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| **Risk Assessment**  |
| **Primary purpose of working on-site**  | Opening Watersports Activities for Club, S&W and Public operation at the University Watersports Centre. | **Date** | 18/08/2020 |
| **School/Faculty/Directorate** | Student Services | **Assessor** | Chris Tuffill & Matt Plant |
| **Line Manager/Supervisor** | Emma Rowsell | **Primary site/location** | University Watersports Centre, University of Southampton |
| **Task/activity/travel frequency** |  | **Task/activity/travel duration** |  |
| **Brief details/comments** | In line with Government and National Governing Body guidance we wish to open the University Watersports Centre to facilitate the return of Students’ Union sports clubs. Pre-booked attendance is mandatory allowing adapted club sessions to resume following government guidelines and NGB guidance in the presence of COVID-19. |

***Roles identified as being suitable for working from home:***

***The following assessment should be carried out. The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks of Covid-19 the measure of Elimination and Reduction is beyond our control. You should therefore only consider Isolation, admin processes and personal protection.***

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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Inherent** | **Control measures (use the risk hierarchy)** | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** |  | **Likelihood** | **Impact** | **Score** |  |
| Employees working in same area | Spread of Covid-19 amongst Sport and Wellbeing team and members of the public | 3 | 3 | 9 | Implement social distancing where possible:* Utilise outside spaces whenever possible
* Remind employees to stay home if symptomatic
* Remind employees not to share equipment, food, peripherals.
* Staff to bring in their own lunches which will be stored in their bags until it is time to eat and then returned to their bags afterwards.
* Discourage social interaction which cannot be carried out safely
* Hygiene guidance, following Government recommendations on not touching your face, eyes, nose and catching coughs and sneezes in tissues disposing of tissues properly and washing hands for 20 seconds with warm soapy water and the use of sanitizers will be given
* Encourage employees to take suitable breaks alone or whilst practising social distancing
* Employees are encouraged to use technology to keep in touch rather than in person.
* Activities should be scheduled so that time spent by staff in proximity is minimised.
* Where possible the number of people each person has contact with should be reduced by using "fixed teams or partnering" (so each person works with only a few others).
* Shared kettles, fridges and microwaves are not to be used.
* The staff toilet facilities should be separate, (one using toilets in changing facilities, on in the welfare unit). Each user (1 in each, is reminded to clean their own).
* If required access to a different, separate toilet can be facilitated by staff. (other changing room). Users are asked to clean it after use.
* Line managers keep track of employees self isolating with Covid symptoms so that they can support a return to work after the symptom free period.
* Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.
* Staff have been separated into teams to reduce contact between employees and increase activity resilience.
* Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i,e line managers, HR) and shared with staff.
* Business related travel is stopped or greatly reduced in accordance with University policy
* All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.
* Staff discouraged from hand shaking and general close personal greetings
* Employees are made aware of the impact of COVID 19 on their job/change of working environment.
* Face coverings should be used in line with University Guidance
* Request that companies who regularly attend University premises e.g. contractors to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Staff are made aware of COVID-19 symptoms via communications, visual aids such as posters in key locations, screensavers
* Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations
* Staff will be informed to self-isolate if they have a person living in the same household or if they’ve been in contact
 | 2 | 3 | 6 | Consider the provision of separate facilities for employees at higher riskConsider keeping doors open (where fire-safety requirements permit) to reduce need to touch doors after washing hands.All staff will undertake a full induction regarding procedures, controls in place, welfare arrangements and cleaning regimes.  |
| Use of communal spaces, users of the facility in close proximity infecting one another with Covid 19 | Spread of Covid-19 amongst Sport and Wellbeing team and members of the public | 3 | 3 | 9 | Implement social distancing:* Provide simple induction to remind employees and users of personal hygiene measures
* Increase frequency of cleaning in communal areas e.g. doors, toilets
* Remind employees and students/customers to stay home and get tested if symptomatic
* Facilities in use are to have external doors left open whilst in use to reduce likelihood of people touching door furniture
* Sanitiser stations will be set up.
* Face coverings should be used in line with University Guidance
* Request that companies who regularly attend University premises e.g. contractors to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Staff are made aware of COVID-19 symptoms via communications, visual aids such as posters in key locations, screensavers
* Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations
* Staff will be informed to self-isolate if they have a person living in the same household or if they’ve been in contact
 | 2 | 3 | 6 | * + - * Sessions to be pre-booked to factor in the number of people present on site.
	+ Workshop 2 people (door open)
	+ Classroom 3 people (door open)
	+ Office 1 person
	+ Dry store 1 person
	+ Fuel store 1 person
	+ Rifle range and boat shed are subject to activity RAs
		- * Changing rooms are closed, so communal space is outside
			* Consider the provision of separate facilities for employees at higher risk
* Consider keeping doors open (where fire-safety requirements permit) to reduce need to touch doors after washing hands.
 |
| Preventing the Spread of Covid 19 through track and trace  | Spread of Covid-19 amongst Sport and Wellbeing team and members of the public  Failure to comply with government guidelines  | 4 | 4 | 16 | Staff will be required to self-isolate if they have been advised to do so as part of the government test and   trace system. What to do if you feel unwell * If you feel unwell during or after visiting the building, it is important that you report it as soon as possible.

If you develop Covid-19 symptoms, you must return home to self-isolate for 7 days Inform your line manager by phone or email, and contact the NHS Test and Trace service to request a Covid-19 test * Inform your line manager of the outcome of the test. If the test is positive for Covid-19, you would need to provide details of people you have been in contact with in the 48 hours prior to the start of symptoms

In addition to the above, to report any sickness absence you would need to follow normal absence reporting procedures | 2 | 4 | 8 |  |
| Employees with severe chronic or underlying health condition / over the age of 70 /categorised as extremely vulnerable | Severe illness if infected.Long term sickness absence.Risk of non-compliance with government guidance. | 5 | 5 | 25 | * Eliminate the risk by allowing clinically extremely vulnerable employees to continue to work from home in accordance with government guidance
* Clinically extremely vulnerable people may include:
* solid organ transplant recipients
* people with specific cancers:
* people with cancer who are undergoing active chemotherapy
* people with lung cancer who are undergoing radical radiotherapy
* people with cancers  of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
* people having immunotherapy or other continuing antibody treatments for cancer
* people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
* people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
* people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
* people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)
* people on immunosuppression therapies sufficient to significantly increase risk of infection
* Women who are pregnant with significant heart disease, congenital or acquired
* other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions
* For more information about who has been classed as clinically extremely vulnerable, please visit the NHS Digital website.
 | 2 | 4 | 8 | Risk cannot be mitigated any further by the employer |
| Expectant mothers, those with underlying conditions and those over the age of 60 or those form a BAME Background | Unknown impact to the unborn baby.Severe illness to the mother if immune compromised due to pregnancy or other associated health condition.Likelihood of more severe illness for those in the older category. Data identifies this to significantly increase over the age of 60. | 5 | 4 | 20 | * Eliminate the risk by allowing them to continue to work from home if possible in accordance with government guidance.

If not possible:* Isolate the employee by providing separated workspace away from others
* Minimise the time spent in the workplace
* Enable employee to work at different times/shifts to others
 | 1 | 4 | 4 |  |
| Employees with visual, hearing or mobility impairments | Employee may be less adept at moving quickly; may not see or hear clearly; to help them avoid other people.May need assistance to evacuate a building when social distancing cannot be achievedMay need assistance to carry out certain tasks which breaches social distancing. | 2 | 3 | 6 | * Eliminate the risk by enabling continued work from home if possible
* Reduce the risk by ensuring special needs are taken into account in all areas the employee may need to use
* Ensure suitable access and egress
* Ensure pathways, one way systems etc are wide enough to allow for wheelchairs
* Ensure disabled toilets available nearby
* Ensure safe emergency evacuation without the need for a buddy in close proximity

If safe evacuation cannot be provided then employee must continue to work from home. | 1 | 4 | 4 |  |
| Fire  | A fire may break out on site whilst work is being completed on site.Increased likelihood and spread of fire because reduced numbers of trained personnel to address it. Increased risk that not everyone will evacuate safely because of a lack of fire wardens.  | 1 | 5 | 5 | * Assumption is that the Responsible Person for the University has carried out checks on your building in the following areas:
	+ Emergency lighting suitable, sufficient and maintained.
	+ Suitable number fire extinguishers available in required locations.
	+ Fire blankets available in required location.
	+ Fire alarm and detection system for the building tested, inspected, maintained with direct notification of activation to CCR.
	+ Means of escape clear.
	+ Fire doors provided and maintained in good working order.
	+ Building has suitable lightening conductors / protection.
	+ The fire risk assessment suitable & sufficient / current.
* Ensure high risk work is sufficiently supported on site with technical expertise.
* Line managers to ensure employees are supervised and that Health & Safety policy and housekeeping is adhered to.
* Ensure trained fire wardens are included among those returning to work on campus.

Or* ensure employees are aware of the need to self-evacuate upon hearing the alarm and must not re-enter the building until given the all clear by security.
 | 1 | 5 | 5 | As per normal NOP / EAP  All staff members of Sport and Wellbeing have completed the e-learning on fire awareness as of 22/7/20  |
| Employee wellbeing  | Adverse ill-health. Sickness absence. Poor concentration leading to mistakes.  | 3 | 3 | 9 | * Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.
* New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and process and disseminated to employees through line managers and HR.
* Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.
* Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.
* Concerns on workload issues or support needs are escalated to line manager.
* Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.
* Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs
* Undertake a review of the stress risk assessment

to reflect new working arrangements. Where significant adjustments to employee’s working practices have been made, a review must be undertaken. * Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, Employees Assistance Programme etc) through line managers.
* Staff will be given the opportunity to review the procedures that are being put in place and ask any questions provide suggestions to enhance safety.
* All team members are expected to complete the Covid e- learning before reopening.
 | 2 | 3 | 6 | This Risk Assessment will be provided to all team members that work at the Watersports Centre and they will have to sign to say they have read and understood it before they can return to work. This document will also be available on the staff notice board. All team members will also undertake an induction prior to commencement of their first shift. All team members will be “checked in on” by their Manager / Supervisor in their first few days specifically to allay fears / address welfare considerations. In addition, there is a staff helpline, +44 (0)23 8059 9000,  is available 08:00–17:00, Monday – Friday The University has a team of trained staff volunteers to provide confidential support to staff and students if they are feeling bullied or harassed.  |
| Virus transmission in the workplace | Ill-health. Sickness absence. Spread of infection to others. Productivity loss.  | 3 | 4 | 12 | * Specific individual worker risk assessment undertaken for those who have a self-declared health condition which could increase their risk profile.
* A process is in place and clearly understood for the proactive monitoring and checking that preventative and protective control measures are implemented in line with current health and safety general duties.
* Staff continue to work from home where possible and for the foreseeable future.
* Employees are educated on preventative care.
* Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.
* Staff change into clean washed uniform when arriving at work each day.
* Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.
* Alcohol hand gel has been placed at high use areas to the workplace and in other areas where they will be seen.
* Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.
* Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.
* Staff bring their own provisions in for lunch. If refrigeration is required, they may have a fridge allocated to then for use. If microwaves are used they will need to be fully cleaned with the cleaning equipment provided after use.
* Social gathering amongst employees have been discouraged whilst at work.
* Staff requested to keep in touch through remote technology such as phone, internet and social media.
* The government’s e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.
* Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i,e line managers, HR) and shared with staff.
* Business related travel is stopped or greatly reduced in accordance with University policy
* All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.
* Staff discouraged from hand shaking and general close personal greetings
* Employees are made aware of the impact of COVID 19 on their job/change of working environment.
* Request that companies who regularly attend University premises e.g. contractors to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.
* Staff are made aware of COVID-19 symptoms via communications, visual aids such as posters in key locations, screensavers
* Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations
* Staff will be informed to self-isolate if they have a person living in the same household or if they’ve been in contact with someone displaying COVID-19 symptoms
 | 2 | 4 | 8 | Risk cannot be mitigated any further by the employer |
| Entry and Exit to buildings | These are high risk contact spots and can spread the infection quickly to anyone who touches them  | 3 | 3 | 9 | * Doors to be kept open to prevent the need for touching the doors / keypad (where possible)
* Bookings and payments can now be done online reducing the need for in person contact.
* Number restrictions will mean less access than normal.
* The touch points will be cleaned with anti-bac (by someone wearing gloves and a mask)
* Entry and exits to the building/site are limited to the minimum number of points required.
* Access and exit from a building must be enabled without the need for physical touching where possible.
* Access to the building is restricted & supervised
* Hand sanitiser containers are available in every work area and on main travel routes through the building/site including access and egress areas
* Advisory hand washing signage displayed throughout the building, especially at entrances and exits and were people congregate.
* Signs displayed reviewed and replaced as necessary.
 | 2 | 2 | 4 |  |
| Residue virus on surfaces | Ill-health due to viral spread. Sickness absence. Spread of infection to others. Productivity loss.  | 3 | 4 | 12 | * Controlled and pre-booked attendance on site. Site appears “closed” to visitors and staff not scheduled to be on site.
* A deep clean of the building has been carried out before returning if required.
* A daily clean of all used surfaces in the Centre will be undertaken.
* The ongoing cleaning frequency is made sufficient such that cleaning can be undertaken when site is occupied.
* All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets,
* Where practical, curtain, blinds and soft furnishings are removed to minimise the areas where viruses can be difficult or time consuming to remove.
* Appropriate cleaning products are used during daily preventative clean regime.
* Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on their workstations.
* Any use of common work equipment is restricted and managed.
* Persons undertaking the cleaning been instructed with clear safe usage instructions.
* The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use
* Correct PPE is provided for the use of cleaning materials
* Appropriate cleaning products are provided, so that staff can frequently clean their workspaces during the day.
* Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.
* Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.
 | 2 | 4 | 8 | Risk cannot be mitigated any further by the employer |
| Working environment | Poor employee wellbeing. Increased risk of viral spread if infection present.  | 2 | 3 | 6 | * Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).
* Measures can be taken to control temperature extremes and/or humidity levels.
* Natural ventilation is available in the workplace where possible, e.g. windows or open doorways.
* Ventilation systems have been adequately maintained and serviced.
 | 1 | 3 | 3 |  |
| Staff Travelling to work | Risk of viral infection if using public transport or there is increased contact with others. Increased potential for viral spread in the workplace | 3 | 4 | 12 | * Sufficient parking restrictions to maintain social distancing measures in place.
* Workers will be instructed to use their own transport for work activities.
* Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc
* If public transport cannot be avoided consider alternative work on a temporary basis to enable work from home
* When using public transport employees must change into a “clean” uniform once they arrive at work, putting their “dirty” uniform in a locker- they will then wash their hands
 | 1 | 4 | 4 |  |
| Water | Poor water management can lead to legionella – severe illness. Can make the employee much more susceptible to other illnesses and viruses such as Covid-19 | 3 | 5 | 15 | * Tanks and taps inspected and maintained.
* Suitable controls in place to reduce the risk of legionnaires disease.
* weekly flushing of all hot water outlets as per normal departmental procedures. Or when completing weekly empty building checks for Planon.
* Drinking water facilities safe for use i.e. bottled water for personal use.
 | 1 | 4 | 4 |  |
| Toilet use  | Spreading of COVID19 | 3 | 5 | 15 | * Staff members to use separate toilet facilities
* Customers to be requested to keep their toilet use to a minimum.
* Staff and customers to be reminded of personal hygiene rules
* Signage to be put up in all toilets encouraging good personal hygiene.
* Staff to be responsible for regular cleaning of toilet facilities.
 | 1 | 3 | 3 |  |
| Changing room use | Spreading of COVID19 | 3 | 5 | 15 | * Changing room facilities are closed to the club groups/customers during their activities
* Club members/customers advised to attend site fully prepared and dressed for their respective activities.
* Showers will be unavailable
 | 1 | 3 | 3 |  |
| Payments for services | Spreading of COVID19 | 3 | 5 | 15 | * Payments will be processed via the University online store, or via University invoice where required.
* Bookings to be arranged via telephone, email or online store only.
 | 1 | 1 | 1 |  |
| Restarting Student Union Sports at Watersports Centre | Spreading of COVID19 | 3 | 4 | 12 | * Activities may only resume once the University of Southampton Students’ Union has lifted the cessation of all Students’ Union club activities.
* Social distancing rules to be always adhered to
* Rules on maximum number of people attending gatherings to be always adhered to. If numbers of maximum gathering increases, the lower number of the maximum allowed in ratio as per NGB rules or Government issued social gathering rules is to be applied
* Sail training is to use single- occupancy craft unless if customers are from the same household.
* Rowing outings are to follow guidance issued by British Rowing Association
* Rifle Club are to follow directions issued by the National Small-Bore Rifle Association (NSRA) and the British Shooting sports Council (BSSC)
* Windsurf club are to follow social distancing guidelines when accessing the site for equipment collection and drop-off
* Canoe Club are to follow guidance issued by British Canoeing
* Archery club are to follow guidance issued by ArcheryGB
* Wessex Sailing Club is to adhere to guidance issued by the Royal Yachting Association.
* Canoe Polo Club to follow guidance issued by British Canoe Polo.
* **All student activity will be subject to a review of the student Clubs own Risk Assessment and sign off by Sport and Wellbeing management prior to any activity.**
 | 2 | 3 | 6 | All activities must be booked into respective facility spaces and times with Sport and Wellbeing so that overall site attendance numbers may be considered.Due to the timings of some sport club activities, (early morning rowing, late evening rifle, weekend canoe for instance), staff will not always be present on site. This is within our normal operating procedures. The club is responsible for the safety of their activity. The toilets will be cleaned by staff first thing upon return to site and last thing before they leave. Each club will clean the toilets after each use. S&W will provide equipment and training to each committee. |
| Winchester College attending the site for rowing sessions | Risk of viral infection between students, members of the college and S&W staff | 4 | 4 | 16 | Minimise interaction between the college and others by social distancing and scheduling them at allocated times.The college is required to keep a record of all those that attend for 21 days for track and trace purposes.All college students are to come pre changed and not to use the changing facilities. All equipment used is to be washed down thoroughly before and after useThe rowing is to follow British Rowing Association guidelines.Winchester college to provide their own RA for review before any activity can commence.Stay outside | 2 | 2 | 4 | <https://www.britishrowing.org/wp-content/uploads/2020/08/200813-Coronavirus-Advice-Returning-to-Rowing-v5-2.pdf> |
| Southampton Sailing Club sessions | Risk of viral infection between students, members of the club, public and S&W staff | 4 | 4 | 16 | Abide by the procedures for manging Covid for Southampton Sailing Club as a minimum.Note: No changing rooms are availableMinimise interaction between the students using the site and others by social distancing, scheduling and communication with the Sailing Club.All equipment is to be washed down thoroughly before and after use.No Transport will be offered by S&W. Those attending will be advised to cycle / drive, but not share cars.All windsurfing & sailing activity is to follow RYA Guidelines and is subject to a Club Risk Assessment being signed off by S&WApart from the toilet use this is an outdoor site. | 2 | 3 | 6 | <https://www.rya.org.uk/training-support/Pages/coronavirus_guidance.aspx> |
| Courses run by S&W | Risk of viral infection between students, public and S&W staff | 4 | 4 | 16 | Sport and Wellbeing run a variety of courses as an accredited RYA Centre. All courses will be run following the RYA Guidelines as a minimum standard. In addition:* Registers will be kept for 21 days for track and trace
* Kit will be allocated to one user for the duration of the course, then thoroughly washed.
* No changing rooms will be available
* Good hygiene will be encouraged
* Where possible all teaching will take place outside, (most is on boats), where impossible social distancing protocols will be observed.
* Handwashing “breaks” will be called and enforced by the instructor
 |  |  |  | <https://www.rya.org.uk/training-support/Pages/coronavirus_guidance.aspx> |
| Track and trace | Risk of viral infection between students, public and S&W staff | 4 | 4 | 16 | The risk of transmitting Covid 19 can be minimised by a robust traciing and isolation regime. To facilitate this we will:* Only allow activity and users who are booked onto the system
* Maintain these records for a minimum of 21 days
* Follow University procedures on tracing if notified of a visitor as having Covid.
 | 2 | 2 | 4 |  |
| Students/Customers travelling to site | Risk of viral infection if using public transport or there is increased contact with others. Increased potential for viral spread in the workplace | 3 | 4 | 12 | * Students and customers advised to cycle or walk to site and avoid driving or using public transport.
* Students and customers attending site in vehicles are to park sensitively and to maintain social distancing when moving around the site.
 | 1 | 4 | 4 |  |

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| ***PART G – Approval*** |
| **Declaration by responsible manager:** I confirm that this is a suitable & sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green). |
| **Signed** |  | **Print name** | Matthew Plant | **Date** | 21/8/20 |
| **Declaration by Faculty/Directorate senior manager authorised by the Dean/COO:** I approve this assessment, confirm it is included within University insurance and accept the risks identified. |
| **Signed** |  | **Print name** |  | **Date** |  |
| **Declaration by Dean/COO:** I approve this assessment but understand some of the activities are excluded from University insurance and/or acknowledge that the residual risks remain high. |
| **Signed** |  | **Print name** |  | **Date** |  |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

|  |  |
| --- | --- |
| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |

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| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | 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 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

|  |
| --- |
| Likelihood  |
| 1 | Rare  |
| 2 | Unlikely  |
| 3 | Possible  |
| 4 | Likely  |
| 5 | Very Likely  |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| ***PART H – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

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| ***PART I - Approval*** |
| **Declaration by users:** I confirm that I have read this risk assessment, understand the controls outlined herein and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment. |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |
| **Signed** |  | **Print name** |  | **Job Title/Student (UG/PGT/PGR/PHD)** |  | **Date** |  |