

General Risk Assessment Form

Date: 1/9/2015	Assessed by:	Validated by:	Location:	Assessment ref no	Review date: 1/9/2016
Task / premises: Office packing/unpacking					
Packing of belongings prior to office move and subsequent unpacking.					

Activity	Hazard	Person(s) in danger	Risk Factors	Existing measures to control risk	Additional control measures needed	By whom	By when	Risk Rating	Result
Packing of belongings prior to moving to new offices	Slips, trips and falls. Musculoskeletal injury	Staff in SEED involved in packing offices	Activities associated with Packing/unpacking office that would otherwise be in the capacity of an office worker.	Those staff with pre-existing medical conditions are advised not to complete this task ie, pregnancy, pre-existing musculoskeletal injuries or those recovering from, those with restricted movement.	Staff to be asked if they know of any conditions that would prevent them from packing/unpacking their office	Appropriate Manager or Resources Manager (to be treated in confidence)		L	A
Packing of belongings prior to moving to new offices	Musculoskeletal and associated physical injuries from the handling/packing/unpacking of crates.	Staff in SEED involved in packing offices	Size of crates Weight of crates Amount of items which require packing Time pressure How and where crates stored Whether staff have received instruction and training Distance between old and new office location	Sufficient time allowed for moves Some staff have received manual handling training. Staff given presentation material/guidance on Manual Handling by Faculty H&S Services.	Staff briefed before moves on: Not overfilling crates Storing and stacking crates sensibly General good handling principles and techniques	Appropriate manager (guidance to be issued – also please see http://www.hse.gov.uk/pubns/indg383.pdf)	Date of move	L	A

University risk assessment form and guidance notes.

Oct 06

Activity	Hazard	Person(s) in danger	Risk Factors	Existing measures to control risk	Additional control measures needed	By whom	By when	Risk Rating	Result
Packing of belongings prior to moving to new offices	Falls from height resulting in physical injury	Staff in SEED involved in packing offices	Using inappropriate material/items remove material from high shelves.	Formal annual inspection of kick stools User checks prior to the use of kick steps or stools Staff instructed to ensure their offices are free from obstructions and 'rubbish' prior to starting the task.	Staff given guidance on safe use of steps and ladders. Staff asked to use kick steps and ladders provided by the School (these will be inspected) if they have followed the guidance Manual handling important here. House Services staff will remove rubbish bags once packed. Again do not overfill. Do not leave in corridors unless arranged with House Services staff.	SSA in conjunction with Faculty H&S Services House Services staff to issue rubbish/recycling bags.		L	A
Packing of belongings prior to moving to new offices	Musculoskeletal injury from the handling of furniture and other equipment	Staff in SEED involved in packing offices	Size, weight and nature of items being moved Time pressure Whether staff have received instruction and training Distance between old and new office location	Contract removal company to undertake all significant removals	All staff informed that only contract removals staff are to move furniture and other larger items as specified in advance – it is important that items such as desks, pedestals etc should not be moved. If you need advice on this please ask the Resources Manager.	Appropriate manager	Date of move	L	A

Activity	Hazard	Person(s) in danger	Risk Factors	Existing measures to control risk	Additional control measures needed	By whom	By when	Risk Rating	Result
Packing of belongings prior to moving to new offices	Trips and falls caused by poor housekeeping	Staff in SEED involved in packing offices	Lack of staff awareness Availability of suitable space to store packed crates	Staff made aware of the need to maintain acceptable housekeeping standards throughout office moves.	House Services Staff and support staff to monitor housekeeping standard.	Appropriate manager	Date of move	L	A
Packing of belongings prior to moving to new offices	Work-related stress	Staff in SEED involved in packing offices	Workload Poor change management	Management consideration of workload and change management in advance of move Implementation of suitable measures to cover workload and means of communication and consultation with staff	Information communicated to staff and students via e-mail and subject data regarding move. Once any information received this is delivered to staff	Appropriate Manager	Date of move	L	A
Packing of belongings prior to moving to new offices	Electric shock when handling electrical equipment	Staff in SEED involved in packing offices	Increased potential for damage to electrical equipment	All equipment unplugged before being handled	Consider undertaking visual inspections of portable electrical equipment following the move – If you observe any issue with a portable appliance please do not use it and report it to the Resources Manager as soon as possible. – All large pieces of equipment to be moved by contract removers. All PC's to be moved by IS team and/or PG helpers.	Faculty IS/PG helper and users of equipment	Once equipment is in place in new location	L	A

Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done

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, i.e. 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, e.g. 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 (e.g. use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments e.g. 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. E.g. 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 (e.g. 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 (e.g. 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.
- (12) **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 (e.g. some time off work, or a minor physical injury).

The risk is **HIGH** - if injury is likely to arise (e.g. 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.

- (13) **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 (e.g. from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. E.g. is someone 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.

- (14) **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