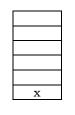
RISK ASSESSMENT FORM

Please use **ONE** form per Activity or Task Please do not overfill the form.

REASON for RISK ASSESSMENT: Initial Assessment Location Change Process/Procedure Change Equipment/Materials Change Staff Change Systematic



COMPLETED by:
Assessor/Tutor etc

Name Signed Date

Countersigned:

Name Signed Date

Authority (Manager etc)

Kate Gaskin
Kate Gaskin
April 2021
Steve Gaskin
Steve Gaskin
April 2021

Director

Description of Task/Activity to be Assessed	Description of Hazard	Persons Exposed to Hazard	Suggested Risk Rating - BEFORE controlling measures P x C = R		EE ing es	Measures in place to Control/Reduce Hazard Effect(s) & Risk Likelihood (References may be used to support measures & decisions)		Suggested Risk Rating AFTER controlling measures P x C = R		Further Action Recommended	By Whom / Date
Taking fingerprints using pre-inked fingerprint strips	Allergic reaction to print ink and/or ink entering cuts & abrasions on the hands Plus Possible marking or damage of clothing	P E	1	2	2	Use ink pads supplied & verified by reputable supplier of forensic/educational materials Give safe practice guidance before activity; Supervise all activities with experienced personnel; ensure reinking carried out under supervision Ask if individuals have any skin allergies before task; cuts, abrasions cover with protective covering; wear PPE of coverall to prevent mess and clothing staining Have proprietary hand wipes and/or hand washing facilities immediately available	1 0 0	1 1 1 1	1 1 1 1	This procedure has been used some 15000 times since January 2010. There have been no incidents. Furthermore our risk assessments have been scrutinised, by our independent Health & Safety Advisors.	April 2021
	Personal Data Protection		2	3	6	Destroy after activity or permit each pupil to retain own prints	1	1	1		

General Comments: Considered a low risk activity although can be messy; only minimum requirements considered necessary (RSC, 2006)

Probability
3 = Frequent
2 = Occasional
1 = Rare/Infrequent
0 = Highly Unlikely

3 = Severe 2 = Moderate 1 = Minor 0 = No Known Consequence

Consequence

Risk Rating6 - 9 = High
3 - 5.9 = Medium
1 - 2.9 = Low

- 2.9 = Low < 1 = Negligible Action
A1 = Immediate/Urgent

A2 = ASAP A3 = When Convenient

A0 = Deemed Unnecessary

Persons Exposed to Hazard

S = Students (≥ 16 yrs)
P = Pupils (≤ 16 yrs)
Pu = Public/Visitors

Pu = Public/Visitors E = Employee/Staff Overall Risk Assessment Rating for Activity

ORR =

Sum R / No. of Hazards

<2

RISK ASSESSMENT FORM

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COMPLETED by:

Assessor/Tutor etc

Name Signed Date Kate Gaskin Kate Gaskin April 2021

Countersigned:

Name Signed Date

Authority (Manager etc)

April 2021

Steve Gaskin
Steve Gaskin
April 2021
Director
Kate Gaskin

Description of Task/Activity to be Assessed	Description of Hazard	Persons Exposed to Hazard	Suggested Risk Rating - BEFORE controlling measures P x C = R		EE ing es	Measures in place to Control/Reduce Hazard Effect(s) & Risk Likelihood (References may be used to support measures & decisions)	Suggested Risk Rating AFTER controlling measures		TER ng es	Further Action Recommended	By Whom / Date
Dusting for fingerprints on various surfaces using fingerprint dusting powder and lifting tape	Allergy to dusting powder Allergy to protective hand wear	P & E	1	2	2	Use powder supplied & verified by reputable supplier of forensic/educational materials Give safe practice guidance before activity; Supervise all activities with experienced personnel; ensure exposure is limited & all work carried out under supervision Ask if individuals have any respiratory allergies before task; wear PPE of coverall, mask, vinyl non-powdered gloves Have hand washing facilities immediately available	1 0 0	1 0 0	0 0	This procedure has been used some 15000 times since January 2010. There have been no incidents. Furthermore our risk assessments have been scrutinised, by our independent Health & Safety Advisors.	April 2021

General Comments: Considered a low risk activity although can be messy; all materials/consumables supplied by educational or forensic supplier (Scene Safe)

<u>Probability</u>	<u>Consequence</u>	Risk Rating	<u>Action</u>	Persons Exposed to Hazard	Overall Risk Assessment
2 - Forester	2 0	6 0 III.1	A.1. T	0 0 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Rating for Activity
3 = Frequent	3 = Severe	6 - 9 = High	A1 = Immediate/Urgent	S = Students (≥ 16 yrs)	ORR =
2 = Occasional	2 = Moderate	3 - 5.9 = Medium	A2 = ASAP	P = Pupils (≤ 16 yrs)	Sum R / No. of Hazards
1 = Rare/Infrequent	1 = Minor	1 - 2.9 = Low	A3 = When Convenient	Pu = Public/Visitors	1
0 = Highly Unlikely	0 = No Known Consequence	< 1 = Negligible	A0 = Deemed Unnecessary	E = Employee/Staff	