General Risk Assessment Form: Generic A: Off Campus work in UK

Date: (1)	Assessed by: (2)	Validated by: (3)	Location: (4)	Assessment ref no: (5)	Review date: (6)
1/9/2016	Tim Allott	Rosie Williams	***Low hazard off-campus , including fieldwork, in urban and rural areas in the UK***	**Generic Risk Assessment (a)**	1/9/2017

Task/Premises: (7)

This Generic Risk Assessment has been approved by the Head of School (HOS) for low-risk off-campus activities by staff and students of the School of Environment, Education and Development.

This Risk Assessment is suitable for research, undertaking surveys, interviews, focus groups or archival work in offices and public places within normal working hours.

It is suitable for collecting soil and water samples in lowland environments and/or small streams.

It is **not suitable** for persons working outside UK.

It is **not suitable** for activities in recognised hazardous areas, e.g. factories, quarries, high crime neighbourhoods etc.

It is **not suitable** for field research in hostile environments, e.g. large rivers, lakes, the sea or in wild areas.

It is **not suitable** for research with children, animals, illegal substances or illegal activities or where there are ethical considerations (see School ethical procedures)

An additional Risk Assessment Form must be completed for any extra hazards not covered by the Generic Risk Assessments (there are three Generic Risk Assessments) and must be validated by the adviser/supervisor in the case of students before Permission to Proceed is granted. Staff should obtain the validation of the Discipline Safety Officer. No work may be carried out without Permission to Proceed.

SEED Generic A: Off Campus work in UK
SEED Generic B: Low risk overseas destinations
SEED Generic C: Normal office work on Campus

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Off campus working in UK	See below	All members of SEED	• Staff that will be away for 3 days or more are expected to complete the 'Academic absence approval and information' form. • Research Postgraduates should discuss the suitability of this Risk Assessment with their supervisor before embarking upon fieldwork or period of absence greater than three days and complete a full Risk Assessment if necessary. • Taught Postgraduates and Undergraduates should consult with their dissertation supervisor or programme advisor as appropriate. Note that Risk Assessments for field courses are the responsibility of the member of staff organising the field course. • Make sure that a responsible person knows where you are and when you may be expected to return and what action should be taken if you do not return in time. • Carry your university ID and be ready to identify yourself to the authorities	see below for specific hazards	
Off campus working in UK	Working outside the UK	All members of SEED	You must refer to Guidance in Generic Risk Assessment (b) working outside of the UK	Medium	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Off campus working in UK	Recognised hazardous areas	All members of SEED	You must complete a full Risk Assessment and have this validated before undertaking any activity in a recognised hazardous areas such as: Factories High crime neighbourhoods Sea, seashore, tides, currents, coral reefs etc Marshes and quicksand Pathogenic micro-organisms Agrochemicals and pesticides Dust Hazards (COSHH) Chemical Hazards (COSHH) Biological Hazards (COSHH) Machinery Power lines and pipelines Insecure buildings Slurry and silage pits Industrial premises, factories etc Mountains, cliffs and steep slopes Glaciers, crevasses, ice falls etc. Caves, mines and quarries	High	N
Off campus working in UK	Research in hostile environments, e.g. large rivers, lakes, the sea or in wild areas.	All members of SEED	You must complete a full Risk Assessment and have this validated before undertaking any activity in a hostile environment.	High	N

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Off campus working in UK	Research with children, animals, illegal substances or illegal activities or where there are **ethical considerations** (see School ethical procedures)	All members of SEED	You must complete a full Risk Assessment and refer the activity to the Ethical Committee by contacting the Research Office and/or your supervisor and have this validated/approved before undertaking any such work.		N
Off campus working in UK	Communication in emergency	All members of SEED	Phone. Inform School Office +44 (0)161-306 1220 of any problem ASAP.	Medium	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Off campus working in UK	Ill-Health	All members of SEED	• As a precaution wear waterproof gloves when dealing with soil and water samples and clean hands frequently. Always wash hands before eating, preferably using antiseptic medical wipes. • It is the responsibility of the individual to contact Occupational Health if they have pre-exiting health problems or other relevant conditions, including those with the need to take regular/emergency/specific medication (e.g. epilepsy, diabetes, metal health problems, allergic conditions etc), should this be the case you cannot use this Generic Risk Assessment, and must complete a separate Risk Assessment. • You cannot use this Generic Risk Assessment if you are engaged in work/activities more than 12 hours from proposed medical help and must complete a separate Risk Assessment. • You cannot use this Generic Risk Assessment if the work requires a high standard of physical fitness and/or exposure to specific hazards (e.g. climbing at altitude) and must complete a separate Risk Assessment. • You cannot use this Generic Risk Assessment if the visit is likely to be more than 6 weeks and must complete a separate Risk Assessment. • You cannot use this Generic Risk Assessment if there is the possibility that vaccinations will be required. This includes fieldwork involving soil and/or water where you must have up to date tetanus inoculations. Also be aware of health risks from water borne pathogens (Hepatitis 'A', Weil's disease, Polio and toxic cyano-bacteria). Vaccinations for Hepatitis 'A' and Polio are recommended.		

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Off campus working in UK	Lone working, i.e. working out of eyesight of other colleagues	All members of SEED	Do not work alone except in neutral locations or public spaces. Otherwise, minimum group size is 2 persons. If you cannot find somebody to help you must complete a separate Risk Assessment for this activity.	Medium	A
Off campus working in UK	Causing harm to people	All members of SEED	You should undertake training in the use of questionnaire and interview-based qualitative research methods. Where research involves confidential or sensitive issues, or contact with subjects who might be regarded as dependent, such as children (under 18 years), which may cause harm this will require a *Full Risk Assessment* to be completed and may have to be referred to the University's Ethics Committee. It is unlikely that the Head of School will give permission for an undergraduate student to undertake a dissertation that raises such concerns. See: (http://www.campus.manchester.ac.uk/researchoffice/researchethics/)	Medium	A
Off campus working in UK	Causing harm to people	Children (aged 18 or less)	Children should not partake in off-site activities without a full risk assessment. Any staff or student working with children should ensure that the SEED ethics committee and/or their supervisor have agreed to the project/work and an appropriate risk assessment is completed. It will be necessary for any individual working with children to have undergone a Criminal Records Bureau (CRB) check. See the following links: http://www.staffnet.manchester.ac.uk/services/compliance-and-risk/child-protection/ and http://www.hse.gov.uk/youngpeople/index.htm		

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Off campus working in UK	Causing offence to people	All members of SEED	• Seek training in good interview techniques. • Where possible, "vet" interviewees first over the phone and cancel if you feel uneasy. • Behave inconspicuously and avoid aggressive behaviour. Don't behave or speak in an officious way, and don't pass comments on the peoples and environments you encounter. • Be aware of any sensitive issues involved in discussions or interviews. Be prepared to explain who you are and what you are doing. • Dress appropriately so that you fit in without attracting undue attention.	Medium	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Off campus working in UK	Attacks on people and property	All members of SEED	• Plan your journey in advance. • Carry a mobile phone where possible. • Get advice from local people about local conditions. • Avoid areas known to be "unpleasant" and do not enter unfamiliar neighbourhoods alone. If you feel uneasy in any location, trust your instincts and leave. • Do not go into people's homes or areas they may regard as "their space". Meet interviewees in public spaces where neither party could be at risk. Where possible, conduct interviews with an observer. • Avoid walking alone at night and keep to well lit streets. • Leave any area immediately if you feel uneasy. • Don't flash possessions and/or valuables around. Do not carry more money than you need to. • Don't use personal stereos so you cannot hear what is happening around you. • Do not leave valuables visible in your car or within reach of open windows, even when you are in it. • When parking your car in daylight, consider what the area will be like after dark. When returning to your car, look around to be sure there is no one waiting for you. • If your car is forced to stop by another car, stay in the car, lock the doors and speak through a slightly open window. • Make sure you know what to do in case of a breakdown.	Medium	A
			If staying in a hotel, avoid letting other people overhear your name and room number. Do not allow unknown people into your hotel room and do not enter other people's rooms unless it is safe. If you hear a disturbance in your hotel, stay in your room and phone for help.		

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Off campus working in UK	Unsafe travel	All members of SEED	• If you are not able to use your own vehicle (check insurance details permit such use) then use public transport, e.g. scheduled flights, trains, buses and licensed taxis. Only rent a vehicle from a reputable company. • Minibus driving – The Schools operate a 'recognised driver' scheme and you should undertake driving instruction before using a minibus for transporting staff and students.	Medium	A
Off campus working in UK	Traffic	All members of SEED	• Traffic hazards are normal hazards but people may act differently when in a group. Do not let group activity and/or discussion distract people from normal road safety. Beware of "follow the leader" without personally checking the traffic. • Walk facing incoming traffic in areas with possible kerb-crawling. • Keep to busy and well-lit roads.	Medium	A
Off campus working in UK	Permission required to work on site from relevant authorities	All members of SEED	Ask permission to visit private premises or field sites, including private car parks, e.g. at supermarkets. Follow any health and safety rules in force at the work site.	Low	A
Off campus working in UK	Extreme weather	All members of SEED	Listen to weather forecasts and plan work accordingly, including appropriate clothing.	Medium	A
Off campus working in UK	Alcohol abuse	All members of SEED	Don't drink alcohol on fieldwork and avoid people who are obviously drunk. Avoid pubs and night clubs while carrying out fieldwork if possible.	Medium	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Off campus working in UK	Freshwater immersion, ingestion and drowning	All members of SEED	• Do not do fieldwork in large rivers, fast flowing or deep water. You cannot use this Generic Risk Assessment for water deeper than knee depth and you must make a Full Risk Assessment. • Stagnant and slow flowing water can contain Weils Disease so never eat while working in a water environment, wear protective gloves while sampling and wash your hands afterwards. • If stuck in mud, do not struggle as this causes deeper sinking. Roll on back and spread weight evenly while attempting to 'sledge' to firmer ground. • Take special care on slippery rocks around lake shores and always look ahead at ground when walking around the water's edge. Always wear waterproof (rubber), protective gloves if placing hands in very cold water. • When sampling in flowing water environments, be careful of slippery or steep banks and fast currents. If the current is fast or the water looks deeper than knee-height then do not go in.	High	A
Off campus working in UK	Dangerous animals	All members of SEED	Exercise caution when around animals and be aware that not all pets and farm animals are friendly.	Low	A
Off campus working in UK	Working at heights, use of ladders	All members of SEED	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.uk/falls/index/htm	High	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, and the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff that is 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 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.

(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.