

Task/Activity/Environment: USE OF SHREDDER		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	Moving parts may pull loose items into machine	1	Trapped hair or loose clothing could cause injury to extremities
2	Electric Cables	2.	Electrocution / Shock
3	Trailing Cables	3.	Trips and falls causing bruising, sprains and fractures to limbs
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		8
1	Training given at Induction and safe system of work / instructions on use clearly displayed nearby.		
2	Safe system of work in place and PAT tested regularly		
3	Training given at Induction and safe system of work in place		
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.			4
1.	All electrical work to be carried out by a qualified electrician. Annual service by an electrician.		
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.		
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 Hopkinson

Signed: J.L. Hopkinson

Record 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	
	4	8	12	16	20		10-16 Tolerable – look to improve within specified timescale
	3	6	9	12	15		
	2	4	6	8	10		5-9 Adequate – Look to improve at next review
	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