

Risk Assessment

[31.4.2] © 2006 Business Safety Systems Ltd

INSTRUCTIONS

ASSESSMENT STAGE: Complete section A1; Identify hazards using Hazard Table in section A2; Establish Control Measures to reduce risks in section A3

MONITORING STAGE: Complete section M1; Score Control Measures in section M2 using a scale of 0-10 (10 being complete compliance); State further actions required in section M3

Section A1 - Assessment Information

| | |
|-----------------------------|-----------------------------|
| Assessment reference number | wksp05 |
| Assessment date | 29/10/2008 |
| Activity / Item / area | Fingerprints Workshop P4-S2 |
| Person at risk | Staff / Visitors |

| | |
|----------------------|----------------|
| Assessor | Hannah Crookes |
| Review date | 29/10/2009 |
| Monitoring frequency | Daily |
| Authorised by | Hannah Crookes |

Section A2 - Hazard Table

Degree Of Risk

| High | Med | Low | |
|------|-----|-----|--|
| | | | A. Falling |
| | X | | B. Tripping / slipping |
| | | | C. Trapping |
| | X | | D. Flying particles |
| | | | E. Fire / flammable atmosphere* |
| | | | F. Oxygen enrichment |
| | | | G. Collapse |
| | | | H. Overturning |
| | | | I. Electric shock |
| | | | J. Moving machinery parts* |
| | | | K. Moving vehicles |
| | | | L. Drowning |
| | | | M. Noise |
| | X | | N. Substances / chemicals / fumes / dusts* |
| | | | O. Burns |
| | | | P. Bursting / explosion risk |
| | | | Q. Vibration |
| | | | R. Oxygen depletion |
| | | | S. Protruding objects / parts |
| | | | T. Asphyxiation |

Degree Of Risk

| High | Med | Low | |
|------|-----|-----|------------------------------|
| | | | U. Handling* |
| | | | V. Respiratory |
| | | | W. Personal Health |
| | | | X. Struck by falling objects |
| | | | Y. Lone working |
| | | | Z. Violence / aggression |
| | | | AA. Stress* |
| | | | BB. Heating / ventilation |
| | | | CC. Asbestos* |
| | | X | DD. Paper Cuts |
| | | | EE. |
| | | | FF. |
| | | | GG. |
| | | | HH. |
| | | | II. |
| | | | JJ. |
| | | | KK. |
| | | | LL. |
| | | | MM. |
| | | | NN. |

* May require further in-depth assessment, e.g. Fire, COSHH, Manual Handling. For guidance, see 'Risk Assessment Techniques' in Background Information

Section M1 - Monitoring Information

| | |
|--------------------------------|----------------|
| Person carrying out monitoring | Sandy Colville |
| Monitoring date | Dec 11, 2008 |

| | |
|-----------------------|----------------|
| Department / location | Education Room |
| Checked by | <i>HC</i> |

Section A3 - Control Measures

| | |
|--|----|
| Full safety brief before workshop begins. | 10 |
| Staff Supervision | 10 |
| Staff ensure participants wash hands after activity. | 10 |
| Ink and powder containers closed when not in use. | 10 |

Section M2 - Monitoring Scores

Evaluation / score % **100**

Section M3 - Further Actions Required