



Risk Assessment Form

Directorate: Environment & Culture

Location/Division/Premises: Schools Loans

Date of Risk Assessment: April 3 09

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Richard Statham

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature
1 April 2011	Richard Statham	Yes	

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Pupils and Teachers coming into contact with chemicals used in taxidermy.	Pupils / teachers/ toxic chemicals	All specimens are contained within acrylic cases. Animals which could not be housed in acrylic cases have been withdrawn from the loans service		Schools Loans Officer	Ongoing	Done
Inhalation of Asbestos fibres used in respirator (gas mask) filters.	Pupils / teachers / staff / inhalation of toxic materials	Asbestos removed from filters by certified asbestos removal company		Schools Loans Officer	Ongoing	Done
Cuts from sharp objects.	Pupils / teachers	Sharp objects are encased within Perspex cases.		Schools Loans Officer	Ongoing	Ongoing / done
Loans Box lids accidentally being knocked shut trapping hands/fingers	Pupils / teachers / trapped fingers	Latest cases have revised hinges which require the lid to be removed when open, eliminating the risk. Warning notices have been placed onto the outside of existing boxes - notifying users of the risk.		Schools Loans Officer	Ongoing	Done
Injury caused by lifting and carrying heavy Loans Boxes.	Teachers / staff / strain	Clear weight labels on all new/heavy cases.		Schools Loans Officer	Ongoing	Ongoing

Further Information

Hazard	Additional Information

