Risk Assessments for Space – Guidance

A *space* risk assessment must be completed for each area which contains hazards. The assessment should identify hazards associated with *accessing* the space and using general pieces of equipment (including such items as fume cupboards, hot plates and lab specific alarms). Larger items of equipment should be covered by their own specific risk assessment.

The risk assessment should highlight any **training courses which must be completed** before a person is granted access to the space. Please consult the training matrix spreadsheet for courses.

Other outcomes of a space risk assessment should be a **set of lab rules** to be followed (including any PPE required to enter the space) and the generation of a **lab noticeboard** which reflects those rules.

A copy of the risk assessment should be maintained in a location (physical or electronic) where it is readily accessible to those who access the space, with an electronic copy also stored on Quemis under the space to which it relates.

Space Risk Assessment Form

Title of Risk Assessment	Space Risk assessment for P155	Date of assessment	26/05/23
Department	Physics	This risk assessment must be reviewed whenever a significant change or an accident occurs	
Training Courses Required as Identified by Risk Assessment	**LEV system training**		
Assessment carried out by	Daniel Mayoh		
Additional information			

Hazards and how they may cause harm	Who may be at Risk?	Existing Control Measures	Current Risk Level (VL,L,M,H,VH)	Where current risk is M, H or VH, what additional Control Measures are required?	Action required by whom & by when?	Final Risk Level
Fumehoods. If inadequate ventilation then danger to being exposed to chemical vapours and dusts.	Users of space and anyone working on connected LEV system.	Systems are properly maintained. Users receive appropriate training	L			L
Hot plates, may cause burns and fires.	User of hotplate	User is properly trained. Hot plates are not left unsupervised.	VL			VL
Pellet press, may cause injury if used improperly.	User of equipment	User is properly trained. Pellet press is used with protective screens.	VL			VL
Drying cabinets, may cause burns.	User of equipment		VL			VL
Desiccators, may cause injury.	User of equipment		VL			VL
Chemical handling and Storage, may cause injury.	Users of space	Chemicals in storage are inventory managed. Users of chemical have read appropriate risk assessments. Chemical are disposed of properly.	L			L

Work should not be carried out until the assessment is completed to a suitable & sufficient level and all required control measures are in place.

Overall Final Risk Rating (Highest level in final column above)	
Additional Comments from Risk Assessor (e.g. funding or practical implications)	
Any further actions required to allow work to commence	

Approved By		Position	
Date			

Please print a copy, sign it and keep for your records

	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**

See 'Matrix for risk evaluation' for further guidance.

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