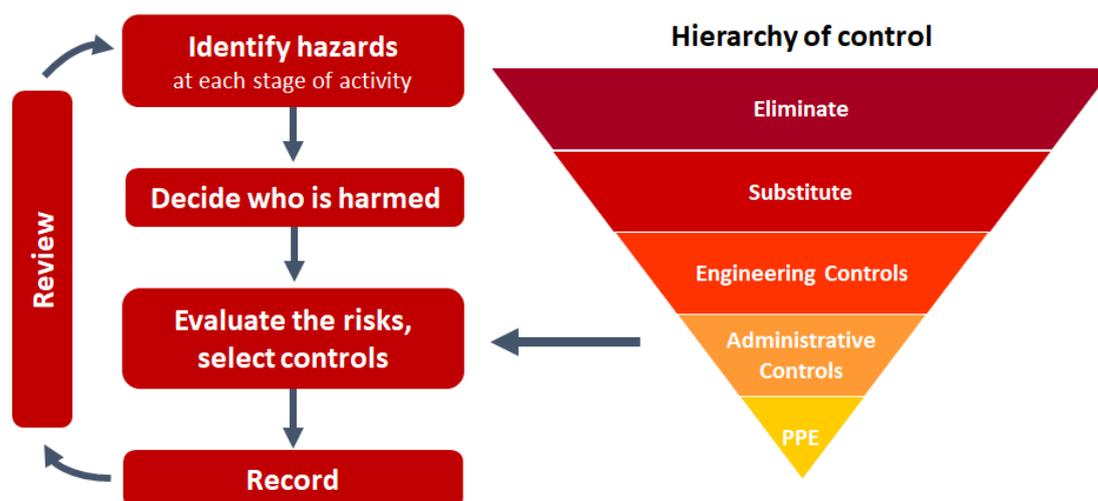


## Safety Code of Practice 4

Edition 4.0 November 2022

# RISK ASSESSMENT



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## 1 INTRODUCTION

This Safety Code of Practice explains what managers, staff and students have to do to identify hazards and control risks in the workplace. This Code applies to all staff, however it is of particular importance to those with management responsibilities and those who are responsible for undertaking risk assessments (e.g. research projects, student projects, high risk tasks, and for general areas). It is intended to help complete a risk assessment so that the proposed work is undertaken safely and in accordance with legislation and good practice.

## 2 SCOPE

This Code of Practice applies to all work activities and all types of workplaces under the direct control of the University of Reading (UoR). This includes routine and non-routine work, or one-off as well as regular activities, teaching and practical classes, student projects, research work, all on-campus activities. It applies to work on the following premises: UoR campuses (Greenlands, London Road, Whiteknights), the Bulmershe Pavilion, the UoR Boat House, Sonning and Hall Farms and non-tenanted areas of TVSP. It also applies to off-premise work that remains directly under the control of UoR. It applies to all staff, students and visitors (including members of the public, volunteers, contractors) undertaking activities under the control of UoR, and also where tenants may be affected by the risks arising from activities or areas under the control of the UoR.

This Code of Practice (CoP) should be read in conjunction with other topic-specific CoPs and Safety Notes (SN), which may set out more specialised arrangements for risk assessing. For example, CoP-57 Maternity, CoP-15 on GMO safety, CoP-28 Control and Assessment of Substances Hazardous to Health, CoP-33 Event Management, CoP-38 Overseas Travel. See all CoPs and SNs via the [H&S Service policies webpages](#).

## 3 DEFINITIONS

**A hazard** is any aspect of the work activities that has the potential to cause an adverse effect to health or safety (i.e. location, layout, processes, equipment or substances involved).

**A risk** is a combination of the potential (likelihood) for an adverse effect on health or safety to take place and the severity of the resulting harm.

**An assessment of risk** is the mental exercise of identifying hazards and risks that arise from a specific work activity or area, and the selection of precautionary control measures to reduce risk for working as safe as reasonably practical.

**A risk assessment document** is the recording of the significant findings from the mental exercise.

**A dynamic risk assessment** is a risk assessment carried out reactively to a changing situation and may not be formally recorded at the time. For example, dealing with an escalating argument.

**A generic risk assessment** is a generalised risk assessment document covering types of activities or areas which may be useful as a foundation for a suitable and sufficient risk assessment. However, it may require amendment to ensure it fully covers the specific activities or area

intended. For example, a generic assessment for an office environment may have to be amended to also cover specialised equipment present in a specific room.

**Health Surveillance** is the use of suitable techniques to check the health of a worker for adverse changes (identifiable disease or health effect) caused by their residual exposure.

## 4 RESPONSIBILITIES

**All staff, students and visitors** must cooperate with carrying out risk assessments when asked by their managers or supervisors and they must also cooperate by complying with the control measures identified by a risk assessment. They must apply the information, instruction and training received to functionally carry out the control measures, and should report to their managers or supervisors if they think the risk assessment is inadequate, if they experience difficulties applying any of the control measures, or if the control measures become defective. In addition, all individuals must co-operate with any health surveillance programmes they are required to attend as a finding of a risk assessment.

**Heads of Schools and Functions (HoS/F)** are responsible for ensuring the risks arising from the activities of their School or Function are adequately controlled, so far as reasonably practical. To do this, the HoS/F are responsible for identifying who is responsible for managing all activities and areas. They should ensure sufficient competent staff are available to assess risks and that they have adequate time to carry out, record and regularly review the assessments. The HoS/F are responsible for ensuring that staff requiring training in risk assessing are identified and that the training is arranged and recorded in a training record system.

**Managers, supervisors and researchers/post-docs** are responsible for having suitable and sufficient risk assessment in place for the activities they are in control of, as work either undertaken directly by themselves, or by the staff/students/visitors they manage or supervise. The manager/supervisor/researcher may delegate the risk assessing to a competent person, but they remain responsible for having a suitable and sufficient risk assessment in place for the activities under their control. They are responsible for ensuring the significant findings of risk assessments are recorded on UoR risk assessment templates supplied by H&S Services, or in an amended format agreed by the local HSC.

In addition, managers/supervisors/researchers must ensure the identified control measures are functionally implemented before the works starts, and that the findings of the risk assessment are communicated to those affected by the activities, and that the risk assessments are regularly reviewed by a competent person.

Risks to tenants identified during a risk assessment must be communicated by the manager/supervisor/researcher responsible for the area or activity to Property Services, or direct to the potentially affected tenants. This is so tenants can understand what may be required to safeguard their staff and visitors.

**Tenants** are responsible for risk assessing their own work activities or work areas.

**The Risk Assessor** is responsible for assessing the risks and recording the significant findings in a written form on an H&S Services supplied template, unless an alternative has been agreed by the local HSC. They are responsible for consulting managers, other staff and students, and the local HSC, if this is required to complete the assessment. If the Risk Assessor considers themselves not

competent to undertake a particular risk assessment they are responsible for seeking assistance from their manager or local HSC.

**Local Health & Safety Committees** are responsible for reviewing the completeness of risk assessment coverage for activities and workplace areas they cover (e.g. offices, specialised facilities, teaching spaces, fieldwork/trips) and for identifying and assigning actions where gaps of coverage are identified (see SN-79 on local committees). See section 10 for the use of a risk assessment log.

**Health and Safety Coordinators (HSCs)** are responsible for monitoring if risk assessments are in place for work-related activities and escalating to senior managers if risk assessments are lacking or do not meet a suitable and sufficient standard. HSCs are responsible for liaising with managers and supervisors to understand the specialised risks in their areas. They are responsible for supporting Risk Assessors where requested and possible, and seeking assistance from H&S Services when risks are outside of their own competence range.

**Health and Safety Services** is responsible for reviewing and publishing this Code of Practice on risk assessment and for developing the template risk assessment forms. Through the provision of other Codes of Practice and Safety Notes, H&S Services will establish standards for the control of risks across University activities. In response to requests from HSCs and HoS/F, H&S Services will provide formal H&S advice on interpreting legal requirements on risk assessment and specialist hazards.

H&S Services is responsible for providing learning materials on risk assessing, to support the learning needs of those undertaking risk assessment and the HSCs who are supporting these Risk Assessors locally.

H&S Services is responsible for directly undertaking and providing specific, specialised risk assessments, including fire safety, dangerous substances and explosive atmosphere assessments, and noise assessments. On request, H&S Services is responsible for accessing external specialist advice and/or technical exposure monitoring to support Schools and Functions in risk assessment of specialist hazards.

## 5 REQUIREMENTS

### 5.1 General requirements

Managers, supervisors and researchers/post-docs are required to have a suitable and sufficient risk assessment in place for the work activities under their control prior to the work commencing. The Risk Assessor must identify the hazards of the planned work activity (or area if appropriate) and the risks that arise from the work, and consider who might be harmed and how. The assessor is then required to select appropriate control measures to reduce the risk to as low as reasonably practical. This may be through existing control measures already in place, or through additional control measures.

The assessment should be recorded on a H&S Service template risk assessment form, unless exceptional circumstances require the template to be modified, in which case the local HSC should agree the changes to the template form. The Risk Assessor should add their own and School/Function name to the form, and date and sign the form to confirm the completed risk

assessment for the work activity or area. Only significant findings, not trivial ones, are required to be recorded on the assessment form.

All stages of work require risk assessment. This may include

- travel
- receipt of and storage of materials
- preparation of a workspace or vehicle, including assembling or positioning equipment and lifting operations
- decanting, diluting or other processing of substances
- transportation and manual handling of items
- escorting or controlling contractors, visitors, children, animals, crowds, traffic
- clean up or decontamination in accordance with a formal procedure
- waste treatment and disposal or preparation for reuse
- disassembling, servicing, maintaining, replenishing, refuelling, re-storing
- foreseeable abnormal conditions or events such as spills, loss of containment, adverse weather, over or under temperature or pressure in a system

Control measures should be selected in accordance with the following hierarchy of risk control, with elimination being the most preferred and PPE being the last considered

- Elimination – physically remove the hazard completely
- Substitution – replace the hazard with one less hazardous
- Engineering controls – isolate people from the hazard
- Administrative controls – change the way people work to reduce exposure to the hazard
- Personal Protective Equipment – protect the worker with personally worn equipment

The control measures must also be selected on the basis of being reasonably practicable for implementation. To be reasonably practical, the amount of sacrifice (money, time, effort) to implement the control measures should be balanced against the risk reduction achieved. Control measures are not required if the cost or difficulty of implementing them is grossly disproportionate to the level of risk reduction they provide.

## 5.2 Requirements for vulnerable groups

When considering who might be harmed, the risk assessment must take into account anyone involved in the work that belongs to a vulnerable group, who may have greater susceptibility to risk. If the planned work involves the employment of a young person between the ages of 16 and 18 years, or a person who has reduced mobility or a disability, the manager or supervisor must consult with their local HSC when completing the risk assessment.

If the planned work involves a pregnant worker or new mother, the managers and supervisors of the worker must follow the risk assessment requirements set out in CoP-57 Maternity. If the planned work involves the employment of a temporary agency worker, the University hosting manager must communicate the findings of the risk assessment to the agency worker (including worker contracts such as Campus Job), so they in turn can also comply with the risk assessment, including any requirements for health surveillance and PPE or RPE.

## 5.3 Requirements for communicating findings

The findings of the risk assessment must be communicated to all those affected by the work, so they can understand how to work safely. Communication may take many forms and should be delivered in a relevant way to the target audience and the level of detail should be proportionate to the risks and the complexity of the controls required. Initially, all staff new or returning to a role should receive induction.

Further communication could include written operating procedures that communicate the control measures through task instructions, or formalised training sessions (e.g. in person, video meeting, e-learning), or toolbox talks that verbally describe how to apply the control measures, or local rules, or simple signage. Where training is given, a record should be kept detailing who received what training on which date.

## 5.4 Specialised risk assessing

In addition to the general requirement for risk assessment under the Management of Health and Safety at Work Regulations (1999), other legislation requires specific risk assessments to be undertaken. Unless otherwise stated, it is a requirement that the manager, supervisor or researcher has a suitable and sufficient risk assessment in place for the following specialised activities:

- **Fire safety** – Building Fire Risk Assessments and Personal Emergency Evacuation Plans (PEEPS) must be undertaken by the Fire Safety Advisor (FSA) and deputy FSA respectively, although Schools/Functions may have requirements placed on them by the findings, and they should consider basic fire safety in their general risk assessments of the workplace (see Code of Practice 34A). (Regulatory Reform (Fire Safety) Order 2005).
- **Dangerous substances and explosive atmospheres** – Assessments must be undertaken by the Fire Safety Advisor. These assessments include substances, preparations and dusts with the potential to give rise to fires, explosions and similar (energy releasing) energetic events (such as runaway exothermic reactions). Examples include: flammable liquids (petrol, solvents), gases (acetylene, hydrogen, natural), dusts produced by wood cutting and sanding, and liquefied petroleum gas (LPG). (see Code of Practice 24). (Dangerous Substances and Explosive Atmosphere Regulations 2002).
- **Hazardous substances** - Assessments need to be completed which detail how exposure to hazardous material such as chemicals or biological agents will be prevented or if this is not possible, controlled by other means (see Codes of Practice 14 and 28). (Control of Substances Hazardous to Health Regulations 2002).
- **Use of computer workstations and other display screen equipment** – All who are required to work with computer workstation equipment must complete an online self-assessment to ensure their workstation equipment, setup and breaks are compatible with good ergonomic practice to prevent risks to health (see Code of Practice 13) (Display Screen Equipment Regulations 1992).

- **Maternity** – Assessments should consider the risk of harm to the mother and child (including during breast feeding) from the work conditions, physical requirements of the role, risks from hazardous substances and identify how these can be eliminated by temporary adjustments, alternative work or paid leave (see Code of Practice 57) (Management of Health and Safety at Work 1999).
- **Manual handling and lifting** - Assessments should consider the manual handling and lifting of items at work and identify whether alternatives can be put in place to reduce the risk (see Code of Practice 37). (Manual Handling Operations Regulations 1992).
- **Noise** – Exposure to noise at work must be assessed where it is likely to exceed 80 dB(A) (as a rough guide this is when you struggle to hold a conversation at 2 metres). H&S Services will assist managers, supervisors, researchers who control the noisy space in making the assessment. Where noise levels exceed 85 dB(A) measures are required to reduce the noise e.g. by engineering means, but where there is no alternative, by the provision of suitable hearing protection (see Code of Practice 42). (Control of Noise at Work Regulations).
- **Radiation** - Any work with ionising radiation including X-rays, sealed and unsealed sources requires a specific risk assessment. Assessments include calculations of radiation dose and control measures to reduce exposure as low as reasonably practicable (see Codes of Practice 16-20). (Ionising Radiations Regulations 2017).
- **Genetic Modification** – Any work which will involve the genetic modification of organisms including plants, animals or microorganisms must be assessed to identify scope of work, the likely effect of the proposed modification and any potential effect on human health or the environment (see Code of Practice 15). (Genetically Modified Organisms (Contained Use) Regulations 2015).
- **Confined Spaces** – Assessments must be made for any work that involves entering a substantially enclosed space where there are conditions (e.g. engulfment and collapse) or hazardous substances (e.g. asphyxiant gases, oxygen depletion, toxic atmospheres, flammable substances) that present serious risk. Where possible entry should be avoided by alternative work practice defined by the risk assessment (see Code of Practice 39) (Confined Spaces Regulations 1997).

## 6 GUIDANCE

A step-by step guide on completing a risk assessment in a logical manor is shown in section 6.1 and it is recommended that risk assessors familiarise themselves with this guide. Below is a list of example activities and areas that require risk assessing. A fuller guide covering actives and areas and who might be expected the carry out the risk assessment is given in Appendix 1. However, it remains for School or Function management to decide who controls activities or areas and therefore holds the associated risk assessing responsibilities. Section 6.2 gives guidance on form selection for when recording the risk assessments, consult with the local HSC if unclear.

Example activities and areas for risk assessing:

- Work areas (e.g. covering the general risks that can arise in a building, office, workshop etc)
- Work activities i.e. specific tasks

- Use of work equipment and machinery
- Research projects (which may be further broken down into phases or associated tasks)
- Events (see Safety Code of Practice 33 for further advice)
- Field work (see Safety Code of Practice 32 for further advice)
- Overseas travel and working overseas (see Safety Code of Practice 38 for further advice)
- Routine and non-routine activities
- Emergency situations which might arise e.g. fires, explosions, spillage and accidental contamination inside and outside buildings.

## 6.1 The risk assessment process

<p><b>STEP 1</b></p> <p><b>IDENTIFY THE HAZARDS</b></p>	<ul style="list-style-type: none"> <li>• Walk around your workplace and look at what could reasonably be expected to cause harm. Ask staff what they think.</li> <li>• Visit the H&amp;SS and HSE websites for practical guidance, or contact H&amp;SS.</li> <li>• Check manufacturers' instructions or data sheets for chemicals &amp; equipment.</li> <li>• Have a look back at your accident and ill-health records.</li> <li>• Remember to think about long-term hazards to health (e.g. high levels of noise or exposure to harmful substances) as well as safety hazards.</li> </ul>
<p><b>STEP 2</b></p> <p><b>DECIDE WHO MIGHT BE HARMED AND HOW</b></p>	<ul style="list-style-type: none"> <li>• Identify groups of people who might be harmed.</li> <li>• Remember that some workers have particular requirements, e.g. new and young workers and students, new or expectant mothers, people with disabilities, people for whom English is a second language.</li> <li>• Remember cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time, and members of the public.</li> <li>• If you share your workplace, think about how your work might affect others.</li> <li>• Talk to staff and ask if they can think of anyone you may have missed.</li> </ul>
<p><b>STEP 3</b></p> <p><b>EVALUATE THE RISKS AND DECIDE ON PRECAUTIONS</b></p>	<ul style="list-style-type: none"> <li>• Decide what you have to do to protect people from harm so far as 'reasonably practicable' by comparing what you are currently doing, or planning to do, doing with good practice. Don't assume that your current controls are effective because nothing has happened (yet).</li> <li>• Consider: Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely? Think 'what if'. Plan for something going wrong.</li> <li>• When controlling risks, apply the principles below, if possible in the following order:             <ul style="list-style-type: none"> <li>- try a less risky option (e.g. switch to using a less hazardous chemical)</li> <li>- prevent access to the hazard (e.g. by guarding, barriers etc.)</li> <li>- organise work to reduce exposure or the numbers of people likely to be exposed (e.g. issue personal protective equipment such as clothing, footwear, goggles etc.) and provide welfare facilities (e.g. first aid and washing facilities for removal of contamination)</li> </ul> </li> </ul>
<p><b>STEP 4</b></p> <p><b>RECORD YOUR FINDINGS AND</b></p>	<ul style="list-style-type: none"> <li>• Write down the results of your risk assessment. You need to be able to show that:             <ul style="list-style-type: none"> <li>- a proper check has been made</li> <li>- you asked who might be affected</li> <li>- you dealt with all the significant hazards, taking into account the number of people who could be involved</li> </ul> </li> </ul>

<p><b>IMPLEMENT THEM</b></p>	<ul style="list-style-type: none"> <li>- the precautions are reasonable, and the remaining risk is low</li> <li>- you involved your staff or their representatives in the process.</li> <li>• Make an action plan to deal with the most important improvement actions first.</li> </ul>
<p><b>STEP 5 REVIEW YOUR RISK ASSESSMENT AND UPDATE IF NECESSARY</b></p>	<ul style="list-style-type: none"> <li>• Review what you are doing on an ongoing basis, ideally annually.</li> <li>- Check for new equipment, substances, procedures or changes in staff that could lead to new risks.</li> <li>- Are there improvements you still need to make?</li> <li>- Have your workers spotted a problem?</li> <li>- Have you learnt anything from accidents or near misses?</li> <li>• If there is a significant change, don't wait for the annual review to amend your risk assessment.</li> <li>• If you're planning future changes to how you work, or introducing new work activities, think about the risk assessment in parallel and try to design out hazards.</li> </ul>

## 6.2 Recording the risk assessment

The University has many types of forms for recording the findings of risk assessments. These are available via the [H&S Services webpages](#). Most forms are for specialised assessments (i.e. TRA1 overseas travel, MRA1 maternity assessment), and it is recommended the assessor uses the specialised forms when appropriate, as they have been designed to guide the assessor. There are two risk assessment forms that can be used for generalised risk assessment (RA1 and RA2). The RA1 form can be used for simple activities or areas that typically have lower hazards and require less detail to be recorded. Guidance on typical hazards found in low hazard areas of office/administrative/common areas can be found in Appendix2. The RA2 form can be used for more complicated activities or areas with higher hazards and where more details assessment is required. RA2 forms also include a more sophisticated risk score matrix which can be applied to each hazard for setting risk outcomes

## 6.3 Further Information

The Health and Safety Executive have useful guidance documents on completing risk assessments and for specific subject/operational areas. See the [HSE risk assessment](#) pages for general guidance on assessing, and [www.hse.gov.uk](http://www.hse.gov.uk) for topic specific sections.

You can also ask for advice from your [local HSC](#), or alternatively the [topic leads at H&S Services](#) via [safety@reading.ac.uk](mailto:safety@reading.ac.uk).

## 7 COMPETENCY

To be competent, the risk assessor should have completed the H&S Services [general risk-assessment e-learning course](#). They should also have sufficient knowledge and experience or training in the activities, the equipment and any hazardous substances involved and the work layout, so they can understand the risks arising from the work. Where the activity involves a hazardous substance, the Risk Assessor should have also completed the H&S Services [COSHH assessment e-learning course](#). The assessor may require assistance from other knowledgeable or

experience staff in their School or Function in order to complete a suitable and sufficient risk assessment. Alternatively, the local Health and Safety Coordinator (HSC), or the Health and Safety Services staff may be able to provide advice within the scope of their competency. The assessor does not have to consult with their local HSC for all risk assessments. However it is highly recommended that where the assessor is new to risk assessing they do so. Assessors are required to consult with their local HSC when the risk assessment concerns an event activity (as defined in CoP-33), or the specialised hazards listed in section 5, and which includes: fire safety, radiation, genetic modification, biological materials, hazardous-substances, noise, lifting equipment, confined space.

## 8 REVIEW & AUDIT

The risk assessment should be reviewed regularly (at least every 3 years), or following an incident, or if there is significant change to the work so the assessment is no longer valid. For example, changes to the work location, layout, the equipment or substances used. The assessment should also be reviewed when a person from a vulnerable group undertakes the activity. See section 5 for vulnerable groups. Similarly, the risk assessment may no longer be valid following a change in a worker's health declaration, or a change in the workplace exposure limits of a substance.

It is recommended that Schools and Functions consider using a risk assessment log to catalogue the completed assessments to help with local H&S management. The log can be used for understanding the H&S hazard profile of the School/Function, when assessments require reviewing, identifying gaps in assessment coverage and for auditing H&S standards. A template risk assessment log is available from the [H&S Services risk assessment webpage](#).

## 9 RECORDS & RETENTION

Risk assessments should be retained for ten years by Schools and Functions. Specialised risk assessments may have specific retention periods and the topic specific Codes of Practice should be consulted, for example: COSHH (CoP-28), GM0 (CoP-15), Radiation (CoP-16), Noise (CoP-42).

## 10 RELEVANT LEGISLATION

Health and Safety at Work etc Act Regulations (1974)

Management of Health and Safety at Work Regulations (1999)

## 11 APPENDICES

## Appendix 1: Guidance on who should carry out risk assessments

The table below is a guide to the areas of work which require risk assessments and who might be expected to carry out the assessment. This is not a definitive guide, and there may be areas of work missing or a more suitable person to carry out the assessment. Local School/Service management are responsible for deciding where risk assessments are required, and who should do them.

Area or type of work	Recommended Person allocated responsibility for ensuring risk assessments are carried out ( <i>they may delegate the actual task</i> )	Forms
Laboratory areas	Nominated person responsible for the laboratory e.g. lab manager.	RA1 form for a general assessment of the laboratory
Teaching practical	Specified academic in charge of practical Technical staff may need to prepare risk assessments for setting up practicals	Depending on the nature of the practical class and likely hazards: combined COSHH form; BioRA form; or RA2 form.
Research activities/projects	Research supervisor or principal investigator	Depending on the nature of the research and likely hazards: Lab COSHH form; BioRA form; or RA2 form.
Work with sources of ionising radiation	Research supervisor or principal investigator – overseen by School Radiation Protection Supervisor. Approval by Radiation Safety Sub Committee required prior to work commencing	Ionising RA forms (IRRA) Open sources Sealed sources
Work with lasers	Research supervisor or principal investigator – overseen by School Laser Supervisor. Approval by Radiation Safety Sub Committee required prior to work commencing	Laser RA form
Work with Genetically Modified Organisms	GM Project Supervisor. Approval by Sub-Committee for Biological Safety required prior to work commencing	GM Project proposal and risk assessment form
Work with Biological agents or biological material	Research supervisor or principal investigator Note: approval by Sub-Committee for Biological Safety is required prior to work commencing, for medium and high risk projects e.g. Hazard Group 2 agents, work with medium-high risk cell cultures or human samples. See Safety Code of Practice 14 for more information on project approval processes.	Biological Agent Risk Assessment Form (BioRA form)
Work with chemicals or other hazardous substances	Research supervisor or principal investigator	CRA1 form for working with single substances; combined COSHH form for processes
Work with dangerous substances (DSEAR)	Research supervisor or principal investigator and the Fire safety Adviser (H&SS)	No specific form – cover in the R1A form for general activities (e.g. storage of flammables etc). Use the CRA1 form for specific projects.

Area or type of work	Recommended Person allocated responsibility for ensuring risk assessments are carried out ( <i>they may delegate the actual task</i> )	Forms
Research involving human intervention and clinical trials	Research supervisor or principal investigator	RA2 form
Preparation of food for human consumption	Research supervisor or principal investigator	RA1 for general safety issues; HACCP for food safety & hygiene risks
Central bookable teaching areas (e.g. seminar / lecture theatres)	Nominated person, Campus Services (Estates)	RA1
School teaching areas	Nominated person in School (e.g. Module Convenor)	RA1
Administrative/ office areas and other low risk work	Manager/ supervisor	RA1
Workshops, store rooms etc	Nominated person responsible for the workshop (e.g. workshop manager, stores Manager, Technician (e.g. Technical Services or School/function)	RA1
Chemical Waste stores	Nominated person for the waste store e.g. lab manager or H&S Coordinator	RA1 form for a general assessment of the laboratory
Common areas within departments (e.g. meeting rooms, corridors with departmental access only)	Senior Administrative Officer / Health & Safety Co-ordinator	RA1
Student/staff activities off site (e.g. organised visits and field work)	Fieldtrip leader	RA1
Students on placements	Academic in charge (Placement Organiser) must assess the suitability (including health and safety) of the placement and ensure a risk assessment of the work of the student is undertaken by the organisation providing the placement.	Online micro-site
Catering facilities	Venue Manager	RA1 for general safety issues; HACCP for food safety & hygiene risks
Events, open days, school visit etc.	Event Organiser in consultation with Event Safety Controller	Event Risk assessment
Student projects	It may be appropriate for students to undertake a risk assessment of their own project work, but this must be checked by a competent person, normally the academic responsible for the course or activity.	RA1 (modified as required)
Off-Campus business travel	The person undertaking the travel	TRA2
Overseas travel	The person undertaking the travel	TRA1

## Appendix 2: Guidance on hazards found in low risk work environments

Typical hazards found in University offices, and controls that should already be in place to manage them

### 1. Slips and trips e.g. carpets/ rugs, cables, spilt water.

- Ad hoc housekeeping of all areas is undertaken by staff
- All work areas, including store rooms/cupboards are inspected regularly and deficiencies are followed up by the HSC
- Cables are stored tidily and do not trail
- All areas are well lit
- Staff store any deliveries straight away and keep circulation spaces clear of boxes
- Staff mop up spillages straight away
- Blue towel is provided for mopping spillages up
- Non-slip matting is provided near water dispensers
- Staff have been briefed to hold the handrail when using the stairs.
- Additional controls that may be required:
  - Loose carpets that could cause a slip/trip hazard are not allowed unless they are well secured to the floor at the edges (double sided tape etc)
  - A WREN is raised for damaged carpets that could cause a trip hazard

### 2. Fire

- The fire alarm in this building is tested on ....day at ....am/pm by.....
- Only oil filled radiators are used where additional heating is required
- Any fire issues are to be notified to x (manager) and where relevant x (building manager)
- Combustible substances or wastes are stored safely (e.g. in an external store)
- Staff are made aware of the fire evacuation procedures and fire prevention during their induction to the department
- Staff are instructed to switch off electrical appliances when leaving at the end of the working day
- All (new) staff are required to watch the fire safety video available online
- Termly fire safety checklists are completed by the Building Support Officer and returned to H&SS.
- Actions arising from the building fire risk assessment or termly checklists are followed up by the Building Support Officer.
- Additional controls that may be required:
  - Refresher training for fire warden staff required – to be organised with H&SS by the Fire Safety Team
  - Evacuation chair operatives need to be identified and trained - to be organised with H&SS by the Fire Safety Team.
  - Nominated staff need training in how to operate the evacuation lift - to be organised with H&SS by the Fire Safety Team

### 3. Manual handling –boxes, display equipment, stationary,

- Trolley is used to move heavy items where possible
- Heavy items are stored accessibly/ at a suitable height, not above head height and not on the floor (if they are needed regularly)
- Staff are aware/ trained of how to split heavy items to make them easier to handle
- Porter/contractor used to move heavier items/ carry out x task
- Where possible, staff use the lift to move materials between floors. If they have to carry materials (boxes etc) between floors, they ask a colleague to help if necessary

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- If lifting and carrying is a routine occurrence, staff have to attend training in correct lifting techniques (available through H&S Services)
- Additional controls that may be required:
- Alternative arrangements need to be made for the moving of X
- Store room needs to be re-organised to stop items being stored on the floor – install additional shelving

**4. Working at height – step ladders, kick stools, mobile access steps**

- Appropriate step ladder and/or footstools are available for use if necessary
- Stable platforms available for staff to store items on high shelves
- Pre-use checks of ladders and footstools are undertaken by the user
- Regular inspection (freq.) carried out by X
- Additional controls that may be required:
  - New staff shown how to use the safe access equipment by X

**5. Health of workers - environmental conditions, work related stress**

- Occupational Health management referral process is available to managers
- Staff have regular 1-2-1 meetings where issues such as their responsibilities, duties and workload can be discussed
- Stress survey has been carried out in dd/yy and all recommendations are being acted upon. Review in 3 months time by X
- Managers or HR are available for staff to discuss confidential issues
- Information is communicated to staff by team meetings and email .....
- Specific risk assessments have been carried out where necessary for maternity/young workers/vulnerable workers

**6. Use of Display Screen Equipment and computer workstations**

- The DSE assessors for this area are published on H&SS webpages working with computers
- All staff classified as DSE users to have completed their on-line DSE training and assessment
- Assessors regularly review the results of the online assessment completed by staff and where appropriate the necessary actions have been taken and the assessment has been closed
- Work is planned to include change of activity or regular breaks
- Eye tests for DSE users are offered on request and are paid for
- Basic spectacles are paid for or an allowance made (£55 allowance) where optician states they are required on the eyesight test request form
- Additional controls that may be required:
  - There are staff who have been put on the system who have yet to complete their DSE assessment, the next step is to ask their line manager to remind them of the need to complete the assessment so that they will not experience any health issues due to poor ergonomics
  - New staff will be automatically uploaded to the online assessment software within 1 week of them starting.

**7. Electrical equipment and Computers, laptops and similar equipment e.g. heaters, fans**

- Staff are encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment, and take it out of use and report this to their manager and HSC.
- Electrical equipment is tested as required. This is organised annually in MONTH by X

**8. Use of work equipment**

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- All new equipment is checked before first use to ensure there are no obvious accessible dangerous moving parts or its location in the office does not cause additional hazards
- Staff are trained in use of the equipment where necessary (photocopier, shredder)

9. Defective equipment is taken out of use safely and promptly repaired/replaced

10. Lone working

- Staff leave a contact number and location (in their outlook diary/ on office whiteboard/ with administrative staff) if they leave the office or go off campus for a period of time
- If the risk is assessed as high, additional measures may be needed e.g. phone call to confirm visit has been completed safely, have a buddy, make alternative arrangements for a place to meet
- If travelling abroad a university on-line insurance form is completed and contact details and itinerary are copied to X

11. Vulnerable workers (including under 18's, disabled or pregnant workers, employment agency workers)

- Where necessary a personal evacuation plan will be implemented. This will be done by X
- When a work experience student starts the person supervising will assess the risks for that individual student.
- An individual risk assessment will be completed for new or expectant mothers by X. Where necessary working conditions will be altered to reduce any risks
- Additional controls that may be required:
  - Rest room facilities for vulnerable workers including nursing mothers need to be identified

12. Other hazards

- Add as required to take account of local circumstances e.g. access to remote storage areas, basements etc.

## 12 VERSION CONTROL LOG OF DOCUMENT HISTORY

Version	Changes	Author	Approved by	Approval date	Published date
1.0		John Kibblewhite, H&SS	UHSW Com.	November 2000	November 2000
2.0		Helen Toll, H&SS	UHSW Com.	May 2004	May 2004
3.0		M. Simpson, H&SS	UHSW Com.	December 2013	03/12/13
4.0	Major rewrite	S. Ansell, H&SS	UHSW Com.	21/10/22	02/11/22