

General Risk Assessment

Management Unit:	School of Education	Location: (Site/ Building/ Room)	Education establishments mainly schools
Assessment Date:	22/8/18	Review Date:	23/8/20
Assessors Name:	Jennifer Dillon	Job Title:	Business Operations Administrator and Health and Safety Coordinator for the School
Task / Activity: Student placements in educational establishments and academic staff carrying out visits to these students during their placements.			

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)	
Pre-existing Medical condition(s) of student or staff eg diabetic	Become unwell, injury to self or others (eg from collapsing / fainting), delay in appropriate medical treatment if medical condition is unknown to others.	Students, visiting university staff, pupils, other staff and visitors in the establishment.	Student and staff should make the appropriate personnel in the establishment aware of any pre-medical condition(s) which has / have the potential to cause injury / harm to themselves or others around them.	2	1	2	Low
Stress	Illness, Poor Concentration, Negative impact on behaviour, Depression, Negative changes in sleeping patterns.	Students, visiting university staff and those around them including pupils.	<p>If a student feels they are suffering from stress they should approach their Advisor of Studies in the first instance in order that appropriate guidance and support can be offered.</p> <p>Staff should seek assistance from their line manager or one of the University support services in the first instance.</p> <p>Guidance and support services information is contained in the University Management of Stress in the Workplace Policy https://www.gla.ac.uk/media/media_518572_en.pdf https://www.gla.ac.uk/media/media_518571_en.pdf</p>	2	1	2	Low

			Control measures may include additional support, reviewing / changing type and level of study / work activities.				
Violence, threats or intimidation and verbal abuse	Physical injury Emotional distress	Students, visiting university staff and pupils, other staff and visitors in the establishment.	<p>Students and visiting staff should familiarise themselves with the establishment's Health and Safety policies, arrangements and procedures and other related documents including relevant risk assessments and adhere to the procedures and guidance contained in them in order that they do not put themselves knowingly at risk.</p> <p>Student or staff should not be left alone with someone including pupils that are known to pose a risk to their welfare and safety.</p> <p>If students or University staff have any concerns or an incident has incurred this should be reported to the management of the establishment and to the Advisor of Studies / Line Manager so that it can be investigated and managed accordingly.</p>	2	1	2	Low
Travel to and from education establishments	<p><u>In addition to this risk assessment please also ensure you read the UK Travel Risk Assessment and abide by both of them.</u></p> <p><u>Click the undernoted link to access the UK Travel Risk Assessment http://www.gla.ac.uk/media/media_500161_en.pdf</u></p>						
General hazards in education establishments including noise (Equipment, possibly pupils etc.) stairwells, children running, use of equipment, possible obstructions on floors etc.	Headaches, Slips and trips, collisions / falls, delaying or stopping emergency evacuations risk of fire (eg spreading from combustibles) injury from using equipment	Students, visiting university staff, pupils, other staff and visitors in the establishment.	<p>Students and staff are required to make themselves aware of and adhere to local health and safety policies, arrangements and procedures including fire safety and undertake any associated training. Codes of Work Practice should also be followed.</p> <p>Report any areas or issues of concern to the management of the establishment and make your Advisor of Studies / Line Manager also aware of</p>	1	1	1	Low

			them in order that they are appropriately addressed.				
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GUIDANCE ON COMPLETION OF RISK ASSESSMENT

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	Other (specify on assessment)

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