

General Health & Safety Risk Assessment Template

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| **Work activity / task** | Hack the South Programming Competition |

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| **Assessor(s)** | Neil Palmer | **Responsible Manager** | Joyce Lewis | **Date** | 5/5/2018  6/5/2018 |

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| **Faculty / Service** | FPSE | **Academic Unit / Team** | HackaSoton | **Location** | Building 59/Level 3 Computer Lab |

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| **Brief description of activity / task** | 24 hours programming competition. The students are developing their own tech projects. They are working alone or in teams of 4 people max. |

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| **Additional notes  (eg, references, persons at risk, risk factors, etc)  [optional]** | All organizers and student helpers must be aware of procedures to be taken in case of an emergency including means of contacting security - Central Control Room (CCR) on 023 8059 **3311** (emergency) and 023 8059 2811 (enquiries). All attendees will have phone numbers of the organisers given to them. All visitors should be briefed with safety measures and provided with a map/instructions of the building  An email with the exact number and names of the people participating will be sent by one of the event organizers to Central Security (unisecurity@soton.ac.uk) and Neil Palmer (nlp@soton.ac.uk)  Any accidents, incidents or near misses to be reported to the CCR in the first instance and Neil Palmer ECS Safety Manager 07789 882611 |

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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** | Neil Palmer | **Date** | 13/10/2017 |



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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. | | | | | |
| **Signed** |  | **Print name** | Ioannis Ravanis | **Date** |  |
| **Signed** |  | **Print name** |  | **Date** |  |
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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)** | |
| Fire  Burns and smoke inhalation, fatality  All attendees and organisers | **High** | **X** | All student helpers and organizers will be briefed with information regarding fire exits and fire evacuation procedures. All attendees will be notified about the fire exists.  All none of the attendees have acknowledged any disabilities, in the case of a fire, consideration must be given for visitors with mobility difficulties.  Maximum capacities of venues must not be exceeded.  No open flames will be permitted within the building or on the terrace outside of 59  An email with the exact number and names of the people participating will be sent by one of the event organizers to Central Security (unisecurity@soton.ac.uk) and Neil Palmer (nlp@soton.ac.uk) | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Slips trips and falls  Impact and bruising  All attendees and organisers | **High** |  | Student helpers will make sure the area is clutter free and good housekeeping is kept throughout the event. Cables will be taped to stop tripping.  Any spills of drink or food will be cleared immediately by student helpers and organisers. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Unfamiliarity with Building  All attendees | **High** |  | All attendees will be briefed on building-specific safety measures, Fire escape routes and instructions at the start of the event.  All student helps and organizers will have been familiarized with building and arrangements. | **High** |  |
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| **Medium** | **X** | **Medium** |  |
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| **Low** |  | **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)** | |
| Electricals  Burns and shock  All attendees and organisers | **High** | **X** | All extension cables with be University of Southampton Certified.  Any use of electrical equipment other than standard (light fittings and basic installation) will be separately risk assessed.  Students will be briefed on how to use any electrical equipment safely. (Power supplies and oscilloscopes.)  All equipment used to have been PAT tested. User check to take place before use, report concerns to local coordinator.  All attendees will be made aware that they are responsible for their own electrical equipment (Laptops, phones, etc) brought to the event. | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Lack of Food Hygiene  Stomach illness  All attendees and organisers | **High** |  | All food is being supplied by FSA approved catering companies.  Any issues will be raised with the catering company.  Any volunteers handing out/serving food will be required to undergo basic food hygiene practices (e.g. Hand washing, safe storage of leftovers, etc) | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Welfare  All attendees and organisers | **High** |  | Toilet facilities are available to attendees. Conditions in toilet to be monitored and any issues raised with Estates and Facilities.  Bins will be emptied by organisers prior to reaching capacity. | **High** |  |
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| **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)** | |
| Personal Injury and illness  Student helpers and organisers | **High** |  | Due to this being a software-based event, this is a low risk event as people will be working on their computers for the majority of the weekend.  A list of personal medical conditions will be taken from every person at the beginning of the event and appropriate measures will be taken accordingly.  In the case of any major accidents emergency services will be contacted.  In the case of any minor incidents, a first aid kit will be on hand for use.  UoS Security will have trained first aid members on site. Call **3311** for emergency assistance | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Manual Handling  Sprains and MSD  Student helpers and organisers | **High** |  | All student helpers and organisers will be briefed on how to handle heavy loads such as food and light equipment.  All student helpers and organizers will be briefed that they should not attempt to list or move heavy objects without assistance. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Building Access  Student helpers and organisers | **High** |  | Every person attending the event will receive an event id (wristband). Attendees will only be allowed access provided they're wearing a wristband or a member of ECS.  All attendees will be University of Southampton staff or students.  Organisers will always be present at the event to permit access to non-ECS students.  Each attendee will have the contact details of multiple organisers in case of an access issue arising. | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **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)** | |
| Loss of Personal Possessions  Student helpers and organisers | **High** |  | Attendees will have the option to leave their valuable possessions in a room supervised by a trusted event organiser at all times. | **High** |  |
|
| **Medium** | **X** | **Medium** |  |
|
| **Low** |  | **Low** | **X** |
|
| Illness from food allergies  Student helpers and organisers | **High** |  | Dietary requirements will be asked upfront and order will be changed accordingly | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** |  | **Low** |  |
|
|  | **High** |  |  | **High** |  |
|
| **Medium** |  | **Medium** |  |
|
| **Low** |  | **Low** |  |
|