

Risk Assessment Form

Title of Risk Assessment

RA – REPAIR CAFÉ

Date of assessment

September 2025

Department

Estates – Energy & Sustainability

Date review due

September 2026

Description of Task/Process

At the Repair Café, visitors bring in items they would like to repair and provide a brief description of the fault. Before any work begins, visitors must sign a Repair Agreement acknowledging that the Repair Café and its volunteers are not liable for any damage or injury. Volunteer repairers then assess the items and determine whether they can be safely repaired. Repairs are carried out by the volunteers, who may use hand tools, basic electrical tools, or craft materials, while providing guidance to visitors who wish to observe or assist. Once repairs are complete, items are returned to the visitor along with any advice for future care. At the end of each session, volunteers clean and tidy the workspace, safely store tools and materials, and ensure the area is left hazard-free.

Assessment carried out by

Evelin Sanderson-Nichols

**Additional
information**

This event is organised by the Energy and Sustainability team, and is carried out by staff and student volunteers. All volunteers must read and accept this Risk Assessment.

<u>Hazards and how they may cause harm</u>	<u>Who may be at Risk?</u>	<u>Existing Control Measures</u>	Current <u>Risk Level</u> (VL,L,M,H,VH)	Where current risk is M, H or VH, what additional <u>Control Measures</u> are required?	Action required by whom & by when?	Final <u>Risk Level</u>
<p>Slips Trips & Falls <i>Risk of injuries involves:</i></p> <ul style="list-style-type: none"> Cuts, bruises, broken bones, electrical injury if trip leads to contact with tools or equipment 	All personnel, visitors.	<ul style="list-style-type: none"> Clear, unobstructed walkways; all tools, cables, and equipment stored safely when not in use Non-slip mats in areas prone to spills or wet floors Prompt clean-up of any spills or debris Adequate lighting throughout the repair area Volunteers reminded to wear appropriate footwear Cables routed safely and secured to avoid tripping hazards Signage to highlight any temporary hazards (wet floors, uneven surfaces) First aid kit available on-site and staff aware of its location Regular walk-throughs before sessions to check for hazards Training volunteers to identify and report potential trip hazards immediately Limit number of people in high-risk areas when tools are in use 	Medium	<ul style="list-style-type: none"> Use of safety tape to cover wires Volunteers and customers will receive instructions on the day to ensure safety 	All personnel	Low
<p>Eye injuries <i>Risk of injuries involves:</i></p> <ul style="list-style-type: none"> Eye irritation, scratches, foreign objects in eye, temporary or permanent vision damage 	All personnel, visitors	<ul style="list-style-type: none"> Provide safety goggles for all activities involving cutting, sanding, drilling, or soldering Enforce use of eye protection when necessary Keep first aid eye wash station or sterile eyewash available 	Very Low			

<p>Fire <i>Risk of injuries involves:</i></p> <ul style="list-style-type: none"> • Fire burns, • Death, • Asphyxiation, • Smoke inhalation • Shock 	<p>All personnel, visitors.</p>	<ul style="list-style-type: none"> • Ensure all electrical equipment is PAT tested and maintained • Volunteers trained in safe use of electrical tools (soldering irons, hot glue guns, drills) • Keep water and liquids away from electrical equipment • Provide insulated gloves where necessary • Clear signage for hot surfaces or live tools • No Smoking Policy. • No Naked Flames • Signage for what items can/cannot be deposited into bins. • Check only correct items deposited in bins. • Alert Emergency Fire Services by dialling Campus Security on 22222. • Use of Fire extinguisher only if safe / trained to do so and only for the purpose of escape. • Any fire should be reported through SHE Assure by team leaders. 	<p>Low</p>			
<p>Sharps</p> <ul style="list-style-type: none"> • Minor cuts, deep lacerations, puncture wounds 	<p>All personnel, visitors.</p>	<ul style="list-style-type: none"> • Provide personal protective equipment (PPE) such as gloves • Ensure all sharp tools are in good condition and stored safely when not in use • Demonstrate correct tool use to volunteers and visitors • Keep first aid kit stocked for cuts 	<p>Low</p>			

<p>Manual Handling (General) <i>Risk of injuries involves:</i></p> <ul style="list-style-type: none"> • Musculoskeletal disorders (MSDs) • Neck and upper limb disorders • Lower limb disorders • Back pain and back injuries. • Repetitive strain injuries 	<p>All personnel</p>	<ul style="list-style-type: none"> • All volunteers will have received manual handling training on the day • Avoid uneven, slippery, unstable floors, variations in floor levels. • Ensure lighting is suitable and sufficient to complete the task. • Avoid where possible, lifting from floor level or above shoulder. 	<p>Low</p>			
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Work should not be carried out until the assessment is completed and all required control measures are in place.

<p>Overall Final Risk Rating (Highest level in final column above)</p>	<p>Low</p>
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<p>Additional Comments from Risk Assessor (e.g. funding or practical implications)</p>	
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<p>Approved By</p>	<p>Evelin Sanderson-Nichols</p>
<p>Date</p>	<p>01/09/2025</p>

<p>Position</p>	<p>Sustainability Coordinator</p>
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Please print a copy, sign it and keep for your records

Document History

Version	Date	Reviewer	Comments
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	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.