

## GUIDANCE ON COMPLETION OF RISK ASSESSMENT

<b>Management Unit:</b>	School of Education	<b>Location: (Site/ Building/ Room)</b>	Offices in St Andrew's Building
<b>Assessment Date:</b>	28.08.18	<b>Review Date:</b>	29.08.20
<b>Assessors Name:</b>	Jennifer Dillon	<b>Job Title:</b>	Business Operations Administrator and Health and Safety Coordinator
<b>Task / Activity: General office administrative tasks</b>			

What are the hazards? (See list of sample hazards)	What are the risks?	Who might be harmed? (eg Staff, students, visitors)	What control measures are required to eliminate or reduce the risks?	Risk Evaluation			Risk Rating Low, Medium or High
				Consequence (1 – 3)	Likelihood (1 – 3)	Overall risk (C x L)	
Slips, trips and falls	Staff and visitors may be injured if they trip over objects or slip on spillages.	Staff / visitors	Remove any potential trip hazards and keep floor space clear at all times.	1	1	1	Low
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	Staff	Office staff are not required to lift heavy loads and should request assistance from manual-handling trained staff (Janitorial) in such circumstances.	1	1	1	Low
Health of workers in the office environment.	All staff could be affected by factors such as lack of job control, stress, bullying, not knowing their role etc.	Staff	Ensure adequate training for roles. Manageable workloads for all staff. Ensure appropriate line management and P&DR to monitor staff development and wellbeing.	1	1	1	Low
Computers, laptops and similar equipment.	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use of work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	Staff	Equipment should be assessed as suitable for use and any issues reported by staff to line manager, equipment will be replaced when necessary. Staff should have scheduled breaks away from their workstations. Lighting should be changed/adjusted where found to be problematic.	1	1	1	Low
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Staff	Fire Drills are carried out and fire alarms are tested on a weekly basis in STAB. The Area Fire Officer provides adequate information (including signage) regarding evacuation procedures. Staff are responsible for ensuring that their personal office space is free of any obstacles that would make exiting their office difficult ie papers/books stacked across floor spaces etc.	2	1	2	Low

Work equipment	Staff could get electrical shocks or burns from using faulty electrical equipment.	Staff	Programme of PAT testing put in place. Staff must report any equipment faults immediately to IT & AV Technicians for IT & AV equipment and to the Health and Safety Coordinator for all other equipment. It is the responsibility of the line manager to ensure adequate staff training on the use of any equipment prior to equipment being used.	1	1	1	Low
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### 1. EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB or WORK ACTIVITY

Working at Height	Noise	Hand tools	Vibration
Falling objects	Extreme Heat / cold	Confined spaces	Repetitive hand/ arm movement
Slippery/ uneven/ worn floors	Radiation	Poor housekeeping / cleaning	Machine operation
Obstructions/ projections	Lighting	Vehicle movement	Electro Magnet
Manual handling	Compressed air	Fire / explosion	Pressurised systems
Mechanical Lifting	Substances / materials	Electricity	<b>Other (specify on assessment)</b>

### 2. RISK MATRIX

		Potential consequence of harm		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (e.g. hazard can result in serious injury and/or illness, over 3 day absence)	3 – Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme

### 3. RISK EVALUATION

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

#### 1 to 2 = Low risk

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

#### 3 to 4 = Medium risk

Medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

#### 6 = High risk

High risk activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

**9 = Extreme Risk**

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence