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.)
Trapping, Impact / Crushing (related to robots)	M	1. Only authorised persons may work with robots. 2. Robot users must read the Safe System of Work for each robot type where applicable. 3. Where appropriate the working area should be sufficiently guarded and signed to prevent unauthorised entry.
Slips and trips	L	1. Work areas should be kept clear of obstructions. 2. Any spillages should be cleaned up immediately. 3. All areas well lit. 4. Any hazards such as torn carpets, trailing cables, defects to floor coverings, faulty lighting etc. should be reported immediately to the Admin Office or H&S Adviser
Soldering	M	1. When soldering, fume extraction must be used. Every user must be familiar and adhere to the soldering risk assessment and safe system of work.
Electrical equipment (electric shocks or burns from using faulty electrical equipment)	L	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.

Manual handling of heavy/bulky objects (back injuries)	L	1. A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury. 2. A trolley should be used to transport boxes of paper or other heavy items. 3. High shelves for light items only. 4. Training in lifting techniques should be provided for anyone who undertakes the lifting of heavy loads.
Fire	L	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 fire alarm system is installed, maintained and tested. 5. Fire risk assessments for each building should be carried out annually. 6. Everyone must be acquainted with the Fire Routine Procedure for their area.
Working at height	L	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 and be shown how to use it safely.
Hazardous Substances	L	1. If any hazardous substances are used a COSHH risk assessment must be completed and a safe system of work issued to the users.
Lone / Out of Hours (LOOH) Working	L	1. LOOH working in the robotic labs is not recommended and should only be undertaken with permission given by the Lab Superviser

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 at: http://www.inf.ed.ac.uk/safety/policy/labsafety.html

Everyone working in a general area should make themselves familiar with Part Two of the University Health and Safety Policy at:
http://www.ed.ac.uk/schools-departments/health-safety/policy-cop

Assessment carried out by:

Name:	Tom Whigham	Date:	06/08/21
Signature:		Review Date:	August 22

Verification by users

I may be involved in the task covered by this risk assessment. I have read the assessment and the prescribed safe system of work which I fully understand and hereby undertake to adhere to in the interest of my own health and safety and that of others who may be affected by my actions.

Operatives:	Signature:	Counter-signature (supervisor):	Date: