

RISK ASSESSMENT FORM RA1

To be read with SCoP02 'Risk Assessment' setting out how the form should be completed and the University approach to risk assessment. Please ensure you are **competent** to carry out the assessment, if you have any doubts please seek advice from your line manager. Once completed, the control measures must be adhered to and the form placed in the local Risk Assessment Register. For further guidance, please refer to the guidance document Risk Assessment SCoP2.

Activity being assessed:	Routine assessment of Students' Union Offices				Reference no:	
NEW ASSESSMENT		RISK ASSESSMENT FOR EXISTING ACTIVITIES		RISK ASSESSMENT REVIEW		
Location:	Students' Union – Main Office – SU005			Assessment date:	04-04-2019	Review date:
Assessment carried out by (name / job title):				Signature of Risk Assessor		

Likelihood	Guide Description	Chance
5	Almost certain/imminent	>90%
4	Probable – a strong possibility of it happening	50%-90%
3	Possible – it may happen or it may have happened before	10%-50%
2	Unlikely - could happen but unusual	3%-10%
1	Rare – highly unlikely to occur	<3%

Severity	Guide Description
5	Catastrophic - fatality, multiple injuries
4	Major – significant injury, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Negligible – insignificant injury

		Severity (S)				
		1	2	3	4	5
Likelihood (L)	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
Medium Risk	Determine if further controls are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review

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Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk		
			L	S	RR		L	S	RR
Slips and Trips	Staff, student staff, students, volunteers may be injured if they trip over objects e.g. wires, chairs, equipment or slip on spillages.	<ul style="list-style-type: none"> Regular clean ups conducted of office All areas well lit No trailing leads or cables, all electronic leads kept organised Items cleared away from floor Keep desk chairs and boxes out of walkways 	3	3	9	<ul style="list-style-type: none"> Ensure any equipment/items not in use are stored in the cupboard in SU005 Regular Hazard Hunts completed by Health & Safety Committee to ensure control measures are being followed 	2	1	2
Furniture collapsing or toppling	Staff, student staff, students, volunteers, could be injured when using furniture in the offices.	<ul style="list-style-type: none"> Furniture constructed by professionals. Ensure furniture is not overloaded Any furniture that looks weak or has broken, to be removed from the area to be fixed. 	3	3	9	No further measures required – monitor and review	3	3	9
Manual handling	Staff, student staff, students, volunteers, handling equipment inappropriately	Staff, student staff and volunteers are to receive manual handling training	3	2	6	No further measures required – monitor and review	3	2	6
Electrical	Staff, student staff, students, volunteers could be electrocuted from electrical equipment	<ul style="list-style-type: none"> All items PAT tested by the University IT equipment maintained and reported to IT if faulty 	4	2	8	<ul style="list-style-type: none"> Staff should not use equipment from home that is not PAT tested Visual checks for loose wiring Do not overload extension cables 	4	1	4
Display Screen Equipment	Staff and Student Staff – health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.	<ul style="list-style-type: none"> DSE Assessments conducted and actioned annually 	4	2	8	<ul style="list-style-type: none"> Acquire ergonomic chairs for office 	3	2	6
Stress	Staff and Student Staff – due to heavy workload or other factors, staff members may become stressed, therefore affecting their performance and welfare.	<ul style="list-style-type: none"> Regular 1-2-1's with line managers to monitor workload and welfare of members of staff. Discuss with managers their work methods and schedules and the pace and rate of work. 	4	3	12	<ul style="list-style-type: none"> Introduction of staff appraisals to provide the opportunity for staff to review job responsibilities Managers/ SU to set realistic workloads 	3	3	9

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Lone Working	Staff and student staff	<ul style="list-style-type: none"> Ensure all staff and student staff have read and signed the Lone Working policy Staff should ensure main door to SU005 is shut when working alone 	4	2	8	No further measures required – monitor and review	4	2	8
Fire	Staff, student staff, students, volunteers could be injured due to a fire	<ul style="list-style-type: none"> Paper not to be left on desks overnight, and to be kept to a minimum. University evacuation procedures – ensure all staff are aware of fire exits and evacuation points. Follow directions of University security Fire Risk Assessments conducted by University annually 	2	5	10	<ul style="list-style-type: none"> Closest fire exit is opposite storage cupboards 	2	5	10
Theft	Staff, student staff could have personal belongings or SU property stolen	<ul style="list-style-type: none"> Always shut the door when leaving office unattended Keep personal belongings and high value items out of sight 	2	2	4	No further measures required – monitor and review	2	2	4

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Action required	Who is responsible?	By when?	Date completed
Regular Hazard Hunts	Tim Hewes-Belton / SU President / H&S Committee	Every 2-3 months (May 2019)	
Bar Staff to receive manual handling training upon starting	MB/NB	Sept 2019 (or as & when new student staff are appointed)	
All items PAT tested by the University	University	Sept 2019	
DSE Assessments conducted and actioned annually	SF	Dec 2019	
Regular 1-2-1's to be held by line managers	SW/THB/RC/MB (Line Managers)	Monthly	
Staff Appraisals to be completed	SW/THB/RC/MB (Line Managers)	Summer 2019	
Fire Risk Assessments conducted by University annually	University	Annually	