

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

x

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			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			Further Action Recommended	By Whom / Date
			P	x	C = R		P	x	C = R		
Taking fingerprints using pre-inked fingerprint strips	Allergic reaction to print ink and/or ink entering cuts & abrasions on the hands	P	1	2	2	Use ink pads supplied & verified by reputable supplier of forensic/educational materials	1	1	1	<p><b>This procedure has been used some 15000 times since January 2010. There have been no incidents.</b></p> <p><b>Furthermore our risk assessments have been scrutinised, by our independent Health &amp; Safety Advisors.</b></p>	April 2021
		E				Give safe practice guidance before activity; Supervise all activities with experienced personnel; ensure re-inking carried out under supervision	0	1	1		
		1	1	1	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	0	1	1			
					Have proprietary hand wipes and/or hand washing facilities immediately available	1	1	1			
	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

**Consequence**

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

**Risk Rating**

- 6 – 9 = High
- 3 – 5.9 = Medium
- 1 – 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
- E = Employee/Staff

**Overall Risk Assessment**

**Rating for Activity**

ORR =  
Sum R / No. of Hazards

<2
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			P	C	R		P	C	R		
Dusting for fingerprints on various surfaces <b>using fingerprint dusting powder</b> and lifting tape	Allergy to dusting powder	P & E	1	2	2	Use powder supplied & verified by reputable supplier of forensic/educational materials	1	1	1	<b>This procedure has been used some 15000 times since January 2010. There have been no incidents.</b>  <b>Furthermore our risk assessments have been scrutinised, by our independent Health &amp; Safety Advisors.</b>	<b>April 2021</b>
	Allergy to protective hand wear		1	2	2	Ask if individuals have any respiratory allergies before task; wear PPE of coverall, mask, vinyl non-powdered gloves	0	0	0		
						Have hand washing facilities immediately available	1	1	1		
<b>General Comments:</b> Considered a low risk activity although can be messy; all materials/consumables supplied by educational or forensic supplier (Scene Safe)											

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