4. If the alarm sounds again following its initial silencing or if it has been sounding continuously leave the building immediately, in an orderly fashion using the nearest exit.
5. Classes in session must be dismissed and students directed to leave.
6. Do not use the lifts.
7. Do not go back to your working area for any reason.
8. If for any reason you are unable to leave the building make your way to a protected stairwell or a room with an external window and shut the door. If possible inform the emergency line (ext. 7999) or a colleague of your location and the reason why you cannot safely exit the building.
9. If safe to do so nominated *Fire Marshals* should inspect their designated areas.
10. Proceed to your designated emergency assembly following your departure from the building. The assembly areas for the School of Computer Science are:

- **Pedestrian Area in Front of Computer Centre (Corner Science North)**
  - **Cark Park 2, Beside the Veterinary Science Centre**

UCD Assembly Area Sign

11. Report any knowledge you may have of missing or injured persons to *Services Personnel*

12. Return to the building only after the *Chief Fire Marshal / Services Personnel* give the all clear signal.

If you observe a fire:

1. Activate the fire alarm by breaking one of the red wall mounted break glass units located throughout University buildings.

2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.

3. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.

4. In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.

Note: Only approved personnel may silence a fire alarm activation. Under no circumstances may unapproved persons silence a fire alarm activation or interfere with any component of a fire alarm system.

To Use A Fire Extinguisher:

- Remove from wall bracket if necessary.
- Break the seal and remove the pin.
- Squeeze handle to test the extinguisher.
- For carbon dioxide extinguishers manually turn discharge horn into position before testing. Once used do not touch the discharge horn again as it gets very cold.
- Fight fire by aiming extinguisher at the base of the fire.

Fire Extinguisher Types

Aqueous Film Forming Foam

- Red cylinder with a cream coloured label.

- Suitable for fighting paper, wood, fabric, etc fires.

- Not suitable for use on electrical fires.

- Suitable for use on most chemical fires.

- How to use foam fire extinguisher(Video)

Carbon Dioxide

- Red cylinder with a black label and black discharge horn.
- Suitable for fighting electrical fires.
- Not suitable for paper or fabric fires as the gas is discharged under pressure and can blow embers around.
- Not suitable for use in a confined space due
- to the asphyxiant nature of the carbon dioxide.
- Discharge horn can get very cold during use.
- How to use Carbon Dioxide fire extinguisher (Video)

Dry Powder

- Red cylinder with a blue label.
- Suitable for all types of fires including electrical and chemical.
- Can be very messy and can damage electronic equipment.
- How to use dry powder fire extinguisher(Video)

7.2 Natural Gas Leak

- o In the event that a natural gas leak is suspected then the Maintenance Help Desk at extension 1111 or Campus Services at extension 7000 must be contacted.
- o Evacuate Area.

o Only authorised personnel may interfere with gas safety systems.

7.3 Personal Injury

In the event that a person suffers an injury that requires first aid treatment then:

o Treat the injury using first aid equipment. First aid boxes are located throughout the university. Consult your Local Safety Statement for their locations and the names of trained first aiders.

o First aid assistance is available 24hours per day from the UCD Emergency Line on internal extension 7999.

o If the emergency services are required then the 24hr Emergency Line should be contacted and the request made.

o All personal injury or near miss incidents must be reported to the University Safety, Insurance, Operational Risk and Compliance (SIRC) Office on an official accident report form available from the University Safety, Insurance, Operational Risk and Compliance (SIRC) Office or from services centres.

7.4 Campus Emergency

In the event that notification of a major campus incident is received then all staff and students should adhere to the *Shelter-Shut-Listen* model of response.

- o In the event that a critical incident is notified then staff and students should **shelter** in a building, preferably in a secure area with access to a telephone and the UCD computer network. Lecturers should direct the students to remain indoors and should seek further information on their behalf via the UCD website, local Services Centre or the emergency line (7999).
- o Staff should remain **shut** in their location until they are advised that the incident is over or until they are requested to leave the area.
- o In the event that staff are required to evacuate an area the building fire alarm will be used to inform all building occupiers and further instructions will be given upon building evacuation.
- o Unless instructed to do otherwise staff should remain indoors and **listen** for further instructions.
- o Further instructions may be issued via voicemails; website; e-mail; campus 8 siren, etc.

7.5 Contacting the Emergency Services

In all instances contacting the Emergency Services must be done via the *Services First Response Room* using the 24hr Emergency Line (7999). Services personnel will then contact the Emergency Services and ensure that they are met upon their arrival on campus and are escorted to the correct location of any incident.

Any fire, personal injury, etc. or near miss incidents must be notified to the University Safety, Insurance, Operational Risk and Compliance (SIRC) Office using an official accident report form. Such forms can be obtained from the University Safety, Insurance, Operational Risk and Compliance (SIRC) Office . Contact sirc@ucd.ie, or ext. 8768/8771

7.6 Acute Student Situations

The SIRC Office has prepared a guidance document entitled Dealing With Acute Student Situations and Other Emergencies to provide staff members who work in public offices and have face to face interactions with students and members of the public with a set of guidelines for dealing with various types of emergency situations that may arise when dealing with same, e.g. disruptive or threatening behaviour; emotionally distressed students, student or staff injury. It can be accessed on the SIRC Office website.

7.7 Personal Emergency Egress Plans

Personal Emergency Egress Plans (PEEPS) are advisable for staff and students who suffer from a sensory, physical or medical impairment that may make evacuation of a building in an emergency more challenging. PEEPS are 'personal' plans and are tailored to an individual's needs and help address the challenges that that individual staff member or student may have to face in evacuating a university building in an emergency. Staff who would like to discuss the preparation of a PEEP should contact the SIRC Office (sirc@ucd.ie). Students who would like to discuss the preparation of a PEEP plan should contact the University Access and Lifelong Learning Office.

8.0 Location of Emergency Equipment

Fire Extinguishers

o Fire extinguishers are located throughout University Buildings and are readily available in all locations.

First Aid Boxes

o First aid boxes are located in the School Office and in the Kitchen Area. Trained first aiders are located at all Services Centres throughout the University

o First aid equipment is also available via the 24hr emergency line – 7999.

Automatic External Defibrillators

The closest Automatic External Defibrillators (AED's) to the School of Computer Science are the **Science North Foyer**, **Science Services Desk** and **Veterinary Science Services Desk.** For training in the use of defibrillators please contact aed@ucd.ie

UCD Automatic External Defibrillators

Other AEDs are located in the following locations around the University:

o Agriculture & Food Science Services Desk

o Conway Institute Undergraduate Area

o Engineering Services desk

o First Response Room, Belfield House

o Health Sciences Services Desk

o James Joyce Library Admissions Desk

o Lyons Estate

o Main Restaurant Lobby

o Mobile Services Patrol Vehicle

o Newman Building Services Desk

o Newstead Services Desk

o Nova UCD

o O'Reilly Hall

o Quinn School Of Business Reception Desk

o Roebuck Castle Programme Office

o Smurfit School Of Business Services Desk, Blackrock

o Smurfit School Of Business Library Corridor

o Sports Centre and environs x 3

o Student Health Centre

o UCD Bowl

9.0 Risk Assessments

9.1 Risk Assessment Methodology

It is the aim of *University College Dublin* to identify hazards in the workplace and to control the risks from those hazards in so far as is reasonably practicable. 'Hazard' is defined as the potential to cause harm, while 'risk' is defined as the potential of the hazard to cause harm under the actual circumstances of use. The assessment of risk from the hazards identified is based on the linkage of the probability of occurrence with the severity of injury or material loss (the hazard effect) resulting from that occurrence.

Probability is determined based on an assessment on how likely it is that an adverse event related to the hazard concerned will occur. Probabilities are graded as:

- *Unlikely*: the adverse event being considered will occur only rarely.
- *Likely:* the adverse event being considered will occur on a frequent basis
- *Very Likely:* the adverse event being considered is almost certain to occur

Severity is based on the degree of personal injury or damage to property likely to occur in the event that the adverse event occurs. Severity of outcome is graded as:

- *Slightly Harmful:* e.g. superficial injuries; minor cuts and bruises; nuisance and irritation; temporary discomfort; minor infection; minor material damage.

- *Harmful:* e.g. lacerations; burns; concussion; sprains; minor fractures; dermatitis (temporary); asthma (temporary); long term discomfort; infection requiring medical treatment; significant material damage.
- *Very Harmful:* e.g. fatality; amputation; major fracture; severe poisoning; cancer; life shortening condition / disease; deafness; head injuries; eye injuries; substantial material damage.

The risk assessment matrix below is used to calculate the risk posed by any hazard by linking the probability of an adverse occurrence with the severity of injury or material loss (the hazard effect) resulting from that occurrence.

Table 1. Risk Assessment Matrix

Probability Of Negative Event	Severity Of Outcome Of Negative Event		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	*trivial risk*	*acceptable risk*	*moderate risk*
Likely	*acceptable risk*	*moderate risk*	*substantial risk*
Very Likely	*moderate risk*	*substantial risk*	*intolerable risk*

- *Trivial Risk:* No further action required.
- *Acceptable Risk:* No additional risk control / reduction measures required
- *Moderate Risk:* Further risk control / reduction measures should be considered and implemented were possible. Hazards graded as *Moderate Risk* must be closely managed.
- *Substantial Risk:* Further risk control / reduction measures must be identified. If the risk cannot be reduced further then the hazard must be strictly managed and the frequency and duration of the hazard must be reduced to as low a level as practicable along with the number of persons exposed to the hazard.
- *Intolerable Risk:* All work involving this hazard is prohibited.

The aim of any risk control / reduction measures identified and implemented are to reduce the residual risk from the hazard to as low a level as is reasonably practicable.

Where practicable, *University College Dublin* commits itself to the elimination of hazards. Where the risk from a hazard cannot be eliminated at source then the University will supply a range of suitable personal protective equipment in order to protect employees where necessary.

Risk assessments will be reviewed regularly and when changes in work practises arise within the University or when new activities are introduced.

All staff must be familiar with the contents of the risk assessments that are relevant to their work. Training and further information on workplace safety and risk assessment is available from the *University Safety, Insurance, Operational Risk and Compliance (SIRC) Office* (sirc@ucd.ie).

Staff working within the *School of Computer Science* must review all relevant risk assessments (see register of risks below) prior to initiating work or undertaking new tasks to establish whether or not these documents identify and manage the hazards associated with their work adequately. In the event that existing risk assessments do not adequately manage the hazards associated with their work then staff should either modify these existing risk assessments; or complete their own risk assessments as necessary. Standard risk assessment templates are appended to this document to aid in this process. Assistance and advice in this regard can be obtained from the *University Safety, Insurance, Operational Risk and Compliance (SIRC) Office . Contact sirc@ucd.ie or ext. 8768/8771*
Guidelines on completing risk assessments are available at www.ucd.ie/safety.

An [Office-Safety-Handbook](#) which outlines the risk associated with working in an office environment is available for review by persons who work in said environment.

For those persons who as part of their duties have to meet members of the public face to face or engage in 'home visits' a set of [Safety-Guidelines](#) has been developed which should be consulted by same.

9.2 School of Computer Science Register of Risks
The following risk assessments are deemed to be relevant to the operations of *the School of Computer Science Register Of Risks*. Persons working within the School must make

themselves familiar with the contents of all risk assessments which are relevant to their assigned duties and work in accordance with the provisions contained therein.

Table 2. School of Computer Science
Register of Risk Assessments

General Risk Assessments *These risk assessments may apply to all persons working within the School*			
Risk Assessment Number	Title	Risk Rating	Comment
UCDA1	Manual Handling (General)	Acceptable Risk	
UCDA2	Access and Egress	Acceptable Risk	
UCDA3	Bullying and Harassment	Moderate Risk	
UCDA4	Workplace Housekeeping	Acceptable Risk	
UCDA5	Pregnant Employees (General)	n/a	Contact UCD Safety, Insurance, Operational Risk and Compliance (SIRC) Office to arrange Risk Assessment
UCDA6	Home Working	Trivial Risk	
General Risk Assessments Contd.			
Risk Assessment Number	Title	Risk Rating	Comment
UCDA7	Presence On A Third Party Site (General)	Moderate Risk	
UCDA8	Kitchen / Tea Making Areas	Trivial Risk	

UCDA9	Driving / Use Of Vehicles	Substantial Risk	
UCDA10	Foreign Travel	Acceptable Risk	
UCDA11	Lone Working (General)	n/a	Risk rating to be decided on an individual basis
UCDA12	Workplace Stress	Moderate Risk	
UCDA13	Use Of Passenger / Goods Lifts	Trivial Risk	
UCDA14	Noise (General)	Acceptable Risk	
UCDA15	Use Of Personal Protective Equipment (General)	Trivial Risk	
UCDA16	Travel Within Ireland	Acceptable Risk	
UCDA17	Violence And Aggression (General)	Acceptable Risk	
UCDA18	Fire (General)	Moderate Risk	
UCDA19	Electricity (General)	Moderate Risk	

Office Risk Assessments *These risk assessments may apply to persons working within an office environment within the School*			
Risk Assessment Number	Title	Risk Rating	Comment
UCDB1	Office Safety (General)	Acceptable Risk	
UCDB2	Use Of Display Screen Equipment	Acceptable Risk	Contact Safety, Insurance, Operational Risk and

			Compliance (SIRC) Office to arrange individual assessment
UCDB3	Electricity In The Office	Acceptable Risk	
UCDB4	Fire In The Office	Acceptable Risk	
UCDB5	Manual Handling In The Office	Acceptable Risk	

Appendices

Lone Working/ Out of Hours Risk Assessment Template

1. General Information

Name of Person(s) carrying out risk assessment and their position	
Principal Investigator / Supervisor *(Person responsible for ensuring safety)*	
Name and position of proposed lone worker	
Date of assessment	
Dates of proposed lone working	

2. Initial Assessment
*If the any of the following tasks are involved in the task being carried out, then lone working / out of hours working is **prohibited**.*

Does the task involve:	Select as appropriate		
	Yes	**No**	**N/A**
a. The use of exposed high energy moving equipment			
b. Working at a height			
c. High energy sources			
d. The use of high energy lasers			
e. The use of high risk chemical agents			
f. The use of high risk biological agent			
g. The use of high risk radioactive substances			
h. A significant risk of violence			

3. Provide a detailed description of the activity in question, the location where the activity takes place and the reason lone working has to be undertaken.

Location of Activity:
Description of Activity:
Justify the need for lone working:

4. Hazard Identification and Risk Assessment

To complete the Risk Assessment Form below:

- Identify the hazards specific to the lone working activity and attach to this document the associated risk assessment for the work being completed
- Evaluate the associated risks
- List control measures to reduce the risk - procedures, equipment, training etc.
- Establish the residual risk rating after the implementation of controls

Generic risk assessments for different categories are available on SIRC Office Website.
Alternatively use an available risk assessment template for the work:
- Chemical agents risk assessment template
- Biological agents risk assessment template
- Fieldwork risk assessment template
- Workshop / Equipment risk assessment template

Risk Rating = Likelihood of risk occurring x Severity of outcome

		Severity		
		Low	**Medium**	**High**
Likelihood	**Low**	Trivial	Acceptable	Moderate
	Medium	Acceptable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

Assessment of Likelihood and Severity

	Severity of Outcome	Likelihood of Exposure
Low	Slightly Harmful	Unlikely
Medium	Harmful	Likely
High	Very Harmful	Very Likely

1. **Trivial Risk:** No further action needed
2. **Acceptable Risk:** No additional risk control measures required
3. **Moderate Risk:** Implement further risk control measures if possible
4. **Substantial Risk:** Further control measures must be implemented. If this is not possible then work must be strictly managed to ensure safety.
5. **Intolerable:** Work must be prohibited until further control measures are implemented.

Hazard	Risk(s)	Control Measure(s)
WORKPLACE: Identify any hazard specific to the workplace / environment, which may create particular risks for lone workers	*Attach specific risk assessment*	
Residual Risk Rating:		
PROCESS: Identify any hazards specific to the work process, which may create particular risks for lone workers	*Attach specific risk assessment*	
Residual Risk Rating:		

EQUIPMENT: Identify any hazards specific to the work equipment, which may create particular risks for lone workers	*Attach specific risk assessment*	21
Residual Risk Rating:		
VIOLENCE: Identify the potential risk of violence		
Residual Risk Rating:		
INDIVIDUAL: Identify any hazards specific to the individual, which may create particular risks for lone workers e.g. medical conditions, inexperience, etc.		
Residual Risk Rating:		
WORK PATTERN: Consider how the lone worker's work pattern integrates with those of others workers, in terms of both time and geography		
Residual Risk Rating:		
OTHER: **Please specify**		

		22
Residual Risk Rating:		

6. Risk Rating

Is the risk rating acceptable: Yes ☐   No ☐
If any aspect of the work is considered high risk, it is not suitable for lone working.

If yes, sign and date below and ensure all risk control measures have been implemented.
If no identify further control measures and reassess risk. If the risk cannot be reduced to an acceptable level then the process cannot be carried out.

Signed: **Position:**   **Date:**

_____   _____   _____
Lone Worker

Signed: **Position:**   **Date:**

_____   _____   _____
Assessor

Signed: **Position:**   **Date:**

_____   _____   _____
Academic Supervisor / Manager

This document must be signed by the lone worker, the assessor and the academic supervisor / manager (person responsible for ensuring safety).

By Signing the lone worker agrees to abide by the control measures outlined.

The assessment should be reviewed at regular intervals to ensure that it remains up to date.

Machinery / Equipment Risk Assessment Template

1. General Information

Name of Person(s) carrying out assessment and their position	
Principal Investigator / Supervisor / Head of School or Unit *(Person responsible for ensuring safety)*	
Date of assessment	
Location of equipment (*If machinery is to be used as part of fieldwork or offsite, please complete a Fieldwork Risk Assessment and refer to the Fieldwork Guidance Manual*)	

2. Detail the Function and Usage Of The Equipment In Question– *indicate the frequency and duration of the use, the function / use of the equipment, the materials to be worked on, who will be using the equipment, etc.*

Name and function of equipment:
Details:

3. Equipment Operating Guidelines

a) **Detail how to safely start equipment**
b) **Detail how to safely stop equipment**
c) **Detail how to stop equipment in an emergency**
d) **Detail how to deal with blockages / malfunctions in equipment**
e) **Detail how equipment can be isolated from the power supply**

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4. Further details on equipment use

	Select as appropriate	
	Yes	**No**
a) **a. Does the work involve the use of a chemical agent?** *If yes complete a* [Chemical Agents Risk Assessment](#) *in addition to this assessment.*		
b) **b. Is specialist training required by users of this equipment?** *If yes detail the type of training and who is authorised to provide such training.*		
c) **c. Will the machinery be used as part of fieldwork or offsite?** *If yes then please complete a* [Fieldwork Risk Assessment](#) *and refer to the* [Fieldwork Guidance Manual](#).		

5. PPE Required to Operate Equipment Safely

List the Personal Protective Equipment in use:	Protective Clothing: ☐ (give details) _____ Safety Glasses: ☐ Gloves: ☐ (indicate type) _____ Hearing Protection: ☐ (give details) _____ Face Shield: ☐ Other: ☐ (give details) _____

6. Hazard Details and Risk Control Measures

a) **Entanglement Hazards**	Select as appropriate	
	Yes	**No**
Are there any moving parts in which clothing, body parts or any other items can become entangled in? *If yes, such moving parts must be suitable isolated, guarded and or signed.*		
Control Measures:		
b) **Crushing Hazards**		
Is it possible for any body parts to become crushed during operations of the equipment or for equipment loads or parts to become unstable and to topple over onto a person? *If yes danger areas must be suitable isolated or guarded and / or clearly marked and if possible not accessible.*		
Control Measures:		
c) **Cutting, Stabbing and Puncturing Hazards**		

Is it possible for stabbing, puncturing or cutting injuries to be suffered during operation? *If yes parts must be suitable isolated or guarded and / or danger areas must be clearly marked and / or suitable staff training must be implemented*		
Control Measures:		
d) Shearing Hazards		
Can body parts be caught between two parts of the equipment or a part of the equipment and an external object? *If yes parts must be suitable isolated or guarded and / or danger areas must be clearly marked and / or suitable staff training must be implemented.*		
Control Measures:		
e) Striking / Disintegration Hazards		
Is it possible to be struck by moving parts of the equipment or by equipment components / product in the event of a malfunction? *If yes parts must be suitable isolated or guarded and / or danger areas must be clearly marked and / or suitable staff training must be implemented.*		
Control Measures:		
f) Electrical Hazards		
● **Is the equipment suitably earthed, fused, and connected to the power supply via an RCD?** ● **Are all cables in good condition? Are all live parts isolated?** *If yes, then measures must be taken to ensure that the equipment is made electrically safe.*		
Control Measures:		
g) Temperature Issues Hazards		
Do any accessible parts of the equipment get excessively hot or cold? *If yes parts must be suitable isolated or guarded and / or danger areas must be clearly marked and / or suitable staff training must be implemented.*		
Control Measures:		
h) Noise Hazards		
Is the equipment noisy? *If yes equipment must be isolated and / or hearing protection must be worn and signage to that effect must be visible.*		
Control Measures:		
i) Vibration Hazards		
Are users required to come into contact with vibrating parts? *If yes, then work processes must be designed to minimise contact with such parts and / or equipment should be mounted on shock absorbers or similar.*		
Control Measures:		

j) Dust Hazards		
Does use of the equipment generate dusty atmospheres? *If yes then work processes must be isolated; local exhaust ventilation may be required, wet systems of work may be required, etc.*		
Control Measures:		
k) Chemicals / Exhausts / Fumes Hazards		
Does operation of the equipment give rise to the generation of airborne contaminants? *If yes then work processes must be isolated; local exhaust ventilation may be required, wet systems of work may be required, etc.*		
Control Measures:		
l) Pressurised / Hydraulic Systems Hazards		
Are pressurised or hydraulic systems in use on the equipment that could give rise to injury if they failed? *If yes then work processes must be isolated, regular maintenance of equipment is required, etc.*		
Control Measures:		
m) Lifting Task Hazard		
Is the equipment required to engage in lifting tasks, the failure of which could lead to user injury or persons in the vicinity? *If yes then work processes must be isolated, lifting plant must be inspected regularly, safe working loads must not be exceeded, users must be trained, etc.*		
Control Measures:		
n) Slipping, Tripping and Falling Hazards		
Can anyone using the equipment or in the vicinity slip, trip or fall due to the operation of the equipment e.g. poor housekeeping, dust / oil on the floor, etc.? *If yes then measures must be taken to ensure good housekeeping.*		
Control Measures:		
o) Ergonomics Hazards		
Can anyone using the equipment be subjected to poor posture, repetitive movements, undue physical strain, etc.? *If yes, then measures must be taken to ensure good ergonomic practices and modification of the working environment may be required.*		
Control Measures:		
p) Other Hazards		
Are there any other risk factors that can be associated with the operation of this equipment? *If yes, then outline additional control measures.*		
Control Measures:		

7. Risk Rating and Document Approval by Supervisor/ Manager / Head of School

Risk Rating = Likelihood of risk occurring x Severity of outcome

		Severity		
		Low	**Medium**	**High**
Likelihood	**Low**	Trivial	Acceptable	Moderate
	Medium	Acceptable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

Assessment of Likelihood and Severity

	Severity of Outcome	**Likelihood of Exposure**
Low	Slightly Harmful	Unlikely
Medium	Harmful	Likely
High	Very Harmful	Very Likely

1. **Trivial Risk:** No further action needed
2. **Acceptable Risk:** No additional risk control measures required
3. **Moderate Risk:** Implement further risk control measures if possible
4. **Substantial Risk:** Further control measures must be implemented. If this is not possible then work must be strictly managed to ensure safety.
5. **Intolerable:** Work must be prohibited until further control measures are implemented.

Is the risk rating acceptable: Yes ☐   No ☐
If yes sign and date below and ensure all risk control measures have been implemented.
If no identify further control measures and reassess risk. If the risk cannot be reduced to an acceptable level then the process cannot be carried out.

Is this work suitable for lone working: Yes ☐   No ☐
If yes, a lone worker risk assessment must be completed and attached to this document.

Signed: **Date:**   **Position:**

_____   _____   _____

Signed: **Date:**   **Position:**

_____   _____   _____

This document must be signed by the person carrying out the assessment and their academic supervisor / manager / head of school (person respo nsible for ensuring safety).