

Activity being assessed:	Architecture Landscape workshop Print Workshop (G01)			Reference no:	
Location:	Central Annexe Workshop	Assessment date:	15/09/2025	Review period:	13/08/2026

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (with current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk			Action no. (continues over page)
			L	S	RR		L	S	RR	
Supervisors and staff required to serve in the student shop, leaving the Print work shop unsupervised	Students left unsupervised are more likely to suffer injury while using the machines in the workshop. Injuries could include cuts, lacerations, puncture wounds, amputations. Infection from cuts, possible eye injuries and musculoskeletal injuries.	Workshop opening hours are 9:30 - 4:30 Closed for lunch 1pm - 2pm Appointed staff members to specifically supervise the shop Students must not use machinery unless a supervisor is present in the workshop. Workshop technicians are required to power down or lock out all machinery before leaving the workshop unattended.	1	2	2					

L = likelihood, S = severity, RR = risk rating

Manual Handling Lifting, carrying, or moving heavy or awkward items such as metal stock, machine parts, and raw materials without mechanical aids	Staff,students technicians suffer from Muscle strain, back injury, sprains Lifting, carrying, or moving heavy or awkward items such as metal stock, machine parts, and raw materials without mechanical aids	It is mandatory for all staff to complete their manual handling training. Where item weight exceeds safe levels, staff will use trolleys / hoists, and team lifting. Heavy items should be stored at waist height to minimize the need for bending or reaching. Staff are aware to split heavy or bulky items into smaller, more manageable weights. The central Portering service available to move large items. Workshop walkways and high use routes and access areas are checked daily by the workshop supervisors. Workshop Technicians should intervene when they observe poor manual handling techniques to prevent injury	1	3	3					
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		Completion of a workshop induction is mandatory for all staff. The induction covers key areas such as identifying hazards, safe working practices, and emergency procedures. Students must be supervised when operating machinery in the Print workshop Staff and students must complete refresher training annually for any training with an expiry date, ensuring compliance is maintained each academic year								
Slips, trips, and falls on wet or oily floors, trailing cables, scattered tools/materials, uneven floor surfaces	Staff,students, technicians suffer from cuts, bruises, fractures. Twisting ankles or knees during a fall.	Workshop Technicians are responsible for: Monitoring housekeeping procedures and reporting issues to the cleaning team. Conducting daily checks of all routes and access areas.	1	3	3					

		Ensuring spill kits are available.							
Exposure to Sharp-Edged Tools Handling chisels, blades, saws, or freshly cut materials with sharp burrs; improper tool storage	Students, staff, technicians suffer cuts, lacerations, puncture wounds, amputations. Infection from cuts, possible eye injuries and musculoskeletal injuries	Safe Storage: All tools must be stored safely. Training: Staff receive training on safe handling techniques. Machine Safety: All relevant machines are equipped with guards and covers for blades when not in use.	1	2	2				
Entanglement in loose clothing, long hair, jewellery, gloves, or lanyards caught in rotating machinery	Students, staff, technicians suffer Injury to hands, arms, or clothing caught in machinery	Adherence to the following personal protective equipment (PPE) rules is mandatory: Clothing: all clothing is secured, wear short sleeves, to prevent entanglement. Hair: Tie back all long hair.	1	3	3				

		Gloves: no gloves to be worn while operating any rotating machinery.							
Electricity Use of powered machinery and portable tools; damaged cables or plugs; faulty wiring	Students, staff, technicians suffer from electric shock, or burns from heat and fire	A mandatory pre-use check must be conducted by all technicians and students before operating electrical equipment. A documented Portable Appliance Testing (PAT) schedule is maintained for all equipment. These records are saved here (Link) and made available for future reference when required. Mandatory pre-use checks are carried out by users to ensure the RCD test button is working. Regular, documented testing of all RCDs is conducted by a competent person on a periodic basis (e.g., quarterly or annually), and the results are recorded.	1	3	3				

		authorised individual (Workshop technician) immediately isolates the machine from its power source and applies a lock-out device and tag to prevent accidental use. Tagging: The tag must clearly state that the machinery is out of service, the reason for the fault, and the date it was taken offline. Repair and Re-commissioning: Only authorised and trained personnel are permitted to remove the lock-out device after the machine has been repaired and verified as safe to operate.								
Burns and entrapment from 3D printers	Burns, entrapment, fumes	3D printers have their own Risk Assessment - W 3D Printing Risk A... Only trained workshop staff are allowed to use 3D printers. Students must not use 3D printers at any time.	1	2	2					

[illegible]

Action number	Action required	Who is responsible?	By when?	Date completed

Likelihood	Guide Description
5	Very likely/imminent – certain to happen
4	Probable – a strong possibility of it happening
3	Possible – it may have happened before
2	Unlikely - could happen but unusual
1	Rare – highly unlikely to occur

Severity	Guide Description
5	Catastrophic - fatality, catastrophic damage
4	Major – significant injury or property damage, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Very minor – insignificant injury

Likelihood (L)		Severity (S)				
		1	2	3	4	5
	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
1						

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level
Medium Risk	Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review

L = likelihood, S = severity, RR = risk rating

Signature of Risk Assessor	Mark Johnson (DHSO)	Name / job title:	Faculty Facilities manager
Details of any persons consulted	Wayne Windle, Linda McGarry, Paul Mattinson, Christie Harrison		