# RISK ASSESSMENT FORM

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| School/Institute/Directorate:  | Location: | Reference: | Date: | Review Date: |
|  Heriot Watt University  | Lecture theatre room 1 |  | 12/10/2021 |  |

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| Describe the task and equipment used:Simple use of the computer in the room and projector to present and watch things on. |
| PPE required for task: None |

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|  Risk Analysis MatrixLevel of Risk | Likelihood | Severity |  Guidance: |
| Likelihood | 4 | 4 | 8 | 12 | 16 | 1. Unlikely
 | 1. Insignificant/No Injury
 | The information contained within the assessment must be communicated with those who may be affected by the work activity. All Staff and Students must be provided with appropriate information, instructions and training on the hazards, risks and controls of the work to enable them to safely and competently perform their work.Risk Assessment should be made available along with a declaration signed sheet to confirm that they have read the risk assessment, understand the hazards and risks involved and will follow all the control measures. |
| 3 | 3 | 6 | 9 | 12 | 1. Possible
 | 1. Minor Injury
 |
| 2 | 2 | 4 | 6 | 8 | 1. Likely
 | 1. Moderate Injury
 |
| 1 | 1 | 2 | 3 | 4 | 1. Certain
 | 1. Major Injury/Fatality
 |
| x | 1 | 2 | 3 | 4 | *Score likelihood* | *Score severity* |
|  | Severity |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| What are Hazards? | Who might be harmed? | Control measures(What are you already doing?) | L | S | R | Additional control measures(What further action is necessary?) | Action by whom/when? |
| Spread of covid | Member and society heads | We’ll social distance and wear masks | 1 | 1 | 1 | Will have a sanitise station which all members and heads will use before interacting with other members | Members before meeting |
| Tripping | Member and society heads | Make sure that all tripping hazards such as loose items and/or wires are cleared out of the way | 1 | 2 | 2 |  | Before the meeting |
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| --- | --- | --- | --- |
| Name | Position | Email | Signature |
| Author |  Benjamin Mallon |  President of anime and manga society |  Bm104@hw.ac.uk |  Bmallon |
| Authoriser |  |  |  |  |
| Verifier |  |  |  |  |

Declaration

I confirm that I have read the Risk Assessment, I understand the hazards, and risks involved and will follow all the control measures stated. If I have any queries or concerns, I will contact the above.

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| Name | Organisation | Staff/Student/Visitor | Signature | Date |
| Benjamin Mallon | Anime and manga society | Student | Bmallon | 12/10/2021 |
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