

Generic Lab Risk Assessment

School Assessment No:	INFRA12
Title of Activity:	Working in Laboratories
Location(s) of Work:	Informatics
Brief Description of Work:	Working with lab equipment and robots.

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork. See http://www.safety.ed.ac.uk/safenet_guide.htm for details.

Hazard(s)	Risk Evaluation L/M/H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)
Electrical equipment (electric shocks or burns from using faulty electrical equipment)	H	<ol style="list-style-type: none"> 1. All portable electrical equipment must be tested for electrical safety at correct intervals and labelled with the date of the test. 2. Electrical cables and plugs should be regularly visually inspected by the user for damage. 3. Any defective equipment should be reported immediately to the Admin Office or H&S Manager, then suitably labelled, and taken out of use until the repair has been effected. 4. Electrical equipment must always be operated in accordance with manufacturers' instructions. 5. Treatment for any occurring injury should begin by ensuring the electrical item is powered off, escalating to First Aider or ambulance, if necessary
Fire	M	<ol style="list-style-type: none"> 1. The storage of empty cardboard boxes should be kept to an absolute minimum. 2. Equipment should be switched off when not in use for long periods. 3. All portable electrical equipment must be tested for electrical safety at appropriate intervals. 4. The building has a fire alarm system installed which is maintained by Estates and undergoes regular (weekly) tests. 5. Fire risk assessments for each building should be carried out annually by the Fire Office. 6. Everyone must be acquainted with the Fire Routine Procedure for their area.
Trapping, Impact / Crushing (related to robots)	M	<ol style="list-style-type: none"> 7. Only authorised persons may work with robots. 8. Robot users must read the Safe System of Work for each robot type where applicable. 9. Where appropriate the working area should be sufficiently guarded and signed to prevent unauthorised entry.

Soldering	M	When soldering, fume extraction must be used. Every user must be familiar and adhere to the soldering risk assessment and safe system of work. (INFRA09)
Hazardous Substances	H	1. If any hazardous substances are used a COSHH risk assessment must be completed, and a safe system of work issued to the users.
Manual handling of heavy/bulky objects (back injuries)	M	2. A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury. 3. A trolley should be used to transport boxes of paper or other heavy items. 4. High shelves for light items only. 5. Training in lifting techniques should be provided for anyone who undertakes the lifting of heavy loads.
Working at height	M	1. Chairs or desks must not be used for reaching heights, step stools should be used instead. 2. If a stepladder is used, staff/students should read an appropriate risk assessment (INFRA06) and be shown how to use it safely.
Slips and trips	L	6. Work areas should be kept clear of obstructions. 7. Any spillages should be cleaned up immediately. 8. All areas should be well lit. 9. Any hazards such as torn carpets, trailing cables, defects to floor coverings, faulty lighting etc. should be reported immediately to the Lab manager, or building-issues@inf.ed.ac.uk
Corona virus (Biohazard – exposure through air droplet transmission)	M	1. Anyone with Covid symptoms should not attend work. 2. All attendees should be encouraged to be vaccinated. 3. Wearing face masks should be encouraged.
Corona virus (Biohazard – exposure through surface contamination)	M	1. Where there is a concern about contaminated surfaces, they should be disinfected 2. Individual use desktops/surfaces should be kept clean by the desk owner. 3. Regular hand washing before and after attendance in a room is advised. 4. Avoid touching face/eyes as much as possible.
Lone / Out of Hours (LOOH) Working	L	LOOH working in the robotic labs is not recommended and should only be undertaken with permission given by the Lab Supervisor

Persons at Risk: **Identify all those who may be at risk.**

Academic staff	X	Technical staff	X	P'Grad students	X	U'Grad students	X
Maintenance staff		Office staff		Cleaning staff		Emergency personnel	
Contractors		Visitors	X	Others			

Additional Information: Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

Staff members and P'Grad Students working in the robotics labs should be familiar with the [Safety Rules for Robotics Labs](http://www.inf.ed.ac.uk/safety/policy/labsafety.html) at: <http://www.inf.ed.ac.uk/safety/policy/labsafety.html>

Assessment carried out by:

Name:	David Hamilton	Date:	18/5/22
Signature:		Review Date:	May 2023

