

General Health & Safety Risk Assessment Template

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| **Work activity / task** | Talk to Us Centre for Biological Sciences sub project session |

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| **Assessor(s)** | Lindsay Wager | **Responsible Manager** |  | **Date** | 3rd July 2012 |

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| **Faculty / Service** | Education | **Academic Unit / Team** | CfBS/ Edu | **Location** | Highfield Interchange, University Road MSLC, B85 Teaching Labs/ observatory |

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| **Brief description of activity / task** | Pupils moving around a potentially busy campus undertaking a carousel of taster sessions |

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| **Additional notes  (eg, references, persons at risk, risk factors, etc)  [optional]** |  |

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| **Declaration by responsible manager:** I confirm that this is a suitable & sufficient risk assessment for the above work activity / task. | | | | | |
| **Signed** |  | **Print name** |  | **Date** |  |

Version 1.11, 05 June 2013

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| **Declaration by users:** I confirm that I have read this risk assessment, will implement the controls outlined herein, and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment. | | | | | |
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Health & safety risk assessment: A basic guide

1. **Identify all hazards, hazard events, and reasonably foreseeable worst case consequences.**  
   A ‘hazard’ is something with the potential to cause harm (ie, injury or ill-health). A ‘hazard event’ is the incident where the harm from the hazard occurs. A ‘hazard consequence’ is the nature and extent of the harm caused.

**‘Reasonably foreseeable worst case consequence’:** ‘Worst case’ means it is not necessarily the most likely consequence that should be considered, but, ‘reasonably foreseeable worst case’ means that far-fetched, improbable hazards and consequences need not be considered.

1. **Estimate inherent risk for each hazard.** ‘Inherent’ risk is that without any controls applied.

**Risk:** Is likelihood of the hazard event and the reasonably foreseeable worst case consequence combined.

In estimating risk, also consider factors that could exacerbate risk, such as reasonably foreseeable emergencies,  
inexperience, lone work, new & expectant mothers, waste disposal, potential effects on others such as contractors or visitors, etc. A separate ‘row’ for a particular hazard / event / consequence may be needed to account for these.

Estimate risk using the matrix on the next page, and place an X in the appropriate box.

‘High’ risks must be reduced before activity / task can commence or continue.  
‘Medium’ risks must be reduced as much and as soon as is reasonably practicable.

1. **Devise controls for each hazard.** A ‘control’ is a measure taken to reduce risk.

**Controls:** As a general principle, the ‘hierarchy’ of control that is to be applied (from most to least preferable) is: avoid the risk; substitute something less hazardous that gives same or similar outcomes; ‘engineering controls’  
(ie, equipment and articles that mitigate or contain a hazard); ‘safe system of work’ (ie, a prescribed work method); and ‘personal protective equipment’ (‘PPE’, eg, gloves, safety glasses, respirator, boots, etc). So, PPE is a last resort.

Other controls that should be considered: training, supervision, planning for reasonably foreseeable emergencies,  
health surveillance, validation and maintenance of any engineering controls, and correct specification of any PPE.

‘Low’ risks, by definition, do not require controls.

1. **Estimate residual risk for each hazard.** ‘Residual’ risk is that with controls applied.

Residual risk is estimated as above, and the objective is for all risks to be low so far as is reasonably practicable.

1. **The responsible manager, supervisor, research leader, principal investigator or project leader must sign the Declaration on the front page.**

* Health & safety risk assessments must be ‘suitable and sufficient’,  
  ie, cover all relevant issues and include enough detail.
* It is activities / tasks that should be risk assessed, and not, as such, substances  
  (but rather use of substances), or equipment (but rather use of equipment),  
  or locations (but rather activities therein), or people (but rather what they do).
* This template is for ‘general’ health & safety risk assessment, suitable for most hazards,  
  but certain hazards do require additional regulatory and technical detail (eg, ionising radiations,  
  biological agents, genetic modification, noise, hazardous chemicals, etc).
* Health & safety risk assessments can be generic, provided they remain ‘suitable and sufficient’.
* Health & safety risk assessments need to be reviewed periodically (at least every two years or  
  sooner if inherent risk is high), and also after incidents, after significant changes to the activity / task,  
  if staff raise any concerns, if there is a relevant change to the law or to other relevant standards,  
  or if there is anything to suggest the assessment is not suitable or sufficient.
* You may remove pages 3 and 4 from the final assessment.



Health & safety risk estimation matrix

**High risk**  – requires controls to reduce risk before activity / task can commence (or continue).

**Medium risk**  – requires controls to reduce risk as much and as soon as is reasonably practicable.

**Low risk**  – all risk should be reduced to this tolerable level, so far as is reasonably practicable.

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| **Reasonably foreseeable worst case consequence**  **Likelihood 3 of hazard event** | **Minor** superficial injury;  or slight and temporary health effect | **Moderate** significant injury or illness 1;  or temporary minor disability x | **Major** serious injury or illness 2;  or significant or permanent disability | **Critical** fatal injury or illness;  or substantial and permanent disability | **Catastrophic** fatal injury or illness for multiple persons  x |
| **Likely** high probability,  1 in 10 chance or higher,   once in two weeks or longer for activities on a daily basis | **medium risk** | **high risk** | **high risk** | **high risk** | **high risk** |
| **Possible** significant probability,  1 in 100 chance or higher,  once in six months or longer for activities on a daily basis | **low risk** | **medium risk** | **high risk** | **high risk** | **high risk** |
| **Unlikely** low probability,  1 in 1,000 chance or higher,  once in four years or longer for activities on a daily basis | **low risk** | **low risk** | **medium risk** | **high risk** | **high risk** |
| **Rare** very low probability,  1 in 10,000 chance or higher,  once in a decade or longer for activities on a daily basis | **low risk** | **low risk** | **low risk** | **medium risk** | **high risk** |
| **Almost never** extremely low probability,  less than 1 in 100,000 chance,  once in a century or longer for activities on a daily basis | **low risk** | **low risk** | **low risk** | **low risk** | **medium risk** |

1 ‘Significant injury’ could include, for example, laceration, burn, concussion, serious sprain, minor fracture, etc.  
‘Significant illness’ could include, for example, dermatitis, minor work-related musculoskeletal conditions, partial hearing loss, etc.

2 ‘Serious injury’ could include fracture or dislocation (other than digits), amputation, loss of sight, penetration or burn to eye, electric shock, asphyxia, or any injury leading to unconsciousness or requiring resuscitation or admittance to hospital for more than twenty-four hours. ‘Serious illness’ could include, for example, requiring medical treatment after chemical, biological or radiological exposure,  
severe debilitating musculoskeletal conditions, severe dermatitis, asthma, etc.

3 For likelihoods in between the listed values, use the higher likelihood to estimate risk. These probability definitions are only a guide.

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| **Hazards, hazard events, and reasonably foreseeable worst case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Accident en route | **High** |  | * Transport booked through reputable coach company. If schools are making their own way to the University, they are responsible for ensuring the health and safety of the group. * School should have appropriate health and safety measures and insurance. * Teachers to accompany each group of children. | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **x** | **Low** | **x** |
|
| Participant misses outbound transport | **High** |  | * School staff to check participants on and off buses * School staff to ring parents of any ‘no shows’ to check reason   . | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **x** | **Low** | **x** |
|
| Participant misses return transport | **High** |  | School staff to check visitors back on buses  Any remaining participants will be responsibility of outreach staff; if necessary a taxi can be order | **High** |  |
|
| **Medium** |  | **Medium** |  |
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| **Low** | **x** | **Low** | **x** |
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| **Hazards, hazard events, and reasonably foreseeable worst case consequences** | **Inherent risk (no controls)  from matrix  (mark with X)** | | **Controls  (measures to reduce risk)** | **Residual risk (with controls)  from matrix  (mark with X)** | |
| Vandalism of coach company property | **High** |  | * Clear indication in joining instructions that student will be expected to pay for any damage caused * A copy of the university insurance policy has been circulated | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **x** | **Low** | **x** |
|
| Substance abuse or misconduct during journey and time spent at the university | **High** |  | * All participants to complete and sign the code of conduct; all incidents to be referred to Outreach Office; procedures in place to send a participant home if in breach of code of conduct. * Teachers will be accompanying participants on the coaches * Teachers will be accompanying participants throughout the taster day * Referral to police as appropriate | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **x** | **Low** | **x** |
|
| Fire / Emergency Procedure | **High** |  | * Visitors, Student ambassadors and staff will be briefed on emergency procedures including fire alarm at start of event * Emergency exits and fire assembly point identified at start of event   Register to be taken upon exit | **High** |  |
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| **Medium** |  | **Medium** |  |
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| **Low** | **x** | **Low** | **x** |
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| Serious illness on part of participant | **High** |  | UoS staff or Student ambassadors to seek medical assistanc | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **x** | **Low** | **x** |
|
| Vandalism or damage to University property | **High** |  | * Clear statement in code of conduct and joining instructions that any damage must be paid for. * University’s standard procedures in terms of marking property etc.   A copy of the university insurance policy has been circulated | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** | **x** | **Low** | **x** |
|
| Accident en route from one venue to another Participant goes missing en route | **High** |  | * Groups will be advised to keep use safest route and pedestrian crossings * Keep teams together, brief student helpers on emergency procedures * Pupils will be accompanied by University staff, student ambassadors and teaching staff. | **High** |  |
|
| **Medium** |  | **Medium** |  |
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| **Low** | **x** | **Low** | **x** |
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| Incident associated with unauthorised access to restricted areas | **High** |  | * Warning about access to restricted areas to be included in programme. Information on this to be included in briefing at the start of the event. * Student ambassadors and participants to be made aware of fire procedures and nearest exit. Register to be taken at fire assembly point immediately on exit. | **High** |  |
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