**SoSS Generic Risk Assessment (C): Normal office work on campus**

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| Date (1):  February 2024 | Assessed by (2):  Heather Richards (School Safety Advisor) | Validated by (3):  Claire Alexander  (Head of School) | Location: (4)  Normal office work on campus | Assessment ref no (5)  SOSS Generic Risk Assessment (c) | Review date (6):  August 2025 |
| Task / premises: (7)  **This Generic Risk Assessment has been approved by the Head of School (HOS) for normal office work for all members of the School of Social Sciences (SoSS) and visitors hosted by SoSS staff in the School’s buildings.**  A Full Risk Assessment must be completed for any extra hazards not covered by this Generic Risk Assessment and must be signed by a line manager for staff and supervisor for students before permission to proceed is granted.  School of Social Science’s Generic Risk Assessments:  SOSS Generic A: Off-campus work in UK  SOSS Generic B: Overseas Business Travel  SOSS Generic C: Normal office work on campus  SOSS Generic D: Lone working on campus | | | | | |

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| Activity (8) | Hazard (9) | Person(s) in danger (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
| Office Work on campus - communication in an emergency | Illness, injury, etc made worse by delay in treatment | SoSS Member & Visitors | * If an incident is life threatening or serious call the emergency services on (9) 999. * Inform University Security Services on 0161 306 9966 * Inform School Office +44 (0) 161-306-6900 of any problem ASAP. | Medium | A |
| Office Work on campus - accidental injury | Injury- minor cuts, bruises etc | SoSS Member & Visitors | * [Health and Safety Policy](https://documents.manchester.ac.uk/display.aspx?DocID=18581) available to all on SoSS intranet. * Staff/students receive a handbook which details health and safety when they first start and are advised by their line manager/supervisor on safe working practices. * Visitors are met and briefed on basic health and safety information by hosting staff member * Training courses provided centrally by the University. * Current list of trained first aiders is given on the University’s First Aid website at <http://www.healthandsafety.manchester.ac.uk/toolkits/firstaid/> and on posters displayed throughout buildings * For first aid outside of normal working hours contact University Security office on 69966 | Low | A |
| Office Work on campus - slips and trips (from cables or objects) | Musculoskeletal injuries | SoSS Member & Visitors | * Good standards of housekeeping should be maintained including no trailing cables; no obstructions of floor; no papers on floor- building inspections highlight any areas of weakness and advice is given accordingly. * Regular removal of rubbish * Filing cabinet drawers are shut * Carpet in good condition with no defects in floor coverings * DSE self-assessment forms are completed * Information given about risks, equipment provided depending on the results of the DSE assessment. * Work pattern/rate under control of user | Low | A |

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| Activity (8) | Hazard (9) | Person(s) in danger (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
| Office Work on campus | environmental conditions e.g. heating, ventilation etc | SoSS Member & Visitors | * Heating and ventilation controlled locally by occupants. * Lighting levels satisfactory. * System of reporting defects to Estates (+44 (0)161 275 2424) * House services are provided by building attendant staff who should be contacted during normal working hours to report a problem. * Kitchen areas occupied by SoSS staff are deep cleaned annually. | Low | A |
| Office Work on campus | Electricity | SoSS Member or visitor suffers personal injury – electric shock, burns. | * Fixed installation maintained by Estates * Portable appliances subject to testing regime (records kept by SOSS Operations Office.). * Before using electrical items, conduct a user inspection. Follow the [HSE’s advice on user inspections (see page 2)](https://www.hse.gov.uk/pubns/indg236.pdf). | Low | A |
| Office Work on campus | Fire | SoSS Member & Visitors | * All staff and PGR students asked to complete [LAOD147 Fire Awareness for All](https://online.manchester.ac.uk/webapps/blackboard/content/listContent.jsp?course_id=_70805_1&content_id=_14405716_1): * No smoking policy. * Prompt disposal of waste. * Smoke detectors installed. * Automatic alarm system for building, tested weekly, alarm audible and familiar, exit routes known and practiced. * Fire Evacuation Marshals in building to assist with evacuation. * Personal emergency evacuation plans may be necessary for those with mobility issues and must be completed with line manager for staff and with PEEP coordinator for students. | Low | A |

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| Activity (8) | Hazard (9) | Person(s) in danger (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
| Office Work on campus | Transmission of respiratory infections – including Covid-19 | SoSS Member & Visitors | For all respiratory infections including Covid-19:   * Consider face masks when moving indoors or in crowded multi-user spaces. * Use hand sanitiser and wash your hands frequently. * Use sanitising wipes to clean down communal items. * Follow University sickness absence guidance. | Low | A |
| Office work on Campus | Ill- health | SoSS Member & Visitors | * It is the responsibility of the individual to inform their line manager, [Occupational health](https://www.occhealth.manchester.ac.uk/), or [the Disability Advisory Support Service](https://www.dass.manchester.ac.uk/), if they have pre-existing health problems or other relevant conditions such as mental health considerations that might affect their office work * Any accidents or incidents must be reported using the [Accident/incident/near-miss/illness report form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdocuments.manchester.ac.uk%2Fdisplay.aspx%3FDocID%3D10017&wdOrigin=BROWSELINK) | Low | A |
| Office Work on campus | Equipment | SoSS Member & Visitors | * When using guillotines and shredding machines instructions are followed * Apprentices/work experience students or persons under the age of 21 are inducted in the use of any office equipment. | Low | A |
| Office Work on campus | Manual Handling | SoSS Member & Visitors | * Only light weight items moved (books, files) * Upper shelves accessed via kickstool * Heavier items stored at waist height where possible * Assistance sought for movement of more significant loads (e.g. office or furniture moves) | Low | A |
| Office Work on campus | Personal Comfort | SoSS Member & Visitors | * Provision of WCs, shower facilities, and drinking water by Estates. * System of reporting defects on helpline (+44 (0) 161 275 2424) * House services maintain cleanliness on a scheduled basis and any cleaning products are stored as per the COSHH regulations. | Low | A |
| Office Work on Campus | Working at heights, use of ladders | SoSS Member & Visitors | * You must have attended the University’s Training Course for working at height before you are permitted to use ladders or any other device. * Please see HSE guidance at <http://www.hse.gov.uk/work-at-height/index.htm> | High | A |

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| **Action plan** (14) | | | | |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
|  | |  | | --- | |  | | All students must be made fully aware of the contents of this risk assessment, and be provided with a copy - they must agree to adhere to the recommendations. | |  |  |  |
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**Notes to accompany General Risk Assessment Form**

This form is the one recommended by Health & Safety Services, and used on the University’s risk assessment training courses. It is strongly suggested that you use it for all new assessments, and when existing assessments are being substantially revised. However, its use is not compulsory. Providing the assessor addresses the same issues; alternative layouts may be used.

1. **Date** : Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.
2. **Assessed by** : Insert the name and signature of the assessor. For assessments other than very simple ones, the assessor should have attended the University course on risk assessments (link to STDU)
3. **Validated by** : Insert the name and signature of someone in a position to validate that the assessment has correctly identified hazards and addressed the risks. This will normally be a line manager, supervisor, principal investigator, etc.. who should be competent to identify the hazards and assess the risks. This person should have attended the University’s risk assessment course, or equivalent.
4. **Location** : insert details of the exact location, ie building, floor, room or laboratory etc
5. **Assessment ref no** : use this to insert any local tracking references used by the school or administrative directorate
6. **Review date** : insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year’s time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
7. **Task / premises** : insert a brief summary of the task, eg typical office activities such as filing, DSE work, lifting and moving small objects, use of misc electrical equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.
8. **Activity** : use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided. For laboratory work, activities in one particular lab or for one particular project might include; use of gas cylinders, use of fume cupboard, use of computer or other electrical equipment, use of lab ovens, hot plates or heaters, use of substances hazardous to health, etc
9. **Hazard** : for each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a lathe will require identification of the machine hazards, but also identification of hazards associated with the use of cutting oils (dermatitis), poor lighting, slipping on oil leaks, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (eg use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments eg for laboratory processes, should be recorded on the specific COSHH forms (link).
10. **Persons in danger** : insert everyone who might be affected by the activity. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. Eg someone who needs to repair a laser may need to expose the beam path more than users of the laser would do.
11. **Existing measures to control the risk** : list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (eg for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg COSHH, DSEAR, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out

certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.

1. **Risk Rating** : the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more

serious (eg some time off work, or a minor physical injury.

The risk is **HIGH** - if injury is likely to arise (eg there have been previous incidents, the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like.

Advice on methods of risk assessment is available from HSS. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

1. **Result** : this stage of assessment is often overlooked, but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

**T = trivial risk**. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

**A = adequately controlled, no further action necessary.** If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

**N = not adequately controlled, actions required**. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

**U = unable to decide. Further information required.** Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (eg from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. Eg is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

**For T and A results**, the assessment is complete.

**For N or U results**, more work is required before the assessment can be signed off.

1. **Action Plan**. Include details of any actions necessary in order to meet the requirements of the information in Section 11 ‘Existing measures to control the risk’. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.