

**Standard Risk assessment Template Summer Term 2022**

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| **Title of the Unit (Division, Department, Institute or Research Centre):** |  | **RA Reference No**  *(for H&S)* |  |
| **Team (sub-set of Unit):** |  | **Assessed By** |  |
| **Building(s):** |  | **Date of Assessment** |  |
| **Floor(s):** |  | | |
| **Activity:** |  | | |
| **Service capacity and occupancy:** |  | | |
| **Proposed date of Review:** |  | | |
| **Brief outline of Service:** | *Please describe the types of activities being risk assessed (e.g. Day to day Departmental activity – teaching, office work, interaction with students, internal meetings and workshops; General office activities).* | | |

| **Possible Hazards**  *(Strike out or delete any which do not apply. Add any which are not listed but arise from your activities)* | **Consequence** | **Persons Affected** | **Possible Control Measures** | **Control Measures adopted by the Unit** | Residual Risk | | |
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| Severity | Likelihood | Total Risk |
| Failure to orient and instruct people new to site or location | First Aid not provided in a timely fashion.  Failure to evacuate in an emergency situation.  Correct work procedures are not followed leading to injuries, damage or business disruption.  Wellbeing not supported. |  | Inductions are carried out on day one  Staff and visitors are introduced to key people in the unit  Staff are given H&S information when their workplace changes  Staff are instructed in emergency procedures  Emergency procedures are updated and communicated as necessary |  |  |  |  |
| Young persons, Work Experience, Apprentices | Harm due to a young person being assigned inappropriate tasks.  Harm from lack of adequate supervision.  Inexperienced worker does not receive adequate practical or psychological support. |  | All Young persons, Work Experience students and apprentices are appropriately supervised by host  General office work is low risk and does not require additional risk assessment  Higher risk work is risk assessed by the host Division |  |  |  |  |
| Failure in ability to evacuate safely | People are injured while evacuating  Wheelchair users are unable to wait in a place of safety  People are trapped  People are injured while staying put |  | Fire escape routes are kept clear at all times  Fire refuges are kept clear at all times Sufficient fire wardens are available  People requiring PEEPs are identified and notified to Estates Fire Safety  All staff and visitors are instructed in and reminded of the local evacuation procedure  Fire warden inspections are carried out routinely |  |  |  |  |
| Failure to provide First Aid assistance | Condition of the person requiring First Aid deteriorates.  Greater harm due to lack of timely First Aid intervention.  First Aid kits are unavailable or not stocked. |  | Staff know how to summon First Aid assistance  First Aiders are available  We have the means to summon First Aiders  A First Aid kit is available |  |  |  |  |
| Obstructions, wet or contaminated floors, and defects to walkways | Slip and trip hazards cause injuries  Defects to floor surfaces or stairs lead to injuries |  | Cables are safely routed to prevent trip hazards  Uneven surfaces are clearly marked  Walkways are kept clear  Floor surfaces are in good condition  Rubbish does not accumulate  Liquid spills are cleared promptly  Problems with floor surfaces and stairs are reported to Estates Helpdesk |  |  |  |  |
| Inadequate layout, storage, space; presence of obstructions | Restricted movement and increased risk of striking into things.  Impediments to safe evacuation. |  | Walkways are kept clear  Managers work with Space Planning on the layout of furniture and storage  Regular clear out of workspace  Routine inspections |  |  |  |  |
| Fall of objects | Injury  Property damage |  | Items are fixed securely  Shelving is not overloaded  Adequate storage/shelving is provided |  |  |  |  |
| Electrical Equipment | Electric shock from damaged equipment, plugs or cables.  Fire risk due to damaged equipment, plugs or cables.  Fire risk due to overloaded sockets. |  | Electrical equipment is PAT tested  Electrical faults are reported  Portable equipment is checked for faults before being plugged in  Sockets are not overloaded  Defective equipment is taken out of use immediately |  |  |  |  |
| Fire hazards & flammable material | Availability of fuel for fire increases risk.  Toasters cause false fire alarms. |  | Rubbish is removed promptly  Suitable storage is used  Toasters are not permitted  Fire warden inspections are carried out |  |  |  |  |
| Lighting | Inappropriate lighting increases risk of eye strain.  Glare from lights or from outside can cause eye strain and poor posture.  Flickering light can trigger medical conditions. |  | Suitable light levels are maintained for the tasks  Blinds are provided where necessary  Staff with medical issues with lighting are referred to Occupational Health |  |  |  |  |
| Condition of Buildings & glazing | Damp and mould are health hazards.  Defects to the fabric of the building can lead to injuries. |  | Faults are reported to Estates  Workplace inspections are undertaken to identify issues |  |  |  |  |
| Heating & ventilation | Discomfort from indoor temperature. |  | Individual space heaters are provided where necessary  Windows can be opened where there is no mechanical ventilation |  |  |  |  |
| Occupational stress | Stress can lead to serious physical and mental health problems. |  | Routine management meetings take place to discuss workload, training needs etc  Managers prioritise the work of their staff  Staff are consulted in good time on proposed changes  Mental Health First Aiders and Staff Counsellors are available  HR Partners are available if staff can't speak to their manager  Staff are referred to Occupational Health when required  HR policies on bullying and harassment are in place |  |  |  |  |
| Infectious diseases | Illness.  Business interruption. |  | Staff have been told to stay at home when unwell  Staff know the Sickness absence policy  Staff cooperate with the School's Communicable/Notifiable Diseases arrangements |  |  |  |  |
| Lone working / work out of hours | Increased vulnerability to lone workers.  Lone worker may not receive prompt first aid or medical attention if injured or has a medical incident.  Lack of supervision can lead to poor work practices.  Social isolation. |  | Staff tell Security when they work out of hours  Swipe access to buildings at weekends and during closure times  Buildings are checked before they are locked down  Lone working by Estates staff is risk assessed |  |  |  |  |
| Violence to staff / verbal assault | Physical injury  Psychological injury |  | Staff have been trained in customer service  Staff have been trained how to de-escalate difficult situations  Front line staff are behind deep desks  Staff have the means to summon assistance  Staff ratios are maintained  Violence at work risk assessment has been carried out |  |  |  |  |
| Fall of person (work at height) | Injury to the person falling.  Injury to those below from someone or something falling on them. |  | Appropriate access equipment is available  Staff are advised on suitable footwear  Area is kept secure during high level work  Access equipment is checked before use  Routine inspections of access equipment are carried out  Training for staff working at height |  |  |  |  |
| Manual handling operations | Musculoskeletal injuries (back, arms, shoulders, hands).  Injuries from falling items.  Cuts and other injuries from items being carried. |  | Porters are used for moving large items or significant manual handling  Trolleys etc are available to assist with moving  Staff are trained in manual handling  Significant manual handling tasks are assessed separately |  |  |  |  |
| Display screen equipment | Musculoskeletal injuries (back, neck, arms, shoulders, hands).  Eye strain.  Mental strain. |  | Workstation assessments are carried out by those who need them  Free eyesight tests are available to all DSE users  Suitable computer hardware and software is provided  Staff have the necessary software training  Workstation furniture complies with DSE Regulations  Non-standard furniture, software and equipment is provided when the need is identified following specialist assessment |  |  |  |  |
| Fieldtrips / field work / Overseas travel | Harm from diseases or environment.  Harm from criminal or political acts.  Psychological harm from isolation or the human environment. |  | Appropriate assessments are undertaken  Appropriate training is taken prior to travel  Staff and students follow LSE's travel procedures |  |  |  |  |
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| ***Likelihood*** | **5 = Certain** | 5 (L) | 10 (M) | 15 (H) | 20 (H) | 25 (H) |
| **4 = Likely** | 4 (L) | 8 (M) | 12 (M) | 16 (H) | 20 (H) |
| **3 = Possible** | 3 (L) | 6 (L) | 9 (M) | 12 (M) | 15 H |
| **2 = Remote** | 2 (L) | 4 (L) | 6 (L) | 8 (M) | 10 (M) |
| **1 = Unlikely** | 1 (L) | 2 (L) | 3 (L) | 4 (M) | 5 (M) |
| S x L = H M L? | | **1 = Negligible** | **2 = Low** | **3 = Moderate** | **4 = Significant** | **5 = Catastrophic** |
| Severity | | | | |

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| **H** | **High** – Stop operations and rectify immediately. Senior management decision required to accept or reject risk |
| **M** | **Medium** – Maintain current controls.  Management to review and determine if further controls are required |
| **L** | **Low** – No further controls are required |

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| **Severity / Consequences Categories** | |
| **Severity** | **Description** |
| **5 = Catastrophic** | Multiple fatalities (Employees, students third parties)  Catastrophic environmental impact, resulting in irreversible long-term harm to the environment |
| **4 = Significant** | Single fatality (Employees, students or third party) loss of limbs, permanent severe disablement. Severe environmental incident resulting in significant impact requiring management by external authorities and or high level of resources for response and remedy. Reversible / medium term harm to the environment |
| **3 = Moderate** | Major injury / ill health effect such as breaking a major bone or temporary disablement requiring hospital / casualty treatment and resulting in time of work. Moderate environmental impact requiring management response to aid recovery and resulting in short term harm to the environment. |
| **2 = Low** | Major injury / ill health effect requiring medical treatment beyond first aid. Restricted duties may be possible.  Low environmental impact not requiring management response. |