

Task/Activity/Environment: USE OF PHOTOCOPIER		Location: Student Life	Date of Assessment: 11 Aug 2015
Identify Hazards which could cause harm:		Identify risks = what could go wrong if hazards cause harm:	
No.	Hazard	No.	Risk
1.	Electrical wiring	1.	Electric shock/electrocution
2.	Toner dust particles in air when transferring into machine	2.	Skin reaction, irritation by inhalation of dust particles
3.	Opening parts, some of which are hot after prolonged use	3.	Trapped fingers/ hands and minor burns.
List groups of people who could be affected: All Student Life staff			What numbers of people are involved? 80-90
What risk controls are in place to reduce risks?			Risk level with risk controls
No.	Risk Control		
1.	PAT testing completed annually. Staff trained in use of equipment. Supplier information is displayed on machine.		8
2.	Staff training at induction and refresher training. SSW in place and displayed.		
3.	Staff training at induction and refresher training. SSW in place and displayed.		
What additional actions are required to ensure risk controls are implemented / effective or to reduce the risk further?			Risk level with additional risk controls
No.			
1.	All electrical work to be carried out by a qualified electrician. Annual service by an electrician.		4
2.	Monitor that all staff are working to the SSW, and review risk annually.		
3.	Monitor that all staff are working to the SSW, and review risk annually. Manual handling training to be provided for all staff using equipment.		
Is health surveillance required?		If YES, please detail:	
YES/NO			
Who will be responsible for implementing risk controls: H&S Co-ordinator and Deputy H&S Co-ordinator			By When: Regular Intervals

Completed by: Jane HopkinsonSigned: J.L. HopkinsonRecord of annual review: 11 Aug 2016

Risk Rating:

Increasing Consequence 	5	10	15	20	25	17-25 Unacceptable – Stop activity and make immediate improvements/seek further advice <hr/> 10-16 Tolerable – look to improve within specified timescale <hr/> 5-9 Adequate – Look to improve at next review <hr/> 1-4 Acceptable - No further action, but ensure controls are maintained
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
	Increasing Likelihood 					

Guide to using the risk rating table:

Consequences	Likelihood
1 Insignificant – no injury	1 Very unlikely – 1 in a million chance of it happening
2 Minor – minor injuries	2 Unlikely – 1 in 100,000 chance of it happening
3 Moderate – up to three days absence	3 Fairly likely – 1 in 10,000 chance of it happening
4 Major – more than three days absence	4 Likely – 1 in 1,000 chance of it happening
5 Catastrophic – death or disabling	5 Very likely – 1 in 100 chance of it happening