**ANIMATION FABRICATION - RISK ASSESSMENT FORM**

**Ref:**



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| **Describe the activity being assessed: Light fabrication of puppets, props and sets. Hand tools such as scissors, pliers and craft knives. Painting and soft sculpture (Polymer clay, plasticine textiles)** | **Assessed by:** | **Endorsed by:** |
| **Who might be harmed: Studio users – workshop cohorts and students on independent study in 4B03 and 4B14**  30  **How many exposed to risk:** | **Date of Assessment:** | **Review date(s):** |

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| **Hazards Identified**  ***(state the potential harm)*** | **Existing Control Measures** | **S** | **L** | **Risk**  **Level** | **Additional Control Measures** | **S** | **L** | **Risk Level** | **By whom and by when** | **Date completed** |
| Bladed hand tools (Craft scalpels, scissors etc.) improper storage, use or working surface could cause injury to hands and fingers. Room light conditions insufficient for close up fabrication work. | All workshops instruct on the safe use of tools. All bladed tools stored in neoprene blocks to shield blades. | 2 | 3 | 6 | Cutting mats provided for use on tables. Broken or damaged tools to be disposed of in sharps safe.  Appropriate individual lighting systems in place. | 3 | 1 |  |  |  |
| Position of the workshop space requires trailing mains cables when using essential mains connected tools such as glue guns, lamps etc. Centralised position critical for accommodating maximum numbers on workshops. Potential for injury by tripping, or pulling objects off the table in passing. | Workshops carefully managed with mains connected tools located on alternative table.  Room rearranged frequently to place work tables around the wall space. | 3 | 1 | 3 | Room layout to be reconsidered, with the possibility of ceiling mounted mains electricity to be investigated. | 2 | 1 |  |  |  |
| General light puppet making can potentially involve a range of dangerous materials, requiring full studio extraction, specialised PPE and heat and fire control measures. Use of fume generating materials, solvents fibre glass, resins etc. and respitory sensitizers such as plaster, clay etc. can trigger breathing difficulties and asthma and lead to long term conditions such as silicosis, dermatitis etc. Soldering, braising, rotary cutting, drilling, machine sanding and mould making and casting require a highly specific studio layout, with process specific training, management and control measures in place. | All fabrication training sessions incorporate the identification of potentially harmful or hazardous materials, tools or processes, and full guidelines and training is provided as part of the workshop. Students are not permitted to work in 4B03 when using any substance or process which requires studio extraction under COSHH regulations. Corrosive materials are banned, and students are not permitted to continue where they attempt to independently engage with potentially harmful materials, substances or processes. Students are not permitted to use power tools such as drills, hand held sanders or jig or fret saws. | 3 | 2 |  | Academic staff members are encouraged to book basic inductions to the fabrication centre, and highlight the importance of considering location when planning a fabrication project. All stop motion production students booked in for “Production Surgeries” with appropriate technical staff early in the semester, where location of process and H and S key considerations are discussed and managed. Students wishing to use a material, substance or process untenable for 4B03 is directed to the appropriate staff member in the fabrication centre for advice and action planning on their fabrication arc. Only materials and processes on the “acceptable for use in 4B03” list are provided in workshop training sessions.  Full details of sanctioned practice and tools for use in the animation studios can be found on the studio H and S notice board. | 1 | 2 |  |  |  |
| Proximity of liquids (ink, paint, water etc.) to live electrical equipment (Lights, computers cameras) when working in traditional “Under Camera” processes. Position of live lights and cameras directly over subject when shooting flat creates high potential for electric shock, and increased potential for slips, trips and falls. | All open drinks (coffee Tea etc.) are banned from the room, and students and staff challenged every time they attempt to break this rule.  As part of the compulsory studio inductions, the code of conduct for 4B03 and incorporated into all under camera training, students are comprehensively trained in the risks and control measures associated with working with liquids in the stations. Students are not permitted to work with liquids of any kind until they have discussed their process with a technical member of staff in a production surgery or mentoring session. Where tenable, technical staff will work with an individual student on risk assessing the activity, reducing the risk by providing non spill containers, retaining trays and safety wires for electrical equipment. | 5 | 3 | 15 | Students are actively discouraged from working with liquids in the stations as an experimental/exploratory exercise. Where the use of oil, ice or water is deemed essential to a specific outcome or project, any extended investigations or production using liquids will need to be initially discussed with academic staff, and it is their responsibility to alert technical staff in advance, and assist in managing a safe production arc. Student will be instructed to work to a small field size, and thus limit the amount of material in the stations. Students are only permitted to work with these substances under direct technical supervision, and where the activity has been risk assessed by the student and endorsed by the appropriate technical staff member.  Every effort is made to limit the risk for liquid to come into contact with any of the electrical equipment. | 5 | 1 | 5 |  |  |
| Light control in the stations requires low lighting in the studio at times. This reduces visibility and can increase the risk of slips, trips and falls. It can also impact on access and egress. | Low level safety lighting is installed which is switched on at all times, ensuring that the room is never in full darkness. Students working on the fabrication benches are provided with a craft lamp to provide appropriate lighting for intricate fabrication work (sewing, trimming etc.) Lighting conditions are discussed during fabrication and production workshops, with control measures highlighted. Lighting requirements for the space clearly posted on the H and S notice board. | 2 | 1 | 2 |  |  |  |  |  |  |

**RISK MATRIX: (To generate the risk level).**

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| **Very likely**  **5** | **5** | **10** | **15** | **20** | **25** |
| **Likely**  **4** | **4** | **8** | **12** | **16** | **20** |
| **Possible**  **3** | **3** | **6** | **9** | **12** | **15** |
| **Unlikely**  **2** | **2** | **4** | **6** | **8** | **10** |
| **Extremely unlikely**  **1** | **1** | **2** | **3** | **4** | **5** |
| **Likelihood (L)**  **Severity (S)** | **Minor injury – No first aid treatment required**  **1** | **Minor injury – Requires First Aid Treatment**  **2** | **Injury - requires GP treatment or Hospital attendance**  **3** | **Major Injury**  **4** | **Fatality**  **5** |

**ACTION LEVEL: (To identify what action needs to be taken).**

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| **POINTS:** | **RISK LEVEL:** | **ACTION:** |
| 1 – 2 | NEGLIGIBLE | No further action is necessary. |
| 3 – 5 | TOLERABLE | Where possible, reduce the risk further |
| 6 - 12 | MODERATE | Additional control measures are required |
| 15 – 16 | HIGH | Immediate action is necessary |
| 20 - 25 | INTOLERABLE | Stop the activity/ do not start the activity |