Risk assessment

# To assist you in completing your Risk Assessment, this template has been provided which will ensure the risks of most low risk activities have been considered. Every activity is unique however and this template must be amended to ensure it covers your specific activity. This includes adding rows to include further hazards, deleting any rows not applicable and amending any of the current hazards.

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| --- | --- | --- | --- |
| **Description of activity / area being assessed** | **Please ensure you describe the activity being undertaken as accurately as possible. For example, please describe the travel arrangements, activities the student will be undertaking (such as manual handling activities) and how long this activity will be** | **Location** | **Please ensure the location of the activity is accurately described** |
| **Manager responsible** | Name of manager responsible | **Signature & date** | **Manager responsible signature and date** |
| **Assessed by (name & role)** | **Name of assessor** | **Signature & assessment date** | **Assessor responsible and date** |

| **Hazard (H)****hazardous event (HE)****consequence (C)** | **Who might be harmed** | **Current controls** | **Current risk****LxC=R** | **Additional controls needed to reduce risk** | **Residual** **risk****LxC=R** | **Target Date**  | **Date achieved** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Road Accident (Driving for Work or private transport)****H-** Road traffic accident due to adverse weather conditions or driver error.**HE-** Collision of vehicles when moving or collision between pedestrian and coach.**C-** Minor bruising or contusions to significant injury requiring emergency aid. | StudentsMembers of publicOther road users | If student driving, to follow the departmental driving risk assessment Ensure familiar with the departmental driving for work risk assessment and discuss with project leader if any concerns. | Unlikely x catastrophic HIGH RISK | Staff member supervising project to confirm drivers are competent to drive through licence checks | Very unlikely x catastrophic MEDIUM RISK |  |  |
| **Physical violence and verbal abuse****H –** Physical violence and verbal abuse from public**HE –** Public are physically and/or verbally abusive to students**C –** Major injury and emotional harm | StudentsMembers of public | Location researched before visiting and students trained in de-escalation techniques, lone working procedures, interview technique and personal safety.If being collected by private transport, students to wait at pre-arranged pick up pointsLone working procedure to be implementedArrangements to be in place for emergency situations, including if students subject to abuseIf visiting another establishment or workplace, student to read and understand their risk assessment(s) | Very unlikely x major LOW RISK | If subjected to violence complete an incident report form, report it to the Team Leader and the Head of Department.Post incident support from SWIS | Very unlikely x major LOW RISK |  |  |
| **Manual handling****H –** Heavy/awkward objects**HE –** Lifting of heavy/awkward objects**C –** Physical injury | Students | Students provided with ‘Is Your Back Safe’ leaflet.Aids to be provided where manual handling required, such as trolleys | Unlikely x moderateLOW RISK | No further controls needed | Unlikely x moderateLOW RISK |  |  |
| **Stress****H** – Excessive workload**HE** – Working longer hours**C** – Work related stress | Students | Work carried out between hours of 09:00-17:00 with regularly scheduled breaks which are agreed in advance | Unlikely x minorLOW RISK | No further controls needed | Unlikely x minorLOW RISK |  |  |
| **Temperature** **H**- uncomfortable temperature indoors or outdoors**HE**- exposure to hot or cold weather indoors, exceptional hot weather outdoors.**C**- general discomfort, low productivity, some attendees may feel unwell. | Students  | Weather checked prior. If hot or cold weather anticipated, such as a heatwave, those attending informed and advised on what to bring (bottled water, sunscreen, hat for hot weather and coat gloves etc for cold weather)Students advised to stay hydratedWhen outdoors, students advised to make use of shaded areas. | Unlikely x minorLOW RISK | No further controls needed | Unlikely x minorLOW RISK |  |  |
| **Adverse weather, floods, storms etc.****H-Slips, trips, falls. High winds, falling objects****HE- Contact with slip, trip hazard. Contact with falling object. Falling over due to high winds** **C- First aid injuries** | Students  | Check weather reports for adverse or inclement weather and adjust as required. Advise students to bring appropriate clothing and footwear.  | Very unlikely x minorVERY LOW RISK | No further controls needed | Very unlikely x minorVERY LOW RISK |  |  |
| **Hazardous substances****H –**Hazardous substance**HE –** Exposed through skin, eyes, ingestion, inhalation, injection**C –** Ill health, short term or long term | Students | If students visiting another place of work that involves use of hazardous substances, training to be provided by that workplace | Unlikely x moderateLOW RISK | No further controls needed | Unlikely x moderateLOW RISK |  |  |
| **First Aid****H-** Inadequate first aid cover. **HE** - Failure to summon first aid. **C-** Harm escalates due to delay in summoning first aid. | StudentsMembers of public | If visiting another establishment, to follow their First Aid arrangements If in public and depending on severity, emergency services to be contacted | Very unlikely x MajorLOW RISK | No further controls needed | Very unlikely x MajorLOW RISK |  |  |
| **Work equipment****H- Work equipment.** **HE-**Contact with hot or sharp parts or hot water **C-** Burns, cuts or scalds requiring first aid. | Students | If equipment provided by University, safe instruction on use of equipment as well as training if neededIf work equipment provided by another establishment, they should provide safe instruction | Minor x Unlikely LOW RISK | No further controls needed | Minor x Unlikely LOW RISK |  |  |
| **Electricity****H- Electrical equipment.** **HE-** Contact with live components**C-** fire and electric shock. | Students | All electrical items provided by the University to students have been PAT testedUser given safe use instruction for equipment | Very unlikely x catastrophic MEDIUM RISK | Students to be made aware they should visually inspect equipment before use and notify University of any damage or other establishment if using their equipment | Very unlikely x catastrophic MEDIUM RISK |  |  |
| **Fire and emergency situations****H - Fire and emergency, including first aid.** **HE -** Failure to evacuate safely in the event of fire.**C-** Smoke inhalation or burns. Potential for fatalities.  | StudentsMembers of public | Students to be given emergency contact information for the University in case of emergencyResponsible staff member to ensure all students have given emergency contact informationWhen at another establishment, students to follow their fire arrangements  | Very unlikely x catastrophic MEDIUM RISK | No further controls needed | Very unlikely x catastrophic MEDIUM RISK |  |  |
| **Vulnerable students****H –** Vulnerable students**HE –** Vulnerable student interacts with hazard**C –** First aid injury | Students | Host organisation to be advised of any vulnerable students prior to activityStaff to discuss any additional support needed with student | Unlikely x ModerateLOW RISK | No further controls needed | Unlikely x ModerateLOW RISK |  |  |

Add more rows if needed

Periodic Review

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| --- | --- | --- | --- | --- | --- |
| **Review date:** |  |  |  |  |  |
| **Review by:** |  |  |  |  |  |
| **Signed:** |  |  |  |  |  |

If there are changes, please save assessment as a new version and archive previous version.