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| Location: Student Residences | Dept/Section: Accommodation Essex | Reference No: 0010 |
| Assessed by: Linda McCanna | Signature: | Date of this Assessment: 24/07/12 |
| Area or Work Activity: Exposure to Secondhand Smoke | Review Date: 24/07/15 |

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| IDENTIFY THE HAZARDS: tick the hazards that apply and add your own where necessary |
| 1  | Manual handling | 9 | Verbal abuse/Aggression | 17  | Confined/small spaces |
| 2  | Trips, slips and falls (i.e. HOUSEKEEPING) | 10 √ | Noise, temperature, air quality | 18  | Fire |
| 3  | Display screen equipment | 11  | Chemical solutions / cleaning solutions | 19 |  |
| 4  | Electrical equipment | 12  | Alcohol / drugs | 20 |  |
| 5  | Visitors (including disabled visitors, young persons) | 13 | Transport (e.g. public, private, University cars etc.) | 21 |  |
| 6  | Time of day  | 14 | Compromising situations | 22 |  |
| 7  | Lone working | 15 | Allergies (e.g. to animals, house dust mites, flowers etc) | 23 |  |
| 8 | Violence/aggression | 16 | Seating | 24 |  |

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| Ref No. | HAZARDS IDENTIFIED | PERSONS AT RISK | RISK RATING | RISK RATING |
| (A) Worst Case Outcome | (B) Likelihood Probability  |  |
|  |  | Employees | Contractors | Others | Slight | Serious | Major  | Remote | Possible | Likely  | A x B |
| 10/01 | Exposure to Secondhand Smoke in flats where smoking is allowed in rooms | Accommodation Essex Operations StaffEstates Maintenance StaffPatrol Officers | Maintenance ContractorsCableCom Engineers | Non Smoking Visitors |  |  | 3 |  | 2 |  | 6 |
| 10/02 | Exposure to Secondhand Smoke in flats where smoking is allowed in rooms |  |  | Non Smoking Student Residents |  |  | 3 |  |  | 3 | 9 |
| 10/03 | Exposure to particulates in flats where smoking is allowed in rooms | Accommodation Essex Operations Staff |  | Non Smoking Student ResidentsNon Smoking Visitors | 1 |  |  |  | 2 |  | 2 |

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| Name of Manager Responsible:Linda McCanna | Signature: | Date 24/7/12 |
| Review 1 24/7/15 | Review 2 24/7/18 | Review 3 24/7/21 |

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| Ref No. | EXISTING CONTROL MEASURES | ADDITIONAL CONTROL MEASURES | PRIORITY | PERSON RESPONSIBLE | COMPLETE DATE | ACTIONDETAILS | RESIDUAL RISK RATING |
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| 10/01 | Smoking in all public areas of the residences is prohibited. Students may smoke in their own rooms providing they are living in a smoking flat. | University residences to become fully smokefree with effect from the academic year 2013 | High | Awaiting outcome of USG decision regarding smokefree residences |  |  | 2 |
| 10/02 | No smoking signs are displayed in all areas where smoking is prohibited and residents are expected to abide by the signage. | Provide mechanical door closers to all study bedroom doors at North Campus, South Campus and University Square | Medium | Awaiting outcome of USG decision regarding smokefree residences |  |  | 2 |
| 10/03 | No person may smoke in bedrooms designated as smoking whilst staff are present and wherever possible rooms should be ventilated prior to staff entering the room. |  |  |  |  |  |  |
| 10/04 | Terms and Conditions of Residence 6.4 and University Residence Regulations 12.17. Breaches can result in Proctor referral. |  |  |  |  |  |  |