

ual: HEALTH AND SAFETY RISK ASSESSMENT FORM

Refer to the H&S Guidance - Risk Assessment for help in completing this form. Also see Appendix 1 - Matrix Table Explained to help you to calculate levels of risk.				Assessment Reference:		Date:	01.07.2019
College / Pro-Vice Chancellery:	Camberwell College of Art	School / Department:	MA Fine Art Digital	Location:			
Risk Assessment Title:	They told me to be happy, Lost, Smiling Buddha						
Description of the task / activity / area:	Black room with screens, Screen on plinth, a book on plinth						
Name(s) of Assessor(s):							
Risk Owner:	Chui Yin Wong Iris					Review Date:	

Ref No.	What are the hazards? How could they cause harm? What are the possible injuries/ illnesses?	Who could be harmed? (e.g. colleagues, contractors, visitors, passengers, public)	What control measures are already in place?	Current risk			Detail any additional control measures needed (add to action plan for implementation)	Revised risk		
				Likelihood	Severity	Risk level		Likelihood	Severity	Risk level
1	Visitor would trip in the dark room	Visitors	Floor is clear of obstruction	1	1	low				
2	Visitor would trip on the wires	Visitors	tape wire securely and hidden them	1	1	low				
3	Visitor may get electric shock	Visitors	Plastic protectors installed	1	1	low				

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				Likelihood	Severity	Risk level		Likelihood	Severity	Risk level

Risk Owner [mandatory] - I have overall responsibility for the risk assessment. I understand and accept the risks and how they are being managed.

Name: Chui Yin Wong Iris	Position: Student	Signature: CHUI YIN WONG IRIS	Date: 01.07.2019
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If multiple departments are involved in the risk assessment, additional managers may wish to demonstrate their acknowledgement by signing below.

Additional Manager Acknowledgement [optional] - I understand and accept the risks and how they are being managed, relevant to my area of control.

Name:	Position:	Signature:	Date:
Name:	Position:	Signature:	Date:
Name:	Position:	Signature:	Date:
Comments:			

ACTION PLAN

Ref No.	Action required	Responsible person/s	Due date	Status / date closed

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Appendix 1 - Matrix Table Explained

1. Risk rating matrix

			Severity		
			Slight harm (1)	Moderate harm (2)	Extreme harm (3)
Health			<i>Nuisance and irritation, e.g. headaches Temporary ill health leading to discomfort</i>	<i>Partial hearing loss, asthma, ill health leading to permanent minor disability</i>	<i>Severe life shortening diseases, permanent disability Acute fatal diseases, permanent total disability</i>
Safety			<i>Superficial e.g. bruises Superficial e.g. minor cuts, eye irritation</i>	<i>Lacerations, burns, concussion, minor fractures e.g. fingers/toes</i>	<i>Multiple injuries, major fractures Fatal injuries</i>
L i k e l i h o o d	Unlikely (1)	<i>Isolated or "one off" occurrence Unusual but may have happened before</i>	VERY LOW	LOW	MEDIUM
	Likely (2)	<i>Will probably occur several times a year</i>	LOW	MEDIUM	HIGH
	Very likely (3)	<i>Recurring and frequent, predictable</i>	MEDIUM	HIGH	VERY HIGH

Calculation of risk

Use the table above to calculate the overall risk level of each hazard identified. Simply use the calculation: Likelihood (1, 2 or 3) x Severity (1, 2 or 3) to reach your overall risk level. See below for what this means in practice and what you need to do next.

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Very low (1)	<p>These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.</p>
Low (2)	<p>No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.</p>
Medium (3-4)	<p>Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period (usually no greater than within 3 months). Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.</p>
High (6)	<p>Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period (usually no greater than within 1 month) and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.</p>
Very high (9)	<p>These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited. The H&S Team must be consulted.</p>