**TEMPLATE General Risk Assessment Form (Revised due to COVID-19)**



| Date: (1)10/9/20 | Assessed by: (2)Jenny Hughes | Checked by: (3) | Locations: (4)Flat or tiered teaching spaces on UoM campus | Assessment ref no (5) | Review date: (6) |
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| Task / premises: (7)COVID-19: Group teaching in flat or tiered teaching spaces including computer clustersBackground:The Advisory Committee on Dangerous Pathogens' (ACDP) have classified SARS-CoV-2, the causal agent of COVID-19, as a hazard group 3 pathogen, which has spread in early 2020 to cause a global pandemic. Infection with SARS-CoV-2 occurs by inhalation of aerosolised virus or by contact with droplets and contaminated fomites (surfaces). Transmission of the disease is either through the direct inhalation of respiratory droplets from people coughing or sneezing (there is also a theoretical risk of transmission through normal conversation) or by transferring contamination from surfaces that have been exposed to respiratory droplets. The most common symptoms are recent onset of a new continuous cough, high temperature or change in taste or smell (anosmia).This risk assessment evaluates the general risks associated with small group teaching, including risks relating to SARS-CoV-2 infection and specifies risk control measure arrangements to minimise these risks, so far as is reasonably practicable, to facilitate a safe learning environment for teacher and students.The risk for any individual activity, with the mitigations in place and separating the activity risk from the health risk, is low (i.e., not increased above the general risk for COVID infection). Specific health risk is addressed through the risk health matrix to all returning staff and with manager’s guidance on this matter. Individuals who are concerned about their risk should discuss the matter with their GP. This template risk assessment will need to be completed to form a specific risk assessment which will need to be approved by the Head of School.Note: This risk assessment considers risks associated with seminar-based small group teaching engaging classes up to 30-40 students (up to 80 students in specific rooms) and 1 lecturer, taking place in flat or tiered teaching spaces, and no more than two hours in length. It covers classes that run in physically static classrooms (i.e. students remain in their seat throughout the class). Their physical location should be to avoid direct face-to-face positioning. Students and staff must maintain two metre social distancing and wear a facemask in teaching spaces. This risk assessment has been combined with the generic computer cluster risk assessment to cover teaching in AMBS computer clusters |

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| **Activity** | **Hazard** | **Who might be harmed and how?** | **Measures to control risk** | **Action** | **Risk rating** | **Result** |
| Safe small group teaching in flat and tiered teaching spaces including teaching in computer clusters | Infection with SARS-CoV-2 and resulting COVID-19 disease | Staff and students in teaching spaces and anyone who they subsequently come in to contact with could develop COVID-19.Infected people display a wide range of symptoms from being asymptomatic to severe illness and possible fatal disease | Exclusion of those who are sick or isolating. All students and staff experiencing symptoms should self-isolate, request a test, and follow current Government guidance/medical advice. All students who are self-isolating should contact their School/PGR Student Support team. School/PGR Student Support teams to follow [published university procedures for reporting positive COVID cases and cases of self-isolation.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50060)Staff experiencing symptoms and self-isolating should inform their line manager. Line managers to follow published University procedures for reporting positive COVID cases and cases of self-isolation.Attendance criteria are suspended, to prevent students from feeling pressured to attend teaching if they feel unwell.All classes to be timetabled to ensure teaching can take place whilst allowing for 2m social distancing.Hygiene measures:* All teaching spaces will be pre-cleaned prior to return to teaching, including disinfection of equipment
* Staff and students to wash hands for at least 20 seconds before entering teaching spaces, in accordance with NHS guidelines. Hand sanitisers are positioned at building entrances and at strategic points throughout teaching buildings
* Estates to conduct a thorough daily clean of touch points of door handles and desks, chairs and teaching lectern
* Teaching staff to clean lectern / IT equipment with COVID cleaning wipes before and after each use, and dispose of wipes in nearest bin (wipes will be provided in each teaching room)
* Any equipment use or object handling in class should be minimised – where this is not possible, equipment/objects must be wiped before and after each use (wipes will be provided in each teaching room)
* All shared equipment and/or multi user equipment to be cleaned before and after each use with wipes in teaching rooms (this is the responsibility of the user)

Social Distancing Measures:* All students and staff will be issued with two washable face masks - these are to be worn in all indoor spaces, including teaching spaces unless an individual is exempt
 | All staff to have completed induction for safe return to campus in accordance with University guidance. This guidance to clearly outline responsibilities for maintaining COVID security, and actions to take if experiencing symptoms.All students to receive clear information and guidance on safe return to campus. This guidance to clearly outline responsibilities for maintaining COVID security, and actions to take if experiencing symptoms.School/Faculty Teaching and Learning teams to add information and links to university websites with detailed COVID-19 safety guidance to front pages of Blackboard sites for all course units.Central and local estates teams to be responsible for managing and monitoring room layout and furniture arrangements for all teaching rooms, and provision of wipes in teaching rooms, prior to the start of semester and through the semester. | Low  | A |
| Arriving and exiting teaching spaces – controlling traffic flow (pinch points and gathering) at the start and end of classes | Infection with SARS-CoV-2 and resulting COVID-19 disease | Staff and student in teaching spaces and anyone who they subsequently come into contact with could develop COVID-19.Infected people display a wide range of symptoms from being asymptomatic to severe illness and possible fatal disease | * Staggered arrival and leave times – classes end 15 minutes before the subsequent class, to allow for safe exit prior to arrival of next class
* Students to arrive at building no more than 5 minutes before class
* Where possible, staircases will be ascend or descend only and will be signed appropriately
* A keep left rule will be implemented when travelling along corridors
* Where possible, separate entrance and exits to floors or other rooms will be clearly signalled
* Doors to teaching rooms should be opened by teaching staff 15 minutes before the start of the session and kept open (reducing the need for students to touch door handles or wait in corridors)
* Students to be instructed to go directly to class, rather than waiting in foyer spaces or corridors
* Students to be instructed to enter teaching spaces quickly and to occupy space from the back of the room to the front (reversed when departing from the space). In some rooms, it may be appropriate for students to sit in an allocated seat and where this operates, students should be advised of the location of their seat in advance of the session, by seminar tutors
* Students are to be discouraged from lingering in classrooms after sessions – and instead encouraged to submit any follow up questions to seminar leaders after the session by email
 | Course unit directors to communicate instructions for entering and exiting teaching spaces via Blackboard announcements prior to the first class Central and local estates and operational teams to be responsible for arranging signage controlling flow around buildings | Low  | A |
| Teaching and learning activity | Infection with SARS-CoV-2 and resulting COVID-19 disease | Staff and student in teaching spaces and anyone who they subsequently come in to contact with could develop COVID-19.Infected people display a wide range of symptoms from being asymptomatic to severe illness and possible fatal disease | * Teaching activities must be planned in a way that does not require students to move furniture or move from their fixed seat
* Teaching activities must be planned in a way that eliminates the need for movement, and that enable students to remain forward facing
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| Interaction with othersIncluding contact with other cluster users and UoM staff. | Spread or infection of the coronavirus (COVID-19) | Cluster users through contact and spread of infectious disease | **Social Distancing:**Follow Government guidelines on social distancing 2M (6.5ft) wherever possible. The room occupancy has been determined by the number of specific workstations that can be occupied whilst maintaining 2m distancing at all times. Some workstation can only be accessed if passing closer than 2m but still maintaining 1 mThe prescribed maximum room occupancy should be clearly displayed outside of room.A floor plan clearly displaying the computers that can be used and the route around the room should be displayed at the entrance. Users should be advised to keep to this route and minimise movement around the room.Any routes, including one way systems, should be clearly marked out within the room.Users should be advised to use only the designated workstations and not to touch any other equipment or occupy the other desks.Where it is necessary to pass within social distance guidelines it should be side-by-side or facing away from others. | Med | A |
|  |  |  | **Hand washing:**Wash hands regularly for 20 seconds with warm water and soap and dry hands thoroughly.Follow the “Catch it, bin it, kill it” approach to coughs and sneezes with tissues. Dispose of immediately after use.Avoid touching face, eyes, nose or mouth with unclean hands.All cluster users should use sanitiser before entering the cluster where available.**Cleaning of equipment:**Cluster users should wipe down the work station and desk with wipes provided prior to use. Used cleaning materials should be disposed of immediately.**Face Covering:**Face coverings should be worn inside at all times within the cluster**Symptoms of COVID-19:**If you become unwell with a high temperature or continuous cough stop work immediately. Go home immediately. Follow Government isolation protocol and contact 111 for advice. Your line manager will alert the University and any related others you may have interacted with (e.g. colleagues, partner organisations, contractors, etc.)**On returning home:** * Wash hands immediately.
* Change out of clothing and wash immediately.
* Shower if possible.
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|  |  |  | **Ventilation**:Windows and artificial ventilation should be utilised to maintain the supply of fresh air. ‘Keep Window Open’ signage where required. Locking of air flow controls where appropriate.  |  |  |
| Working in cluster - Maintenance or study. | Slip, trip | Staff, cluster users, visitors, cleaners – could suffer injury e.g. sprains or fractures if they fall | The taking of food and/or drink into the room (other than bottled water) is forbidden and notices in place displaying university regulations on cluster use. Where reasonable practicable to do so the cluster is checked for compliance and cluster users reminded of policy in cases of breach. Waste bin provided.Reasonable standards of housekeeping maintained. Trailing cables are positioned neatly away from walkways.Damage to floor coverings and other repairs and maintenance reported immediately to the Cluster Manager and logged with Estates Services for repair/replacement as necessary. | Low | A |
| Manual handling – carry, lifting, pulling, pushing heavy loads e.g. furniture, PCs, stationary | Staff – could suffer from back pain if heavy/bulky object carried incorrectly | See additional risk assessment: * *ITS-HSRA-Using Trolleys and cages* [RA00007]

Staff trained in correct manual handling techniques.Untrained staff to contact their team lead to arrange for items to be moved.Trolley used to transport items. | Low | A |
| Regular computer use | Staff and cluster users – may suffer from upper limb disorders (associated with repetitive actions) from regular PC use or suffer from eyestrain/headache if lighting/screen image is poor | Work scheduled so that IT staff have regular breaks in accordance with DSE recommendations.Workstations are maintenance checked annually for good working condition, incorporating:* Chairs
* Mice
* Keyboards
* Monitor clarity
* Work surfaces

Any defective of damaged equipment is reported via LANDesk. | Low | A |
| Electricale.g. Pc, printer, scanner, projector, extension leads | Staff and others – could suffer electrical shock or burns if equipment is faulty | All cluster equipment used in accordance with the manufacturer’s instructions and staff trained in its use by a competent person.All cluster equipment maintained in accordance to the manufacturer’s instructions and the university Code of Practice on the Maintenance of Electrical Equipment and staff trained in maintenance by a competent person.Portable Appliance Testing (PAT) is carried out in accordance with the University Code of Practice on the Maintenance of Electrical Equipment.Defective plugs, cables, equipment, etc reported via the Support portal.Sufficient power sockets provided to reduce need for extension cables.Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured. | Low | A |
| Fire | Staff and other building users – could suffer from smoke inhalation or burns if trapped in cluster | Staff induction includes fire evacuation procedure and means of raising the alarm.Fire alarm system checked weeklyAny staff / student that requires one, undertakes a personal emergency evacuation plan to highlight any areas of concern.Access to fire exits kept clear.Regular removal of combustible waste. | Low | A |
| Working in a cluster | Lone working | Staff and others – if presence not known in the event of an emergency or if there is a threat to personal safety | See additional risk assessment:* *ITS-HSRA-Lone working* [RA00003].

Staff have telephone/mobile contact available at all times.Staff advised to ensure unauthorised persons do not gain access when using building out of hours.Staff informed how to contact Security. | Low | A |
| Environmental hazardsa) Thermal comfort | Staff and others – May feel too hot/cold or suffer other general discomfort | Building temperatures kept as reasonable as possible.Cluster is adequately ventilated.Any issues can be raised with cluster manager for investigation. | Low | A |
| b) Lighting | Staff and others – May suffer eyestrain if lighting is insufficient or the wrong type | Lighting levels sufficient for the room, tasks undertaken and glare is minimised.Window blinds / window film / curtains fitted where necessary to adjust lighting levels.Light switches are easily accessible. | Low | A |
| Hygiene & welfare | All staff and others could experience general discomfort | Toilets near location and any deficiencies are reported to the appropriate management team.Cluster cleaned on a regular basis.No smoking policy implemented. | Low | A |

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| **Authorised by designated senior manager on behalf of the faculty.****I confirm that I have considered and understand the risks in returning to campus and the associated hazards.** **I am satisfied that all activities within the programme have been reviewed and will comply with the control measures outlined in this risk assessment.** **All control measures will be followed to reduce the risks to as low as is reasonably practicable.**  |
| **Print name:** **Signed:** **Date:** |

**Process for dealing with reports of positive COVID-19 cases or self-isolation**

**Overview**

* If any student or member of staff reports that they are self-isolating or have tested positive for COVID-19, [the Division of Campus Life](http://www.dse.manchester.ac.uk/our-directorate/campuslife/) must be notified through the completion of an online form, which is linked to in the guidance below.
* This will allow the Division of Campus Life, directed by Public Health England, to co-ordinate a response to the student or member of staff and any subsequent activity across our University, such as gathering data to support NHS Test and Trace with contact tracing.
* Data collected will be handled in line with GDPR and in accordance with our COVID-19 privacy policy.
* Any communications related to reports of self-isolation or positive COVID-19 cases **must not be issued** without first consulting Kim Graakjaer, Head of Student Communications (in relation to student cases) or Jamie Brown, Head of Communications (in relation to staff cases).

**Process for student cases**

* Summary of process for reporting student cases (add in URL to PDF)

Students have now been sent [detailed COVID-19 safety guidance](https://livemanchesterac-my.sharepoint.com/personal/gareth_r_hughes_manchester_ac_uk/Documents/manchester.ac.uk/covidstudentsafety). This directs them to contact their School or PGR [Student Support team](http://www.studentsupport.manchester.ac.uk/uni-services-az/school-support/) if they have started to self-isolate or have tested positive for COVID-19.

If the student lives in a University Hall of Residence, they should also contact their ResLife team by emailing reslifeadmin@manchester.ac.uk (between 8am to 6pm, Monday to Friday) or by calling their [Duty ResLife Advisor](http://www.accommodation.manchester.ac.uk/reslife/info/contact/) (between 6pm and 8am, Monday to Friday or at weekends).

School/PGR Student Support or ResLife staff should ensure the student is aware of our [COVID-19 guidance](file:///Users/jasonhall/Documents/manchester.ac.uk/covidstudentsafety) and reassure them that they are not in trouble. They should gather the following details from the student as a matter of priority:

* + Name of student
	+ Student’s University ID number
	+ Date of positive test (if applicable)
	+ Date of first symptoms (if known)
	+ Which University department the referral is being made from
	+ Confirmation that the student has been referred to [COVID-19 guidance](https://livemanchesterac-my.sharepoint.com/personal/gareth_r_hughes_manchester_ac_uk/Documents/manchester.ac.uk/covidstudentsafety)
	+ Whether the student has been contacted by NHS Test and Trace

School/PGR Student Support staff should then enter these details into [the COVID-19 referral form](https://survey.manchester.ac.uk/pssweb/index.php/878934/lang-en) and email Sarah Littlejohn, Head of Campus Life, and Spencer Davies, Head of Advice and Response, with the subject line ‘COVID-19 report submitted by [name] on [date]’.

ResLife have a separate system for submission to the Division of Campus Life and will offer in-hall support to students. In addition, students who live in Greater Manchester who are self-isolating and need help with the delivery of food or medication, or other support, can call 0800 234 6123.

Following receipt of [the COVID-19 referral form](https://survey.manchester.ac.uk/pssweb/index.php/878934/lang-en), the Division of Campus Life, directed by Public Health England, will co-ordinate a response to the student and subsequent activity across our University, such as gathering data to support NHS Test and Trace with contact tracing.

**Process for staff cases**

* Summary of process for reporting staff cases (add in URL to PDF)

Staff have been directed to inform their line manager if they have tested positive or are self-isolating.

The line manager should be supportive to the member of staff and ensure that they have read the [COVID-19 staff support resources](https://www.staffnet.manchester.ac.uk/coronavirus/).

Line managers should gather the following details from the member of staff as a matter of priority:

* + Name of staff member
	+ Department
	+ Staff member’s email address
	+ Date of positive test (if applicable)
	+ Date of first symptoms (if known)
	+ Confirmation that the staff member has been referred to instructions on self-isolating and getting tested
	+ Whether the staff member has been contacted by NHS Test and Trace

Line managers should then enter these details into [the online referral form](https://survey.manchester.ac.uk/pssweb/index.php/878934/lang-en) and email Sarah Littlejohn, Head of Campus Life, and Spencer Davies, Head of Advice and Response, with the subject line ‘COVID-19 report submitted by [name] on [date]’. No message is necessary.

Following receipt of [the COVID-19 referral form](https://survey.manchester.ac.uk/pssweb/index.php/878934/lang-en),. the Division of Campus Life, directed by Public Health England, will co-ordinate a response to the member of staff and subsequent activity across our University, such as gathering data to support NHS Test and Trace with contact tracing.

**Useful resources**

* [COVID-19 safety guidance for students](file:///Users/jasonhall/Documents/manchester.ac.uk/covidstudentsafety)
* [COVID-19 staff support resources](https://www.staffnet.manchester.ac.uk/coronavirus/)

**Notes to accompany General Risk Assessment Form**

This form is the one recommended by 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 (THS 15 Principles of Risk Assessment)
3. **Checked / Validated\* by**: delete one.

**Checked by** : Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

**Validated by** : Use this for higher risk scenarios, eg where complex calculations have to be validated by another “independent” person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University’s risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

1. **Location**: insert details of the exact location, ie building, floor, room or laboratory etc. If off-campus, provide information about expected location(s) or attach itinerary.
2. **Assessment ref no**: use this to insert any local tracking references used by the school or administrative directorate.
3. **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
4. **Task / premises**: insert a brief summary of the task, eg typical office activities such as filing, DSE work, lifting and moving small objects, use of misc. electrical equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.
5. **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
6. **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, repetitive actions, etc. The same activity might well have several hazards associated with it. Assessment of simple chemical risks (eg use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments eg for laboratory processes, should be recorded on the specific COSHH forms.
7. **Who might be harmed and how**: insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. Eg someone who needs to repair a laser may need to expose the beam path more than users of the laser would do. Vulnerable groups could include children on organised visits, someone who is pregnant, or employees and students with known disabilities or health conditions (this is not a definitive list).

For each group, describe how harm might come about, eg an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock; use of an ultraviolet light source could burn eyes or skin.

1. **Existing measures to control the risk**: list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (eg for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg COSHH, DSEAR, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
2. **Risk Rating**: the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

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

 The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (eg some time off work, or a minor physical injury.

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

 Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from Safety Services. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

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

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

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

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

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

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

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

(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.