General Risk Assessment Form: Generic C: Normal Office work on campus

Date: (1)	Assessed by: (2)	Validated by: (3)	Location: (4)	Assessment ref no: (5)	Review date: (6)
1/9/2016	Tim Allott	Rosie Williams/Lynda Rowlinson	*Normal Office work on Campus*	Generic Risk Assessment (c)	1/9/2017

Task/Premises: (7)

This Generic Risk Assessment has been approved by the Head of School (HOS) for normal office work.

A Full Risk Assessment must be completed for any extra hazards not covered by this Generic Risk Assessment and must be signed by the fieldworker's adviser/supervisor in the case of students before Permission to Proceed is granted.

It is **not suitable** for on-campus laboratory activities (Geography) for which separate risk assessments apply.

It is **not suitable** for on-campus workshop (Architecture) activity for which separate risk assessments apply.

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)
Working from home	See below	All of SEED	Observe the guidance below on normal office working. If a hazard exists then seek advice from the Schools Safety Advisors and if necessary adopt alternative working arrangements.	Low	A
Working in office	Communication in emergency	All members of SEED	• If an incident is life threatening or serious call the emergency services on (9)999 • Inform the University Security Services on 69966 • Inform School Office +44 (0)161-306 1220 of any problem ASAP.	Medium	A
Working in office	Accidental injury	Self, etc	• Current list of trained first aiders is given on SEED Intranet at http://www.intranet.SEED.manchester.ac.uk/staff/admin/hands/ • For first aid outside of normal working hours contact University Security office on 69966	Low risk	A
Working in office	Slip or trip (from trailing cables, objects on floor, etc)	Self, others in office, visitors, cleaners	• Good standards of housekeeping should be maintained, including no trailing cables, no obstructions of floor, no papers on floor. • Regular removal of rubbish. • Filing cabinet drawers not left open. • Carpet in good condition, no defects in floor coverings.	Low risk	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Working in office	Environmental conditions (heating, lighting, ventilation)	Self, others in office, visitors, cleaners	• Heating and ventilation controlled locally by occupants. • Lighting levels satisfactory. • System of reporting defects to Estates (x52424). • General Services are serviced by Building Attendants who should be contacted during normal working hours to report a problem. Before 8.30am and after 5.00pm Monday to Friday, at weekends and on Bank Holidays you should report any problems to the Main Security Office on (275) 2728.	Low risk	A
Use of DSE	Repetitive movements, awkward posture	Self, and **other** staff	• DSE assessment forms completed (see separate forms). • Information given about risks. • Work pattern/rate under control of user.	Low risk	A
Use of electrical equipment (list items present)	Electric shock Fire	Self, other occupiers, visitors, cleaners	• Fixed installation maintained by Estates. • Portable appliances subject to testing regime (records kept by SEED Safety Office). • All new equipment should be checked (PAT tested) by Safety Office before connection. • Visual checks of cables, connections, plugs etc., by self.	Low risk	A
Working in office	Fire	Self, other occupiers, visitors, cleaners	• 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. • Current list of Fire Marshalls is given on SEED Intranet at http://www.intranet.seed.manchester.ac.uk/staff/admin/hands/	Low risk	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)

Lone working in office	No assistance for illness, personal attack	Self	• Door locked whenever office unattended, or out of hours.
			• Phones available, emergency numbers known (see above).
			• Follow SEED out of hour's policy: if you are working in the building before 8am or after 6pm on weekdays, during weekends or public holidays/University closure periods. It is in your own personal interest to follow these guidelines:
			  • Ensure the building entrance is locked after you have gained access.
			  • Sign in using the out of hours register.
			  • Inform someone else of your location and expected time of return (this is in case you are injured e.g. slip on the stairs).
			  • If possible keep a mobile phone with you at all times.
			• Please note the University Security/Emergency number of 69966. Emergency services (Fire, Ambulance, Police) can be obtained on (9)999.
				Low risk	A

Manual handling of loads	Back and other injuries	Self and other occupiers	Only light weight items moved (books, files) Upper shelves accessed via kick stool Heavier items stored at waist height where possible. Assistance sought for movement of more significant loads (e.g. office or furniture moves).	Low risk	A.
Welfare facilities	Infection, personal comfort	Self, etc.	Provision of WCs, drinking water etc., by Estates. System of reporting defects on helpline (x52424)		A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Working in office	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
Children on campus	Safeguarding children on university premises	Children (aged 16 or less)	Actions: staff should read and abide by the instructions in the University policy for safeguarding children (16 years or less) on University premises. This states that supervised visits by children are welcomed for which a full risk assessment must be completed. Only under exceptional circumstances should parents/guardians bring children onto University premises and in such circumstances the University policy provides instructions on the necessary actions. In addition to the University policy, the School of Environment and Development stipulates that no children should be taken into the laboratory or workshop areas of the School without a full risk assessment. Children should not be brought onto School premises during out of hours working. 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 be checked by the police with the Criminal Records Bureau.	Low	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 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.