

Risk Assessment Form

Title of Risk Assessment

Date of assessment

Department

Date review due

Description of Task/Process

Assessment carried out by

Additional information

This covers the following spaces:

- STET Project Space, Solar Simulator, D004C, D014/15, D020, D107, D105, D101, D102, D103

This does **not** cover the use of specialist equipment, chemicals or gases.

Last reviewed 01/10/2025.

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| <u>Hazards and how they may cause harm</u> | <u>Who may be at Risk?</u> | <u>Existing Control Measures</u> | <u>Current Risk Level</u> (VL,L,M,H,VH) | Where current risk is M, H or VH , what additional <u>Control Measures</u> are required? | <u>Action required by whom & by when?</u> | <u>Final Risk Level</u> |
|--|----------------------------|--|--|---|---|-------------------------|
| <p>Poor housekeeping</p> <p>Debris or objects left in walkways could lead to slips, trips and falls</p> | User, visitors | <ul style="list-style-type: none"> Cleaning and housekeeping standards must be maintained Area around projects or machinery must be kept clear of trip hazards. Power supply cables must be kept tidy. Sufficient general waste bins must be made available to users in appropriate locations | M | <ul style="list-style-type: none"> Regular walk-throughs to be carried out | Facilities Manager/space owners | L |
| <p>Noise</p> <p>Created by the operation of machinery/work equipment or compressed air use which could lead to noise induced hearing loss</p> | User, visitors | <ul style="list-style-type: none"> Appropriate* hearing protection to be available where noise is in excess of 80 dB(A) and always worn above 85 dB(A) <p>*The need for appropriate level of hearing protection can be determined by manufacturer's instruction/guidance or by noise monitoring. Where noise monitoring is deemed necessary, contact Health and Safety Officer.</p> | L | | | L |

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|--|-------------|---|----------|--|--|----------|
| <p>Contact with sharp material, cuts, damage to clothing</p> | <p>User</p> | <ul style="list-style-type: none"> • Suitable gloves to be worn when handling metal sheets or other materials that could have sharp edges. If small volumes need to be moved by hand, gloves to EN 338 standard (cut resistance) must be worn. • Lab coats or overalls must be worn when handling sharp objects | <p>L</p> | | | <p>L</p> |
| <p>Inappropriate use or storage of Personal Protective Equipment (PPE)</p> | <p>User</p> | <ul style="list-style-type: none"> • PPE to be worn as a last resort when other controls, including engineering controls, have been exhausted • Risk Assessment or COSHH Assessment to indicate what PPE must be worn to reduce exposure • Glove type appropriate for materials being used or handled • Adequate storage cabinets, boxes or lockers to be provided for the storage of PPE when not being used | <p>L</p> | | | <p>L</p> |
| <p>Use of tools Cuts/abrasions. Damage of tool if used inappropriately.</p> | <p>User</p> | <ul style="list-style-type: none"> • Tools maintained in a good state of repair by workshop or research staff • Hand tools checked prior to use to identify if | <p>L</p> | | | <p>L</p> |

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|--|-------|---|---|--|--|---|
| | | <p>defective. Damaged tools taken out of use.</p> <ul style="list-style-type: none"> • Students to be trained in the correct use of hand tools as required • Tools and projects to be stored in appropriate locations (e.g. storage boxes) to avoid damage or loss • Tools cleaned away as appropriate prior to storing away | | | | |
| <p>Contamination</p> <p>Eating and drinking in the workshop could lead to cross-contamination and indirect ingestion of materials/chemicals</p> | Users | <ul style="list-style-type: none"> • Eating and drinking is not permitted in any laboratory/project space • Eating/drinking must only take place in D100 • Hand washing facilities are provided in/adjacent to all project spaces/laboratories | L | | | L |

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Work should not be carried out until the assessment is completed and all required control measures are in place.

| | |
|---|---|
| Overall Final Risk Rating (Highest level in final column above) | L |
|---|---|

| | |
|---|--|
| Additional Comments from Risk Assessor (e.g. funding or practical implications) | |
|---|--|

| | |
|-------------|------------|
| Approved By | Jake Locke |
| Date | 01/10/2025 |

| | |
|----------|------------------------------|
| Position | Technical Support Specialist |
|----------|------------------------------|

| | Severity | | | | |
|------------------|-------------|----------|-----------|-----------|-----------|
| Likelihood | Superficial | Minor | Serious | Major | Extreme |
| Unlikely | Very low | Very low | Low | Low | Moderate |
| Possible | Very low | Low | Low | Moderate | High |
| Likely | Low | Low | Moderate | High | Very high |
| Very likely | Low | Moderate | High | Very high | Very high |
| Extremely likely | Moderate | High | Very high | Very high | Very high |

| Risk Level | |
|------------|--|
| Very low | Acceptable risk - no action required |
| Low | Tolerable risk - further control measures not required, but status must be monitored |
| Moderate | Further control measures required to reduce risk as far as is reasonably practical |
| High | Urgent action required to allow activity to continue |
| Very high | Risk intolerable - activity must cease until the risk has been reduced |

See '[Matrix for risk evaluation](#)' for further guidance.