SAFETY POLICY

For the

School of Environment, Education and Development

As at September 2016

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1 STATEMENT OF POLICY

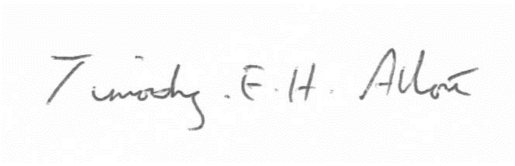
The School of Environment, Education and Development's primary functions is research and teaching but these aims must be achieved, so far as is reasonably practicable, with no adverse effect on the health and safety of any member of staff, associate or student or external related to the University.

It is the aim of the School is to comply with the University's general health and safety policy statement; to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and students; and to provide information, training and supervision necessary for these purposes. The minimum standards to be adopted are those laid down in statutory legislation and associated codes of practice.

The allocation of duties for safety matters and the particular arrangements for implementing the policy are set out in this document and in the Health and Safety action plan. The School requires all individual members to actively contribute to a safer working and teaching environment. At the very minimum this involves staff and students providing risk assessments of activities, and defining and following suitable control measures.

This policy will be kept up to date via an annual review by the Head of School, aided by the School Safety Advisor, to take account of changes in personnel and practices, with the aim of continuously improving standards of health and safety in the School.

Members of the School work in a variety of environments ranging from class rooms to laboratories, and from the UK to overseas. The School of Environment, Education and Development organises international field courses, and staff and students regularly conduct their research and studies off campus. It is important that the School maintains this diversity with full regard to the health and safety of all involved



Professor Tim Allott
Head
School of Environment, Education and Development

2 ORGANISATION, CONTROL AND RESPONSIBILITIES

The Head of School has overall responsibility for health and safety for all School activities. The Head of School and School Health and Safety Committee has appointed Rosie Williams (and Lynda Rowlinson, School Resources Officer and Alan Jervis, Lecturer, MIE) as School Safety Advisors (SSA). The School's Safety Advisor (SSA) acts with the full authority of the Heads of School in all health and safety matters (see *Appendix 4* in the University's 'Statement Health and Safety Policy' for details of the role of the Safety Advisor).

The members of staff responsible for safety in particular areas are given in *Appendix 1* and *Appendix 2*. Written instructions to cover health and safety aspects of work not covered by this overall policy, and unique to certain areas, may be available from the staff members shown in *Appendix 1 and 2*. Where problems arise that they are not able to resolve adequately they must advise the Head of School who has overall responsibility for ensuring that the health and safety policy is implemented.

Everyone must do all that is reasonably practicable to ensure the health and safety of staff and students in the School. This may involve reviewing their training needs, issuing personal protective equipment (PPE), preparation of written safety instructions and emergency plans, and the keeping of a 'library' of relevant health and safety advisory documents. Those members of staff who teach or supervise students, e.g. in laboratories or in the field, have a special responsibility to ensure the health and safety of those in their charge. See *Appendix 1* for day-to-day responsibility for safety in particular areas in the School of Environment, Education and Development.

All members of staff must keep the safety of equipment and procedures under constant review. This may require budgeting for the phased replacement of older equipment and building into future project applications money for appropriate safety precautions. Where problems arise that require urgent attention, the Head School must be advised without delay. Health and safety must not suffer for a lack of finance.

All members of staff have a responsibility (i) to co-operate with those members of staff having special responsibility for safety to achieve a safe and healthy workplace, and (ii) to take reasonable care of themselves and others. Whenever a member of staff or student encounters a health and safety situation, which in their opinion is unsafe, they must not proceed but refer the matter to their supervisor, or responsible person named in Table 1, or SSAs or the Heads of each School as appropriate.

In cases of urgency, responsible people outside the School of Environment, Education and Development can be contacted according to their area of responsibility see *Appendix 2*. The Estates Customer Service Centre/ on 552424 would be a good starting point for most problems with the building and its facilities. In contacting this service, please remember to ask for a job number.

The School Safety Committee is constituted as shown in *Appendix 3*. The committee will meet at least every semester to review the measures taken to ensure the health and safety of staff and students. The role of the committee is to advise the Head of School and to act as the main forum for debate, change and improvement in health and safety matters in the School.

3 COMPETENCE

It is the School policy that all staff and students should be aware of the importance of health and safety in the life of the School. All staff and students must receive adequate information, instruction and training in safety procedures appropriate to their work. To help them in this task they may consult School Safety Advisers or contact the Training and Development Unit (52525).

No staff or student, under any circumstances, should attempt to use a piece of equipment, with which they are unfamiliar, without first receiving tuition from a competent user of the equipment. In particular, laboratory and workshop facilities may not be used by anyone without explicit permission to do so. For use of Geography laboratories, please contact John Moore (53663), who will be able to help in preparing a risk assessment for the planned work. For use of Architecture Workshop please contact Jim Backhouse (56876).

4 CO-OPERATION AND COMMUNICATIONS

All staff and students will have access to this Safety Policy, either in paper or electronic form.

Each year, the School Safety Advisers will organise a safety inspection to monitor safety awareness in the School. The results of the inspection will be reported to each Head of School (HoS) for action and form the basis of his annual health and safety return to Council. Anyone found contravening the School's Safety Policy would be dealt with in accordance with the University's disciplinary mechanism.

Any general concerns regarding Health and Safety in the School should be directed to the Head of School, to the Head of School Administration, to the School Safety Adviser, to the University Safety Coordinator (58909), or to the Health and Safety Executive (HSE) (www.hse.gov.uk/contact/index.htm)

5 CODES OF PRACTICE AND PROCEDURES

5.1 Risk Assessments

The School's demand a formal risk assessment of all activities which have the potential to cause harm, in accordance with the University's code of practice regarding risk assessment. This involves identifying hazards, evaluating the associated risk and devising suitable control measures to eliminate or reduce the risk to an acceptable level. It is the duty of staff to carry out risk assessments of their activities, if such do not already exist, or to follow the control measures defined by existing risk assessments.

Risk assessments are particularly important for off campus activities, and all staff and students involved with fieldwork must complete a full risk assessment or, if able, to sign one of the generic risk assessments that should cover most low hazard activities. All members of staff who are away from the School on a study or research visit are required in addition to complete an 'approval for absence' online-form approved by their Head of Discipline (www.seed.manchester.ac.uk/staffintranet/support/humanresources/academic-absence/) . All new research bids and tenders must have a risk assessment as an integral part of their composition and this is administered by Elaine Edwards, RDM for SEED, Key Risk Assessments: SEED Generic A: Off Campus Work in UK *(Appendix 7)*, SEED Generic B: Low Risk Overseas Destinations *(Appendix 8)* and SEED Generic C: Normal Office Work on Campus *(Appendix9)*. Risk assessments need to be reviewed annually. For advice on the completion of a full risk assessment please contact the School Safety Advisors *(Appendix 1).*

5.2 Accidents

All accidents/near misses whether involving injury or not must be reported to the University. Accident and incident/near miss report forms can be found at www.healthandsafety.manchester.ac.uk/ and also on the School intranets, when completed, the forms should be returned to Health and Safety Services, 180 Waterloo Place, Oxford Road, Manchester.

All accidents must also be reported to the SSAs (Lynda Rowlinson/Alan Jervis) who with the supervisor of the work area/activity involved in the accident, must investigate the circumstances and, in all but the most minor cases, prepare a written report for the Head of School advising remedial measures. Responsibility for implementing these remedial measures will lie in the first instance with the supervisor of the area/activity.

The Head of School will ensure that all accidents, as outlined on the University Accident Form are reported immediately to the Health and Safety Services. In their turn, Health and Safety Services have the responsibility to notify the Health and Safety Executive (and Local Authority) of such incidents.

5.3 First Aid

The School provide first aid assistance the Head of School Administration coordinates the training needs of first aiders on behalf of the School of Environment, Education and Development. The persons qualified to provide first aid are shown in *Appendix 4.*

If it is necessary to request the services of an ambulance, call 9-999 and where possible notify Security on 69966.

5.4 General Fire Safety

Fire is a major hazard. It is important that every effort is made to prevent it occurring. However, should fire break out, prompt action is vital to save lives.

The School's buildings are fitted with an alarm system that consists of bells or sirens. If you detect a fire, give warning to others by breaking the glass on the nearest manual fire alarm call point. These are red boxes sited on main corridors. The alarm will then sound continuously. On hearing the alarm, leave the building without delay. Do not use the lifts and do not rush. Do not lock your office door and do not wait to collect your belongings. Fire warning notices are posted on corridor walls detailing where to assemble after evacuating the buildings. Do not return to the building for any reason until permission is given by the Fire Brigade or by a senior member of the University.

All persons must familiarise themselves with the location of their **nearest** emergency exit. You are responsible for your visitors and contractors, and must advise them of emergency action. If you are in charge of lectures or laboratory classes you must take responsibility for the orderly evacuation of the building by their class without undue delay. See *Appendix 5* for Fire Marshalls.

5.5 Other Emergency Evacuations

In the event of a demonstration (student or otherwise), or invasion or any other emergency in the Arthur Lewis Building/Humanities Bridgeford Building or Ellen Wilkinson Building, all building occupants should vacate by the nearest fire exit, as in the case of a fire.

5.6 Personal Protective Equipment (PPE)

The School has a responsibility to avoid exposing anyone to risk as far as is reasonably practicable. Ideally all hazards must be controlled at sources but in some cases personal protective equipment (PPE) may need to be worn, either alone or in addition to other precautionary measures. The supervisor of each activity must decide on the need to provide PPE as a result of a suitable and sufficient risk assessment.

At present the main requirement for PPE is in the School of Environment, Education and Development in the wearing of laboratory coats, gloves and goggles for certain procedures in the laboratories of the Geography Discipline in and the use of goggles and ear protectors in the workshop in Architecture. In addition, staff and students should wear suitable clothing and footwear for all outside work, e.g. field courses, as indicated in the appropriate risk assessment.

5.7 Contractors and Visitors

Under the Health and Safety at Work Act 1974, the University has a duty to make suitable arrangements for contractors and other visitors whilst they are on University premises. Contractors must be advised of any special hazards/situations present in the School about which they would not ordinarily be aware. Similarly contractors have a duty to look after the Health and safety of University staff, students and visitors.

At present, the Head of School Administration for SEED liaise with contractors. Staff responsible for particular areas/activities must advise this 'School Liaison Person' of any special problems in their area so that good communications between the School and

contractors can be assured. It is the duty of all staff and students to be responsible for their visitors and to ensure their safe entry and exit from the School, and safe presence whilst within the School's sphere of activities.

5.8 Lone Working

Working outside of normal hours is a hallowed tradition of university life, but staff and Postgraduate students must be aware of the potential hazards of working alone, and activity should generally be confined to office or library work. Undergraduate students are not allowed in the buildings outside normal hours.

Unaccompanied workers should not attempt any activity involving potential exposure to electric shocks, hazardous substances and heavy weights. In particular, the laboratories in Geography and the workshops in Geography, Planning and Architecture must not be used outside of normal hours, except with the explicit permission of the Head of School. We are advised that the alarms in the lifts are connected to the main desk in the Security Office, but during periods of lone working there will be a delay in people attending. All staff and students should carry a current ID, e.g. swipe card, and be prepared to show it to campus security officers if asked.

Anyone with a chronic health condition, or restricted mobility, should complete a risk assessment for out of hours working. Lone working can often be avoided by careful planning. See *Appendix 9* for Out of Hours Working. If it is necessary to access your normal work place please adhere to these measures for your own safety:

- Ensure the building entrance is locked i.e. door closes, after you have gained access. In particular ensure that no one follows you into the building without presenting their University ID card to you. If this happens politely request that they present their ID and if this is not done then please inform security at the earliest opportunity by telephoning 69966;

- If you do follow someone into the building, as a courtesy and to avoid security being contacted please present your ID card without this being requested;

- Sign in (and out when exiting) using the out of hours register - registers are located at the ground floor reception desk of the Arthur Lewis and the Humanities Bridgeford Buildings;

- 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;

- The use of the laboratories during 'out of hours' periods is not permitted except by permission of Senior Research Technician for specified 'low risk' approved procedures.

5.9 Control of Substances Hazardous to Health (COSHH)

Both employers and suppliers have a duty under the Health and Safety at Work Act (and COSHH) to provide information on substances used at work. A central register of hazard data sheets provided by suppliers and manufacturers is kept by John Moore (53663) for Geography Discipline. Any person acquiring new articles and substances must (i) obtain a hazard data sheet from the suppliers, (ii) pass a copy of this information to John Moore, and (iii) pass a copy of this information to those using the item.

Substances hazardous to health must be disposed of in a manner consistent with current legislation.

Under COSHH Regulations it is the responsibility of the organiser of any work activity involving substances hazardous to health to carry out a risk assessment of the work process before work commences.

5.10 Manual Handling

This should not be an issue for normal office work. However, in the laboratories, the workshop, and on fieldwork, it may be necessary to carry heavy loads and the people involved should attend a manual handling course and a manual handling assessment should be undertaken.

5.11 Digital Display Equipment (DSE)

Current regulations on Display Screen Equipment (DSE) put the responsibility on both the employer and the user to ensure the equipment is used correctly. The employer is required (i) to assess each user's working environment with respect to DSE, (ii) to ensure their working environment meets the regulations, (iii) to train each user in the correct procedures with respect to DSE, (iv) to provide suitable support equipment, and (v) to ensure users have ample opportunity to take breaks from DSE related work.

All users are required (i) to ensure they use the equipment in the manner in which they are instructed, (ii) to ensure their chair is adjusted to the most comfortable position, (iii) to ensure there is space underneath the desk to move their legs freely, (iv) to change their posture as often as is practicable, (v) to adjust the keyboard and screen to establish a good typing and viewing position, (vi) to arrange the keyboard to allow space to rest their hands while typing, (vii) to organise their work so that they are not continually twisting and stretching, (viii) to arrange their equipment so that bright lights are not reflected on the screen and they are perpendicular to the equipment, and (ix) to organise their work so that they can take regular breaks from the equipment. All self-assessments must be carried out via the online DSE assessment system. Please contact your local safety advisor/line manager for details of how to access the system.
(See *Appendix 6)*

5.12 Children on University Premises

Ordinarily the presence of children on University premises should not be encouraged. If there are circumstances where a child (whose parent/guardian is a member of staff) must be

brought into the School, the parent/guardian is responsible for the safety of that child. Further guidance can be obtained by visiting http://documents.manchester.ac.uk/display.aspx?DocID=20444 or contacting David Barker who has the role of Child Protection Officer (55798). Parents/guardians are also responsible for the behaviour of their children at all times whilst on University premises risk assessment C (*Appendix 9)* refers. Generic Risk Assessment C *(Appendix 9)* provides instruction for visits of children to SEED.

5.13 Electrical Safety

Faulty electrical equipment can cause death by electric shock, burns, fire etc. You must make regular visual inspections for the condition of mains cables, plugs and fuses on electrical equipment that you use. If you notice frayed cables and loose connections you should take the equipment out of service and not use it again until checked by a competent person.

All portable electrical equipment in the School is tested for electrical safety during a 36 month cycle. A portable electrical safety tester is used for testing insulation breakdown and earth continuity in accordance with British Standards. The competent persons for these tests in SEED are John Moore (53663) and Jonathan Lillie (52871).

Staff, students and visitors bringing their own equipment e.g. laptops, on to University premises are responsible for its electrical safety.

5.14 Fieldwork and off Campus Working

Fieldwork is any practical work carried out by staff or students for the purpose of teaching and/or research in places that are not under University control but where the University is responsible for the safety of its staff and students and others exposed to their activities. Fieldwork in the School of Environment, Education and Development consists of organised field courses and visits and, for some students, unaccompanied fieldwork for their final year dissertations. Graduate students and staff also carry out fieldwork at home and abroad.

If the risks associated with fieldwork and off campus working are not covered in the risk assessment A and B then a full risk assessment will need to be completed (see Section 5.1).

Under the circumstances, it is not reasonably practicable for members of staff to be directly responsible for the Health and safety of students doing independent fieldwork away from the University, unless explicit arrangements have been made beforehand. However, as part their preparations, all students should be familiar with the field safety booklet and are required to sign a statement that they have read it. See Risk Assessment A and B (Appendix 7 and 8). All staff should familiarise themselves with the staff field course Handbook and the Response plan for major incidents during fieldtrips.

Fieldwork is any practical work carried out by staff or students for the purpose of teaching and/or research in places that are not under University control but where the University is responsible for the safety of its staff and students and others exposed to their activities.

5.15 Working at Height

It is imperative throughout the University that risk assessments for work at height are properly carried out and key findings recorded. Work at height is construed widely to include work from ladders and step ladders, and work on roofs, scaffolds, mobile elevating work platforms, rope access, etc. Training needs must be identified and provided, e.g. through STDU formal courses or more informally by "tool box" short talks. Only those who have completed the University's Working at Height course should use ladders, step ladders etc.

5.16 Procedure for Duty of Care to SEED Students

A copy of the University's policy and guidance document on student mental health can be found by visiting the following link:

http://www.intranet.sed.manchester.ac.uk/staff/admin/hands/StudentMentalHealthPolicyandGuidanceMay2009.pdf

The following Referral Form
http://www.campus.manchester.ac.uk/medialibrary/policies/referral-medical-mental-health.pdf can be used for referring students to the Counselling Service or Occupational Health (a copy of the form should be placed on the student file before it is sent off to the relevant service). The student needs to be told that they are being referred to the Counselling Service/Occupational Health, the reasons why the School is concerned about their wellbeing, and that the School is doing this so that the students can get the support they need. It is important not to promise confidentiality. If the member of staff thinks that the risk is immediate, e.g. the student indicates they are going to commit suicide, then the student should not be left alone and the member of staff should accompany them to Occupational Health/the Counselling Service.

Please find below contact details for both the Counselling Service and Occupational Health.

http://www.staffnet.manchester.ac.uk/personalsupport/counselling/

http://www.occhealth.manchester.ac.uk/

When the student attends the counselling session, if a counsellor has concerns about a student harming themselves or others they would talk with them to develop a risk help plan, which could usually involve the counsellor contacting an appropriate person, such as the student's GP. Although Counselling is a confidential service, confidentiality may be breached if there is immediate risk of harm or danger to the student.

Students with mental health problems can register with the Disability Support Office if they have an ongoing condition and not just temporary depression triggered by a particular

event. The DSO will require the student to provide some medical evidence to register, and would then do a 'needs assessment' and put a support plan in place. We are required to make 'reasonable adjustments' to compensate for a student's disability and potential support for students with mental health problems would normally include giving them some flexibility with deadlines, being aware of and supportive towards possible periods of absence and it is also possible for students to have some study skills support with one of the study skills tutors at the DSO, to help plan and structure their academic work if they are having problems focussing.

All queries relating to duty of care and the student experience should be referred to Janice Dodds, SEED Student Support Manager (janice.dodds@manchester.ac.uk).

6 MONITORING SAFETY POLICY

This policy will be monitored periodically by the Head of School in concert with the SSA not less than annually to ensure it is effective in creating a safe and healthy working environment. This is done by:

- Regular review of accident and ill health reports from the School
- Regular review of housekeeping and safety awareness by periodic health and safety inspections
- Regular review, and update if necessary, of the safety policy documentation
- Regular monitoring and review of risk assessments

7 FURTHER INFORMATION

You can find further information on health and safety at the University of Manchester by visiting www.campus.manchester.ac.uk/healthandsafety All staff and students are encouraged to study this for themselves and to note anything that seems relevant to them. For example, pregnancy involves special problems but the person concerned will be aware of this condition long before her colleagues. She must therefore take responsibility for her own safety, including informing others of any tasks that she should not do etc.

The Health and Safety Executive (HSE) oversee/enforce health and safety in the UK. The HSE produces guidance covering a wide range of health and safety topics of interest to "the world of work".

Appendix 1: Day-to-day responsibility for safety in particular areas in the School of Environment, Education and Development

Name	Tel.	Area of Responsibility
Tim Allott	56902/50966	Overall responsibility for the School of Environment, Education and Development
Lynda Rowlingson	50410	School Safety Advisor (SSA) – (SEED)
Alan Jervis	53284	School Safety Advisor (SSA) – (SEED - ITT)
John Moore	53663	COSHH, laboratories and workshops. Electrical safety – (SEED)
Jim Backhouse	56876	Model making workshop in Planning and Environment – (SEED)
Jonathan Lillie	52871	Electrical safety – (SEED)
Nick Ritchie	50960	Student field courses (UG and PGT) – (SEED)
Monique Brown	50817	Postgraduate research (PGR) – (SEED)
Elaine Edwards	54913	Staff Research (Contracts) – (SEED)
Rosie Williams	58690	Staff Research (staff absence) – (SEED)

Appendix 2: Useful University contacts

Name	Tel.	Area of Responsibility
Arthur Nicholas	58909	University Safety Coordinator responsible for Humanities
Rachel Valentine	65850	Health and Safety Training Advisor STDU
Estates Helpdesk	52424	Maintenance, repair and refurbishment of all buildings, and their associated engineering services. This includes portering and cleaning services.
Patrick Seechurn	50972	Head of Health and Safety Services
Janet Makin	58910	First Aid Coordinator (H&S)
David Barker	55798	Head of Compliance and Risk Management
Gary Rowe	52232	Chief Security Officer
Jeff Smith	52267	University Fire Officer (Estates)
Michelle Harper	57547	Estate Manager, Faculty of Humanities
Peter Jacomb	51711	Estates Officer, Faculty of Humanities
Paul Shaw	57157	Campus Cleansing
Phil Lord	52252	House Services
	57305	Central Teaching Space
	52728/69966	Central University Security
	9-999	Emergency Services

Appendix 3: Membership of School of Environment, Education and Development Safety Committee

Name	Role	Building	Discipline
Tim Allott	Head of School - chair	Humanities Bridgeford Street Building	SEED
Rosie Williams	HoSA SEED	Humanities Bridgeford Street Building	SEED
Jim Backhouse	SEED Workshop Technician	Humanities Bridgeford Street	SEED
Shelley Darlington	PA to Head of MIE	Ellen Wilkinson Building	SEED
Janice Dodds	SEED Student Experience Administrator	Arthur Lewis Building	SEED
Suzi Edwards	Applied and Distance Learning Manager	Ellen Wilkinson Building	SEED
Peter Leigh	Multimedia Technician	Ellen Wilkinson Building	SEED
Jonathan Lillie	Information services	Arthur Lewis Building	SEED
John Moore	Laboratories and workshops	Arthur Lewis Building	SEED
Nick Ritchie	Fieldwork Administrator	Arthur Lewis Building	SEED
Lynda Rowlinson	School Resources Officer/Minutes Secretary	Humanities Bridgeford Street Building	SEED
Arthur Nicholas	University Safety Coordinator	Waterloo Place	H & S Services
Student Reps			
James Whitehouse	PGR	Arthur Lewis Building	SEED
Manuel Silva	PGT	Arthur Lewis Building	SEED
TBC	UG		
By Invitation			
Michelle Harper	Head of Faculty of Estates		Estates
Patrick Seechurn	Head of Safety Services		H & S Services
Trade Union Rep.			

Appendix 4: The persons qualified to provide first aid

Name	Responsibility	Tel.	Building	Discipline
Elaine Jones	Holds a First Aid Certificate	56904	2nd floor, ALB & EWB (Tues & Fri only)	SEED
John Moore	First aider, restocking first aid kits	53663	Ground floor, ALB	SEED
Ruth Rawling	Basic first aider	50966	1st floor HBS	SEED
Nick Ritchie	Basic first aider		2nd Floor ALB	SEED
Tim Allott	Basic first aider	53662	1st floor, ALB	SEED
Jim Backhouse	Basic first aider	56786	Ground floor, HBS	SEED
Emma Carter-Brown	Basic first aider	50800	2nd floor, ALB	SEED
Katrina Clark	Basic first aider	53637	2nd floor, ALB	SEED
Suzi Edwards	Holds a First Aid Certificate	50318	3rd floor, EWB	MIE
Cat Fraser	Holds a First Aid Certificate	53461	3rd floor, EWB	MIE

First aid equipment is located as shown below:

Building	Location of First Aid Kits
Arthur Lewis Building	Oasis Areas, 2nd floor Student Information Desk and ground floor laboratories
Ellen Wilkinson Building	B3.10 and B3.11 Ellen Wilkinson Building
Humanities Bridgeford Street	Building Attendants' Lodge, Architecture Workshop, 1.16, HBS Building

Defibrillators are located as follows:

Building	Location of Defibrillators
Arthur Lewis Building	GF reception desk,
Ellen Wilkinson Building	Building Attendants' desk, Ground Floor C Wing
Humanities Bridgeford Street	GF reception desk

Appendix 5: Arthur Lewis Building/Humanities Bridgeford Street and Ellen Wilkinson Building Fire Marshalls

Name	Tel.	Building	Discipline
John Moore	53663	GF, ALB	SEED
Sue Johnson	50819	1st floor, ALB	SEED
Jonathan Lillie	52871	1st floor, ALB	SEED
Elaine Jones	56904	2nd Floor, ALB & EWB (Tues & Fri only)	SEED
Katrina Clark	53637	2nd Floor, ALB	SEED
Denise Redston	66436	2nd Floor, ALB	GDI
Emma Carter-Brown	50800	2nd Floor, ALB	SEED
Jim Backhouse	56876	Basement, HBS Building	SEED
Ruth Rawling	50966	1st floor HBS Building	SEED
Lynda Rowlinson	55507	1st floor HBS Building	SEED
Rosie Williams	50410	1st floor HBS Building	SEED
		A Block, EWB	
Shelley Darlington	53460	1st floor	MIE
Dave Hall	53460	1st floor	MIE
Lawrence Hicks		1st floor	MIE
Georgia Irving	53516	1st floor	SEED
Diane Slaouti	55308	1st floor	MIE
Liz Ballinger	53516	5th floor	MIE
Alan Dyson	58290	5th floor	MIE
Peter Jenkins	53307	5th floor	MIE
Terry Hanley	58815	6th floor	MIE
Susi Miles	53286	6th floor	MIE
Garry Squires	53546	6th floor	MIE
Michael Wigelsworth	61763	6th floor	MIE
		B Block, EWB	
Suzi Edwards	50318	3rd floor	MIE
Cat Fraser	53461	3rd floor	MIE
Liz Smith	53797	4th floor	MIE
		C Block, EWB	
Diane Harris	57891	3rd floor	MIE
Alan Jervis	53284	Ground	MIE
Peter Leigh	58674	Ground	MIE
Helen Gunter	53449	2nd floor	MIE
Aleks Jedrosz		3rd floor	MIE
Zeynap Onat-Stelma	53901	2nd floor	MIE

Carlo Raffo	53282	2nd floor	

Appendix 6: Display Screen Equipment (DSE)

Name	Tel.	Building	Discipline
Lynda Rowlinson	55507	1st floor, HBS Building	SEED
Jonathan Lillie	52871	GF, ALB	SEED
John Moore	53663	GF, ALB	SEED

Appendix 7: 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	See below	All members of SEED			
Off campus working in UK	Communication in emergency	All members of SEED	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.		

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	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		

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	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 School operates 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.

School 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.

Appendix 8: **General Risk Assessment Form**: Generic B: Low risk overseas destinations

Date: (1) 1/9/2016	Assessed by: (2) Tim Allott	Validated by: (3) Rosie Williams	Location: (4) *Low risk travel and fieldwork to overseas destinations including conferences and consultancy.*	Assessment ref no: (5) Generic Risk Assessment (b)	Review date: (6) 1/9/2017

Task/Premises: (7)

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

This Risk Assessment is suitable for research, consultancy and academic duties, including those based overseas, where hazards are minimal.

It is suitable for most conferences and academic travel.

It is **not suitable** for areas that have been designated by the UK Foreign and Commonwealth Office as being high risk i.e. FCO advises against travel, for which a full Risk Assessment should be prepared.

It is **not suitable** for activities in recognised hazardous areas, e.g. factories, quarries, high crime neighbourhoods and regions of known political instability and warfare for which a full Risk Assessment should be prepared.

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 SEED's 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 outside of the UK	See below	All members of SEED	• Staff who 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. If undertaking fieldwork 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 at an agreed time/date. • Carry an appropriate ID and be ready to identify yourself to the authorities	see below for specific hazards	
Working outside of the UK	Political unrest, warfare	All members of SEED	Follow Foreign and Commonwealth office advice on travel to overseas destinations posted at http://www.fco.gov.uK	High	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Working outside of the 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
Working outside of the 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)
	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
Working outside of the UK	Communication in emergency	All members of SEED	Contact British Embassy/ Consulate. Inform School Office +44 (0)161-306 1220 of any problem ASAP and/or email School Safety Advisor, Rosie Williams (rosie.williams@manchester.ac.uk)	Medium	A

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

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

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

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
			• 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.		
Working outside of the 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. Ensure you have adequate insurance cover. • Minibus driving – SEED operates a 'recognised driver' scheme and you should undertake driving instruction before using a minibus for transporting staff and students (contact SEED Safety Office)	Medium	A
Working outside of the 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
Working outside of the 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
Working outside of the UK	Extreme weather	All members of SEED	Listen to weather forecasts and plan work accordingly, including appropriate clothing.	Medium	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Working outside of the 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
Working outside of the 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
Working outside of the UK	Dangerous animals	All members of SEED	Exercise caution when around animals and be aware that not all pets and farm animals are friendly. If there are reports of Rabies or if you are unsure seek advice from Occupational Health on inoculation.	Low	A
Working outside of the 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		

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

Notes to accompany General Risk Assessment Form

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(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.

School 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.

Appendix 9: 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	*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 School 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.gov.uk/work-at-height/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 and Environment 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**

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