

RISK ASSESSMENT TITLE		
VISITING TO IMMERSIVE ROOM RISK ASSESSMENT		
RISK ASSESSOR NAME	UNIVERSITY INSTITUTE / DEPARTMENT	BRIEF DESCRIPTION OF ACTIVITY
ANTHEA LEWIS	HEALTH AND SAFETY TEAM	This risk assessment relates to visiting both Immersive Rooms
AUTHORISING LINE MANAGER	PERSONS AT RISK / POTENTIAL HARM	DATE(S) / LOCATION(S) OF ACTIVITY
CRAIG JONES	University staff, students, and external visitors to the University buildings resulting in personal injury / ill health.	Y Fforwm, Swansea – Immersive Room; T&L, Carmarthen – Immersive Room

HAZARD	PRE-CONTROL RISK	CONTROLS	RESIDUAL RISK
Fire Incidents	High	1. General housekeeping standards maintained to include access to fire exits kept clear and removal of combustible waste 2. Arrangements in place for any disabled visitors. In such cases the University Personal Emergency Evacuation Plan (PEEP) policy should be followed 3. Procedure to follow in the event of a fire communicated to supervising staff and visitors at the initial welcome, including whether or not there are any planned fire alarm tests, what to do in the event of an alarm sounding (if it sounds for more than 15 seconds it is real) and where the nearest fire evacuation points and assembly point. Event Organiser to support the evacuation of visitors in the event of an emergency.	Low

HAZARD	PRE-CONTROL RISK	CONTROLS	RESIDUAL RISK
Visually Sensitive Seizures, Photosensitive Epilepsy, motion sickness, disorientation, nausea, dizziness	Moderate	1. In depth information with regards to underlying health conditions to be found in documentation emailed out with the room booking information. 2. Before any session, UWTSD staff / session supervisor to verbally communicate the effects of visually stimulate health conditions in conjunction with the intensity of the technology and/or content showcased. 3. Further information can be found using QR code / displayed information within the immersive room. 4. Before any session, it is encouraged that visitors notify a UWTSD staff members / session supervisor, to any concerns over health related implications when using screen-based and/or immersive technology.	Low
Slips, Trips & Falls	Moderate	1. Good standards of housekeeping maintained to reduce slip / trip / fall hazards 2. Trailing cables avoided 3. Good lighting levels provided 4. Any spillages cleaned up 5. When using props for designed and specific sessions, verbal communication highlighting the above points to be clearly emphasised before session start.	Low
Electrical / Electronic equipment / Use of VR Headsets	Moderate	1. All electrical / electronic devices used to be maintained in good condition and free from defects 2. Manufacturer safety and user instructions followed in the use of all electrical and electronic equipment 3. Floor Boxes are essentially extension leads fused down the power track with 13A, this means anything plugged into a box socket should be no more than 2800w in power as it may blow the fuse under the floor so heaters and high draw equipment should be installed in fixed wall sockets where possible	Low
Lack of suitable / sufficient First Aid	Moderate	1. Directions to sufficient first aiders and access to information regarding medical conditions, medication, allergies and parent/guardian emergency contact details, in the event of an accident/medical emergency	Low

HAZARD	PRE-CONTROL RISK	CONTROLS	RESIDUAL RISK
Accidents / Incidents not notified	Moderate	1. All injury accidents, near misses or other safety related incidents reported to the University Health and Safety team via the online reporting tool.	Low
Supervision of Visitors	Moderate	1. Supervision required by visiting staff and / or University staff.	Low

RISK RATINGS

HIGH	Activity must stop until suitable control measures have been implemented. Additional resource / cost likely required.
MODERATE	Further consideration to be given to reduce risk. Additional resource / cost potentially required.
LOW	No / limited risk reduction measures required. Monitor existing controls. Additional resource / cost unlikely to be required.

Document Control

Version:	Purpose of Issue / Revisions made:	Approved:	Date:
1.0	Draft for Approval		
2.0	Draft Approved		
2.1	Updates to include floor boxes power limits and locations of activity (Calum Gregory)		06/03/2024
Owner:	ANTHEA LEWIS		
Status:			
Applicable to:	Higher Education		

Approve Date:	
Review Date:	06/03/2024
Published:	06/03/2024