University of Plymouth

Risk Assessment Form (RA1)

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training.

Assessment Ref. No.	BGB-RA-01	Activity Assessed	General Risk Assessment when using Babbage computing labs.
Assessment Date	17/11/2025	Faculty / Directorate	Faculty of Science and Engineering (FoSE)
Assessor	Mark Price	School / Service	School of Engineering, Computing & Mathematics
Version No.	V. 1	**Additional individuals involved in developing the RA**	
Signature of Assessor		Signature of Academic Supervisor / Approver	

Risk Score Matrix

Likelihood	Severity: Insignificant	Minor	Moderate	Major	Fatal
Very Unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber
Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red
Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red
Likely	4 Green	8 Amber	12 Red	16 Red	20 Red
Almost Certain	5 Amber	10 Red	15 Red	20 Red	25 Red

Risk Score and Description

Risk Score	Risk Level	Category	Description
1 – 4	Low	Acceptable	No further actions needed
5 – 9	Medium	Tolerable/Adequate	Should be reviewed to ensure that there is nothing else that can be done
10 – 15	High	Undesirable	Immediately review current control measures, and where appropriate decide on further actions
16 - 25	Very High	Unacceptable	Stop activity and make immediate improvements

Likelihood (L) x Severity (S) = Risk Score (RS)

What is/are the hazard(s) involved with the activity being undertaken?	Who might be harmed and how?	What are you already doing to control the risk?	**Risk Score** with current controls in place			What further action is necessary? (Add these actions to the action plan below).	**Target Risk Score** Likelihood x Severity = Risk Score		
			L	S	RS		L	S	RS
Display screen equipment	Staff & students risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly	Use the principles of DSE for hot Desking Self-assessment to be carried out at any change to work feature, e.g. equipment, furniture or the work environment such as lighting.	1 - Very Unlikely	2 - Minor	2 - Low Risk	• Breaks should be encouraged, ensure students and staff are aware of DSE requirements. E.g., bring in an ergonomic keyboard/mouse which helps place arms and hands in a position which is more natural.	Choose an item.	Choose an item.	Choose an item.

	designed workstations or work environments. Headaches or sore eyes can also occur, E.g. if the lighting is poor.	Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Shared workstations are assessed for all users. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen Noise levels controlled. When used in lab.							
Trailing cables/equipment.	Staff, students, and visitors may be injured if they trip over objects or slip-on spillages. Trips and falls.	General good housekeeping. All areas well lit, including stairs. No trailing leads or cables. Staff and students keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Lab cleaned every morning or evening. Sufficient outlets to support the range of equipment normally used Cable management built into desks in the labs. Drink to be consumed away from machines Spillages are cleaned up urgently. University Cleaners contacted if needed 01752 588588	1 - Very Unlikely	2 - Minor	1 - Low Risk	• Students to be reminded to not leave cables trailing and to plug back in any equipment unplugged • Ensure students, staff and visitors are aware of the no eating or drinking in lab policy.	Choose an item.	Choose an item.	Choose an item.
Poor lighting / unfamiliar layout	Students, Staff, visitors. Trips, falls, difficulty finding exits.	Ensure lighting is functional; provide induction; clear signage; unobstructed walkways	2 - Unlikely	2 - Minor	4 - Low Risk				
Fatigue	Students, Staff, visitors. Reduced alertness.	Encourage breaks, limit session times	2 - Unlikely	2 - Minor	4 - Low Risk				

Data security risks, breaches.	Students, Staff, visitors, university. Unauthorized access/malware without knowledge or consent.	Ensure correct login details, always logout or lock when finishing or taking a break away from the workstation. Report any issues.	1 - Very Unlikely	3 - Moderate	3 - Low Risk				
Electrical	Staff, students could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Staff trained to spot and report (to administrator) any defective plugs, discoloured sockets, or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. Staff told not to bring in their own appliances, toasters, fans etc. Electrical equipment subject to regular PAT testing	1 - Very Unlikely	5 - Fatal	5 - Medium Risk	• Students, staff made aware of procedure for reporting issues. This to be done at start of each semester. • Visitors made aware of procedure when they speak to relevant people Technicians, academics	1 - Very Unlikely	3 - Moderate	3 - Low Risk
Emergencies – fire, first aid, delay in responding to an accident / incident due to unfamiliarity with procedures	Students, Staff, visitors	Fire alarm, on hearing the fire alarm Students, staff, visitors will need to leave the lab promptly in a safe and controlled manner and follow the directions of the fire marshal/s and relevant signs Building fitted with fire detection and notification system which is tested, inspected, and maintained by a competent contractor Fire Action Notices displayed detailing evacuation procedure and Assembly Point. First Aid signs detailing provision displayed	2 - Unlikely	2 - Minor	2 - Low Risk		Choose an item.	Choose an item.	Choose an item.

		Refuge Points fitted in buildings with lifts for persons unable to evacuate via the stairs. New persons should receive an Induction which includes emergency arrangements. Security 01752 583333							
Lone working in labs could be a risk due to individual medical fitness. There could be a medical situation, which when lone working could put individuals at risk	Students, Staff, visitors	Faculty level policy that discourages students to work alone. Students are reminded of lone working policy at the beginning of each semester Security asks students to vacate the building/lab after 22:00 Swipe access to building for all students and swipe access to labs for SECAM users only.	1 - Very Unlikely	2 - Minor	2 - Low Risk	• Students to be reminded on lone working policy at the start of each semester. • Students to be emailed the advice as well as a recap. • Lab users who wish to use the labs • Out of hours are to attend new mandatory training. This will advise on topics such as first aid and what to do in case of a fire, and advice individual to have an awareness of their own medical needs.	Choose an item.	Choose an item.	Choose an item.
External teams accessing labs. These parties might not usually access the room so will not know when activities/test are being carried out which might pose a risk, albeit a low risk. These parties include cleaners, maintenance teams, contractors	Cleaners, maintenance teams, contractors	These parties will have their own safe working practices which they will be aware of.	2 - Unlikely	2 - Minor	2 - Low Risk	• Technicians to ensure labs are accessible and areas are kept clear, which in turn will help the various parties access labs and carry out necessary works • Clear notices if access to a lab is not possible	Choose an item.	Choose an item.	Choose an item.

Refer to scoring matrix and likelihood / severity descriptors

Action Plan and Monitoring

This section should be completed by the Risk Assessor and discussed with Manager / Academic Supervisor		This section should be completed by the Manager / Academic Supervisor for monitor and review		
Hazard	Action required	Action assigned to	Target date	Date Completed

Review

When reviewing this risk assessment remember to move completed actions into the 'what are you already doing.' column, as these actions should be in place by the time you review the risk assessment. You should review your risk assessment periodically **and** if circumstances change, which means it is no longer valid (e.g. following an incident in the workplace or if there are any significant changes, such as new work equipment, work activities, personnel, environment, legislation or guidance etc.)

Likelihood Descriptors

Likelihood of injury / harm	Examples	Score
Very unlikely	Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
Unlikely	Reasonable control measures are in place, but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity.	2
Possible	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity and situations sometimes arise from this activity.	3
Likely	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / situation often arise from this activity.	4
Almost certain	No controls in place where there should be, exposure to the hazard is expected to occur in most circumstances. The activity is considered such high risk that it will certainly lead to injuries.	5

Severity Descriptors

Severity of injury / harm	Examples	Score
Insignificant	None or very insignificant injuries, health effects, damage or disruption to work. Short-term and/or localised environmental harm.	1
Minor	Cuts bruises, mild skin irritations, mild headaches and pains requiring minor first aid treatment. Minor property damage or disruption to work. Notable contributor to environmental harm.	2
Moderate	More serious injuries or ill-health requiring time off work or a hospital visit for example burns sprains, strains, short term musculoskeletal disorders, cut requiring stitches, back injuries, fractures to fingers and toes. Short term absence relating to physical or mental health issues. More serious property damage or disruption. A significant contributor to environmental harm.	3
Major	Broken limbs, amputations, long-term health problems or longer absence. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work. A major contributor to significant environmental harm.	4
Fatal	Injury or ill-health which leads to death either at the time, soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses. The major contributor to significant environmental harm.	5