## Imperial College London

## RISK ASSESSMENT AND STANDARD OPERATING PROCEDURE

1. PERSON CARRYING OUT ASSESSMENT											
Name			Position			Date					
2. DESCRIPTION OF ACTIVITY (include storage, transport and disposal if relevant)											
3. LOCATION											
Campus	mpus		Building			Room					
4. HAZARD	SUMMARY										
Accessibility			Mechanical								
Manual Handling					Hazardous Substances						
Electrical				Noise							
Working at height					Extreme temperature						
Falling objects					Pressure/steam						
Trip hazards					Other						
Lone Working Permitted?		Yes [	Yes No No		Permit-to-Work required for planned maintenance?		Yes No No N/A				
5. Who might be harmed and how?											
Staff / stude	ts 🗌		Cleaners, engineers etc								
Support stat	ff 🗆				Other						
6. How often is the process being carried out?											
Once a day Once a week Once a month					Every 6 mg	onths 🗌	Annually [				
Other – give details											
7. Brief description of the procedure				Existing precautions (Controls)		rols)	ls risk high, medium or low?				

8. Are extra precautions needed? If no please tick box and move onto next section										
If yes, please describe	Who has been as	sked to do this?	By what date?							
9. EMERGENCY ACTIONS										
10. Monitor and review										
Controls should be monitored: daily weekly monthly 6 monthly annually other										
I will review this risk assessment at least every 6 months  every 12 months										
Immediately in the event of process / location change or incident or accident										
11. Training record – use this section to record the names and date of any persons you are training in this risk assessment and associated procedures										
Name	Date	Name		Date						

**Note**: <a href="http://www3.imperial.ac.uk/safety/formsandchecklists/raforms1">http://www3.imperial.ac.uk/safety/formsandchecklists/raforms1</a> for specific risk assessment forms and guidance <a href="http://www3.imperial.ac.uk/safety/guidanceandadvice">http://www3.imperial.ac.uk/safety/guidanceandadvice</a> on gases, biological agents, chemicals, offsite work etc