

**SAFETY POLICY**

**For the**

**School of Environment, Education and Development**

**As at March 2021**

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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 classrooms 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 Martin Evans

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 have appointed Lynda Rowlinson, Compliance, Safety and Estates Manager as School Safety Advisor and John Moore as School Safety Advisor for wet labs. The School’s Safety Advisors (SSA) act with the full authority of the Head of School in all health and safety matters.

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 Personal Emergency Evacuation Plans (PEEPs), 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 Head of 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 Helpdesk 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 Adviser (SSA), or contact [Staff Learning and Development](http://www.staffnet.manchester.ac.uk/staff-learning-and-development/) (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 and Manchester Institute of Educate (MIE) laboratories, please contact John Moore (53663), who will be able to help in preparing a risk assessment for the planned work. For use of the Architecture Workshop please contact Scott Miller (56876).

1. **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 Adviser will organise safety inspections to monitor safety awareness in the School. The results of the inspections will be reported to The SEED Health, Safety, Building and Compliance Committee for action and form the basis of SEED’s annual health and safety return. 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 Operations, to the School Safety Adviser, to the University Safety Coordinator (64097).

**5 CODES OF PRACTICE AND PROCEDURES**

**5.1 Risk Assessments**

In accordance with the University’s [code of practice](http://www.healthandsafety.manchester.ac.uk/toolkits/ra/) regarding risk assessments the School demands a formal risk assessment of all activities which have the potential to cause harm. 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 will be required to be in place prior to booking overseas travel. All staff and students involved with fieldwork must complete a full risk assessment with approval from their line manager/supervisor or, if applicable, sign one of the 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 [Academic Absence online-form](http://www.seed.manchester.ac.uk/staffintranet/support/humanresources/) approved by their Head of Department.

All new research bids and tenders must have a risk assessment as an integral part of their composition and this is administered by the Research Support Manager for SEED. Key Risk Assessments: SEED A: Off Campus Work in UK *(Appendix 7)*, SEED B: Low Risk Overseas Destinations *(Appendix 8)* and SEED C: Normal Office Work on Campus *(Appendix 9)*. Risk assessments need to be reviewed annually. For advice on the completion of a full risk assessment please contact the School Safety Advisor *(Appendix 1).*

If undertaking day fieldwork and field courses, please refer to Section 5.3 for guidance on Risk Assessment requirements.

**5.2 Fieldwork and off Campus Working – Lone 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. Some students undertake unaccompanied fieldwork for their final year dissertations. Graduate students and staff also carry out fieldwork at home and abroad.

It is not reasonably practicable for members of staff to be directly responsible for the health and safety of students doing independent fieldwork. That is fieldwork that is off campus, has been arranged by individual students and relates to academic work but is not arranged by University staff. Such fieldwork is related to Undergraduates, Postgraduates (Group Work and Dissertation research) PhD students and research staff away from the University unless explicit arrangements have been made beforehand.

Students undertaking independent fieldwork still need to be risk assessed and students will normally complete the risk assessment with the support of their academic advisor. If this fieldwork involves information gathering or interviewing of individuals, then it will also need ethical approval.

Members of staff must ensure all students are given suitable and sufficient information and instruction and training to enable them to undertake their fieldwork in a safe manner.

**5.3 Day and Residential Field Courses – Group Working**

For day field courses it is necessary to complete a request form, which can be found by visiting the following link:

[https://apps.mhs.manchester.ac.uk/surveys//TakeSurvey.aspx?SurveyID=98238p41](https://apps.mhs.manchester.ac.uk/surveys/TakeSurvey.aspx?SurveyID=98238p41)

All day and residential field courses require a full Risk Assessment to be completed and submitted by the Fieldwork Lead and validated by the Teaching and Learning Services Manager. All staff should familiarise themselves with the staff field course Handbook and the Response Plan for Major Incidents during field courses.

The field course leader and administrative team are responsible for ensuring that there is an in-country representative identified who can support the group in the event of an accident, incident or ill health and if necessary, will follow the Response Plan for Major Incidents during fieldwork (<http://www.staffnet.manchester.ac.uk/seed/teaching-and-support/teaching-and-learning-support/fieldwork-and-placements/>).

As soon as practicably possible the field course leader is expected to inform the field course team by telephone (emergency contact details are provided to all fieldwork staff in their departure pack one week before) of the initial incident and is required to complete and submit an [Accident/Incident/Ill Health Notification Form](http://www.healthandsafety.manchester.ac.uk/) using the link below within 12 hours, unless in exceptional circumstances. <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10018>

Fieldtrip risk assessments will be reviewed annually, so that learning from incidents on that year’s trip is incorporated into risk assessments for future trips.

SEED cannot be held responsible for any students wilfully ignoring any advice given.

**5.4 Accidents**

All accidents/near misses whether involving injury or not must be reported to the University using the [Accident/Incident/Ill Health Notification Form](http://www.healthandsafety.manchester.ac.uk/). When completed, the form should be returned to Health and Safety Services, 180 Waterloo Place, Oxford Road, Manchester.

All accidents must also be reported to the SSA (Lynda Rowlinson) 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, Safety Services have the responsibility to notify the Health and Safety Executive (or Local Authority) of such incidents.

**5.5 First Aid**

The School provides first aid assistance and the SSA 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.

**5.6 Work Related Ill Health**

Work related illness; either stress or physical is dealt with by the Head of School Administration.

**5.7 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 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 oversee 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.

**5.8 Personal Emergency Evacuation Plans (PEEPs)**

Many people with disabilities can evacuate safely without assistance or with minimal help from others. Some individuals may require further assistance and the implementation of a formal plan of action for exiting a building during an emergency. This is called a [Personal Emergency Evacuation Plan](http://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps/) (PEEP) and it is tailored to the individual’s needs. It is the responsibility of both staff and students to ensure a PEEP is put in place.

PEEPs may be required for staff, students or visitors with mobility, sight and/or hearing impairment, and may be required in other circumstances. Those with short term injuries and/or health conditions (eg broken leg) may also require a temporary PEEP.

In the event of difficulties evacuating a building all persons must familiarise themselves with their nearest refuge point. A refuge point is a place of relative safety; typically providing protection against the spread of heat, smoke and flames for 30 minutes. They are usually located on stair landings and fire exit stairs, and have this sign for identification purposes:



**5.9 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.

**5.10 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 in the School of Environment, Education and Development is wearing laboratory coats, gloves and goggles for certain procedures in the Geography laboratories and MIE teaching laboratories and the use of aprons, goggles and ear protectors in the Architecture workshop. 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.

**5.11 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 the Geography and MIE Laboratories. 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.

**5.12 Out of Hours 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 MIE and the Architecture workshops 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 workplace please adhere to these measures for your own safety:

* Ensure the building entrance is locked i.e. door closes, after you have gained access. 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 Humanities Bridgeford Buildings, and at the reception of C Block in the Ellen Wilkinson Building;
* 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.

**5.13 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.

**5.14 Display Screen 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*.*  Please contact your School Safety Advisor/line manager if you require a DSE assessment.

(See *Appendix 6)*

**5.15** **Driving at Work: Guidance for drivers carrying passengers**

Any staff or students using their own or a hired vehicle must check if a Section 19 Driving Permit is required. As this is a particularly complex and difficult area to interpret, and interpretations of legislation on the internet are not authoritative as there is very little case law, particularly in relation to international travel. Advice has been taken from the University’s Directorate of Legal Affairs in preparing the [Driving at Work: Guidance for drivers carrying passengers](https://documents.manchester.ac.uk/protected/display.aspx?DocID=22904) document. Further information can be obtained by contacting Safety Services.

Where University Staff are using, or have been provided by a third party with, transport or hire vehicles, the following visual checks should be undertaken where applicable to ensure:

* The vehicle is well-maintained and in good condition;
* fitted with seat-belts;
* driven by an employee or third party with the appropriate driving permissions and training.

Where group travel is involved, participants should be briefed on any residual risk associated with transport safety, or accessibility issues which may affect them. Risks can be greatly reduced by ensuring that travel is not undertaken after dark. Ensure that suitable comfort breaks are included when driving to prevent fatigue.

Check that any prescription drugs will not affect the ability to drive.

Contingency arrangements should be planned if the transport arrangements fail or are assessed as unsuitable.

**5.16 Procedure for Duty of Care to SEED Students**

The [Disability Advisory and Support Office](http://www.dass.manchester.ac.uk/) (DASS) can support students with a range of disabilities including mental health conditions such as depression, anxiety and bipolar disorder; long-term health conditions such as diabetes, asthma, Crohn’s Disease, autistic spectrum conditions, physical impairments such as limited mobility and chronic back problems, hearing loss, partial sight and learning difficulties such as dyslexia, dyspraxia and Attention Deficit Disorder.

[The Counselling Service](http://www.counsellingservice.manchester.ac.uk/get-help/) is part of a wide network of help and support for students and can provide confidential help with personal issues affecting students’ work, self-esteem, relationships, mental health or general wellbeing.  As well as one-to-one counselling, they also offer a range of group workshops for students on managing anxiety, exam stress, procrastination, assertiveness, confidence and self-esteem, low mood and speaking out in groups.  They are also able to make referrals to NHS mental health services.).

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).

**5.17 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 Operations for SEED liaises 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.

**5.18 Children on University Premises**

A child is defined as anyone who has not yet reached their 18th birthday. As part of its normal activities, the University engages with children regularly on and off its premises. The University is committed to ensuring that children remain safe in all their dealings with the University.

Occasions may arise where work experience students, within the age range of 16 to 18 years, are hired from training providers. Training providers work in collaboration with the University’s HR Services to ensure the health, safety and welfare of placements in the workplace.

 If**,** under exceptional circumstances, children who are not on work placements are brought into SEED’s buildings, they must be accompanied and always supervised by their parent/guardian. Parents/guardians are always also responsible for the behaviour of their children whilst on University premises.

The University discourages staff from requesting work colleagues to supervise their children.

For young (and particularly, for mobile) children, the supervision must be very close and continuously attentive. For older children more discretion may be exercised, but in any case, the degree of supervision should be based on a risk assessment carried out before the visit. A competently completed risk assessment will normally exclude children from laboratory and workshop environments, and from other areas where awareness and understanding of hazards and their controls is required. Further guidance can be found in the following document [Procedure for Safeguarding Children on University Premises](http://documents.manchester.ac.uk/display.aspx?DocID=4287).

**5.19 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 SL&D 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.

Under no circumstances is independent working at height permitted without prior arrangements from the Head of School.

**5.20 Electrical Safety & Equipment**

Faulty electrical equipment can cause death by electric shock, burns, fire etc. It is the responsibility of every member of staff, student, contractor and visitor to take care of their own safety and that of others. They must not use or allow the use of equipment which is obviously faulty. They must visually check each piece of electrical equipment before it is used. This comprises a daily check in the Laboratories and B:15 Workshop by the user for handheld and hand operated items AND a service checks and statutory inspections at set intervals by the Laboratory Superintendent and Workshop Technician for all appliances which operate at mains voltage.

All portable electrical equipment in the School is tested for electrical safety annually using a University approved contractor.

Further details can be found in the [Guidance on the Maintenance of Electrical Equipment](https://documents.manchester.ac.uk/display.aspx?DocID=15604) or by visiting the following link: [Health and Safety Services (manchester.ac.uk)](https://documents.manchester.ac.uk/display.aspx?DocID=15604)

**5.21** **Radiation Protection Supervisor**

SEED owns a small number of sealed sources kept by The Manchester Institute for Education (MIE) for the purpose of classroom teaching demonstrations, alongside a three x-ray generating devices used by the Department of Geography in x-ray fluorescence (XRF) instruments for analytical chemistry. The School operates under consent issued by the Environment Agency to the University of Manchester. SEED have an appointed Radiation Protection Supervisor who provides an annual review and audit of radiation safety to the HoS.

**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**

[Safety Services](http://www.healthandsafety.manchester.ac.uk/) provides further information on health and safety at the University of Manchester. 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**

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| Martin Evans  | 53640/50966 | Overall responsibility for the School of Environment, Education and Development |
| Kay Hodgson | 67901 | Joint overall responsibility for the School of Environment, Education and Development |
| Tom Bishop | 53663 | Radiological Protection Supervisor  |
| Rob Buck | 61988 | Key contact for MIE Laboratories |
| Liam Grindell | 58477/56904 | Postgraduate research (PGR)  |
| Jonathan Lillie | 52871 | Portable Appliance Testing (Electrical safety)  |
| Scott Miller | 56876 | Model making workshop (B:15)  |
| John Moore | 53663 | COSHH, School Safety Advisor (SSA) for wet laboratories and electrical safety  |
| Nick Ritchie | 50960 | Student field courses (UG and PGT)  |
| Lynda Rowlinson | 55507 | School Safety Advisor (SSA) |

**Appendix 2: Useful University contacts**

|  |  |  |
| --- | --- | --- |
| **Name** | **Tel.** | **Area of Responsibility** |
| Josh Arnold | 64097 | University Safety Coordinator responsible for Humanities |
| Peter Sykes | 66421 | Health and Safety Training Advisor SL&D |
| 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 |
| Sara Fernandez (on mat leave) | 62460 | First Aid Coordinator (H&S) |
| David Barker | 55798 | Head of Compliance and Risk Management |
| Gary Rowe | 52232 | Chief Security Officer |
| Russell James | 52267 | Principal Fire Officer (Estates) |
| Michelle Harper | 57547 | Estate Manager, 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** |
| Martin Evans | Head of School - chair | Humanities Bridgeford Street Building | SEED |
| Kay Hodgson | HoSO  | Humanities Bridgeford Street Building | SEED |
| Rob Buck | Lecturer in Education | Humanities Bridgeford Street Building | SEED |
| Shelley Darlington | PA to Head of MIE | Ellen Wilkinson Building  | SEED |
| Janice Dodds | SEED Student Experience Administrator | Arthur Lewis Building | SEED |
| Liam Grindell | Senior Doctoral Programmes Officer | Ellen Wilkinson Building | SEED |
| Andy Howes | Senior Lecturer in Science Education | Ellen Wilkinson Building | SEED |
| Colin O’Neill | Faculty of Estates | Beyer Building | Estates |
| Peter Leigh | Multimedia Technician | Ellen Wilkinson Building  | SEED |
| Jonathan Lillie | Information services | Humanities Bridgeford Street | SEED |
| Kerry McCann | Institute Manager (GDI) | Arthur Lewis Building | SEED |
| Scott Miller | SEED Workshop Technician | Humanities Bridgeford Street | 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 |
| Trade Union Rep. |  |  |  |
| **Ex Officio** |  |  |  |
| Josh Arnold | University Safety Coordinator | Waterloo Place | H & S Services |
| **Student Reps** |  |  |  |
| Haorui Zhou | PG | Arthur Lewis Building | SEED |
| Natalie Flinn | UG | Arthur Lewis Building | SEED |
|  |  |  |  |
| **By Invitation** |  |  |  |
| Michelle Harper | Head of Faculty of Estates |  | Estates |

**Appendix 4: The persons qualified to provide first aid**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Responsibility** | **Tel.** | **Building** | **Discipline** |
| Saul Parker-Backhouse | Basic first aider | 56786 | B:15, HBS | SEED |
| Scott Miller | Basic first aider | 56875 | B:15, HBS  | SEED |
| Jonathan Lillie | Basic first aider | 52871 | 1st floor, HBS  | SEED |
| Tim Allott | Basic first aider | 53662 | 1st floor, ALB | SEED |
| Jonathan Yarwood | Holds a First Aid Certificate | 53663 | Ground floor, ALB | SEED |
| John Moore | Holds First Aid Certificate, restocking first aid kits  | 53663 | Ground floor, ALB  | SEED |
| Nick Ritchie | Holds a First Aid Certificate |  | 2nd Floor ALB | SEED |
| Elaine Jones | Holds a First Aid Certificate | 56904 | 2nd floor, ALB & EWB (Tues & Fri only) | SEED |
| Suzi Edwards | Holds a First Aid Certificate | 50318 | 3rd floor, EWB | SEED |
| Cat Fraser | Holds a First Aid Certificate | 53461 | 3rd floor, EWB | SEED |
| Caroline Turner | Basic first aider | 53510 | A1.22, EWB | SEED |
| Lorena Fernandez-Sanchez | Basic first aider | 65490 | A1.26, EWB | SEED |

A full list of all SEED first aiders who are trained to support field trips can be found at the following link <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029>

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 | BG.4, Student Hub B Block, ground floor and A1.18 Ellen Wilkinson Building |
| Humanities Bridgeford Street | Architecture Workshop and room 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** | **Department** |
| John Moore | 53663 | GF, ALB | SEED |
| Tim Allott | 53662 | 1st floor, ALB | SEED |
| Melissa Markauskas | 50819 | 1st Floor, ALB | SEED |
| Kerry McCann | 53233 | 1st Floor, ALB | GDI |
| Georgia Irving |  | 2nd Floor, ALB | SEED |
| Elaine Jones | 56904 | 2nd Floor, ALB & EWB (Tues & Fri only) | SEED |
| Jonathan Lillie | 52871 | 1st floor, HBS | SEED |
| Lynda Rowlinson | 55507 | 1st floor, HBS Building | SEED |
|  |  | A Block, EWB |  |
| Shelley Darlington | 53460 | 1st floor | MIE |
| Lawrence Hicks |  | 1st floor | MIE |
| Diane Slaouti | 55308 | 1st floor | MIE |
| Terry Hanley | 58815 | 6th floor | MIE |
| Susie 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 |
|  |  | C Block, EWB |  |
| Diane Harris (part time) | 57891 | 3rd floor  | MIE |
| Peter Leigh | 58674 | Ground | MIE |
| Helen Gunter | 53449 | 2nd 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 | 1st floor, HBS Building | SEED |
| Melissa Markauskas | 50819 | 1st floor, ALB | SEED |
| John Moore | 53663 | GF, ALB | SEED |
| Shelley Darlington | 53460 | 1st floor, A Block, EW Building | SEED |

**Appendix 7: General Risk Assessment Form:**  Low risk off campus UK based

|  |  |
| --- | --- |
| **Fieldwork/Project title/Day fieldtrip title/Conference Title**Please delete as appropriate  |  |
| **Fieldwork/Research type (circle one)** |  Staff [[1]](#footnote-1) PhD PGT UGT |  |
| **Duration** |  |
| **Hotel address (If you are staying overnight)**  |  |
| **Emergency Contact details during this period**  |  |
| **Researcher(s)/Fieldwork Lead name(s)****Signature\*** |  | **Date** |
| **Supervisor(s) name(s)**(where relevant)**Signature\*** |  | **Date** |

Electronic Signatures are acceptable

**In signing this document all parties are recognizing that they have read the Risk Assessment thoroughly and have taken all relevant precautions to keep themselves and other participants safe.**

**This is especially key for those undertaking lone research, the School’s Guidelines on “Conducting Lone Research” should be followed** [**guidance available here**](http://documents.manchester.ac.uk/display.aspx?DocID=31640) **and in signing this document you confirm that these guidelines will be followed.**

**Random auditing will take place of submitted Risk Assessments to ensure that all requirements are followed.**

All completed Risk Assessments should be submitted to compliance.seed@manchester.ac.uk, (as well as appending to any ethical submission where relevant) submission of the document will be considered approved, unless otherwise advised.

In the event of an emergency contact the British Embassy/Consulate. Inform the School Office telephone: +44 (0)161-275 0966. For a 24/7 response telephone the University’s Security Services on +44 (0)161 306 9966, and where possible email seedschooloffice@manchester.ac.uk

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: (1)1/9/2021 | Assessed by: (2)Martin Evans | Validated by: (3)Kay Hodgson | Location: (4)*Low risk off campus travel and fieldwork to UK destinations including conferences and consultancy.* | Assessment ref no: (5)Risk Assessment Low risk off campus UK based. | Review date: (6)1/9/2022 |
| Task/Premises: (7)This 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 DevelopmentThis Risk Assessment forms part of the ethical application where the level has been identified as Low or Medium Risk. 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. rivers, lakes, the sea or in wild areas. It is **not suitable** if you are engaged in work/activities more than 12 hours from proposed medical help and must complete a separate Risk Assessment.It is **not suitable** 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.It is **not suitable** 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.It is **not suitable** for residential Fieldwork activitiesAn additional Risk Assessment Form must be completed for any extra hazards not covered by SEED’s 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: Off Campus work in UKSEED: Low risk overseas destinationsSEED: Normal office work on CampusSEED: Residential fieldwork Activities |

| 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 | Lack of Pre activity Planning | All members of SEED | * Staff who will be away for one day or more are required to complete the online ‘Academic Absence Approval and Information’ form.
* Next of kin details are up to date on University systems.
* Research Postgraduates should confirm 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.
* Have consulted and signed the appropriate Risk Assessment.

  | Medium | N |
| 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:FactoriesHigh crime neighbourhoodsSea, seashore, tides, currents, coral reefs etc.Marshes and quicksandPathogenic micro-organismsAgrochemicals and pesticidesDust Hazards (COSHH)Chemical Hazards (COSHH)Biological Hazards (COSHH)Machinery Power lines and pipelinesInsecure buildingsSlurry and silage pitsIndustrial premises, factories etc.Mountains, cliffs and steep slopesGlaciers, crevasses, ice falls etc.Caves, mines and quarries | High | N |
| Off campus working in UK | Research in hostile environments, e.g. 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 |
| 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 Risk Assessment, and must complete a separate Risk Assessment.
 | Low | A |
| 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. You can access the Lone working policy [here](http://www.seed.manchester.ac.uk/studentintranet/ethics/risk-assessments/)
 | Medium | A |
| Off campus working in UK | Causing offence to people | All members of SEED | Staff or students should ensure that they:-* Undertake training in the use of questionnaire and interview-based qualitative research methods.
* Where possible, "vet" interviewees first over the phone and cancel if you feel uneasy.
* Where applicable gain permission
* 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 |
| 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. | High | A |
| Conducting interviews or using questionnaires  | Causing harm to people | All members of SEEDChildren (aged 18 or less)(Vulnerable Adults) | Staff or students 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 vulnerable or a 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. Students should seek advice from their supervisorStaff should refer to the following website for advice: [www.campus.manchester.ac.uk/researchoffice/researchethics/](http://www.campus.manchester.ac.uk/researchoffice/researchethics/)  | Medium | A |
| Working with Children (aged 18 or less) or Vulnerable adults  | Causing harm to people  | Children (aged 18 or less)Vulnerable Adults | 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 Disclosure and Barring Service (DBS) 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> | Medium | A |
| Working with Children (aged 18 or less) or Vulnerable adults | Allegation of Misconduct | All SEED StaffChildren (aged 18 or less)Vulnerable Adults | * Ensure a DBS check is in place
* Involve teachers, parents/carers and other key influencers wherever possible
* Be an excellent role model – this includes not

smoking or drinking alcohol in the company ofchildren or using inappropriate language* Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets
* Maintain a safe and appropriate distance from children
 | Medium | A |
| 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.
 |  |  |
| Off campus working in UK | Unsafe travel  | All members of SEED | * If you are not able to use your own vehicle (check insurance details permit such use) then use public transport, e.g. scheduled flights, trains, buses and licensed taxis. Only rent a vehicle from a reputable company.
* Minibus driving – The Schools operate a ‘recognised driver’ scheme and you should undertake driving instruction before using a minibus for transporting staff and students.
 | Medium | A |
| Off campus working in UK | Traffic | All members of SEED | * Traffic hazards are normal hazards but people may act differently when in a group.
* Do not let group activity and/or discussion distract people from normal road safety. Beware of "follow the leader" without personally checking the traffic.
* Walk facing incoming traffic in areas with possible kerb-crawling.
* Keep to busy and well-lit roads.
 | Medium | A |
| Off campus working in UK | Permission required to work on site from relevant authorities | All members of SEED | * Ask permission to visit private premises or field sites, including private car parks, e.g. at supermarkets.
* Follow any health and safety rules in force at the work site.
 | Low | A |
| Off campus working in UK | Extreme weather | All members of SEED | Listen to weather forecasts and plan work accordingly, including appropriate clothing. | Medium | A |
| Off campus working in UK | Alcohol abuse | All members of SEED | * Don't drink alcohol on fieldwork and avoid people who are obviously drunk.
* Avoid pubs and night clubs while carrying out fieldwork if possible.
 | Medium | A |
| Off campus working in UK | Freshwater immersion, ingestion and drowning | All members of SEED | * Do not do fieldwork in rivers, fast flowing or deep water. You cannot use this 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 | Insects (including ticks) | All members of SEED | * Exercise caution when out in the field and follow advice from tour guides.
* A Health & Safety questionnaire is circulated to all students prior to the trip taking place requests information on allergies including where allergic to insects. This information is passed to the Fieldwork Lead
* Staff and students must notify the Fieldwork Lead if they are aware insects at the destination could cause them harm
* If bitten or stung by an insect you must notify the Fieldwork Lead immediately
 | Low | A |
| Off campus working in UK | Contact with hazardous flora and fauna | All members of SEED | * Exercise caution when out in the field and follow advice from tour guides.
* Avoid picking or removing any unidentified wild flowers.
* Staff and students must notify the Fieldwork Lead if they are aware their skin has become irritated by sap or allergens.
 | 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 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 years’ 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 a 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.

**Appendix 8: Risk Assessment Form**: Low risk overseas destinations

|  |  |
| --- | --- |
| **Fieldwork/Project title/Day fieldtrip title/Conference Title**Please delete as appropriate  |  |
| **Fieldwork/Research type (circle one)** |  Staff [[2]](#footnote-2) PhD PGT UGT |  |
| **Duration** |  |
| **Hotel address (If you are staying overnight)**  |  |
| **Emergency Contact details during this period**  |  |
| **Researcher(s)/Fieldwork Lead name(s)****Signature\*** |  | **Date** |
| **Supervisor(s) name(s)**(where relevant)**Signature\*** |  | **Date** |

Electronic Signatures are acceptable

**In signing this document all parties are recognizing that they have read the Risk Assessment thoroughly and have taken all relevant precautions to keep themselves and other participants safe.**

**This is especially key for those undertaking lone research, the School’s Guidelines on “Conducting Lone Research” should be followed** [**guidance available here**](http://documents.manchester.ac.uk/display.aspx?DocID=31640) **and in signing this document you confirm that these guidelines will be followed.**

**Random auditing will take place of submitted Risk Assessments to ensure that all requirements are followed.**

All completed Risk Assessments should be submitted to compliance.seed@manchester.ac.uk, (as well as appending to any ethical submission where relevant) submission of the document will be considered approved, unless otherwise advised.

In the event of an emergency contact the British Embassy/Consulate. Inform the School Office telephone: +44 (0)161-275 0966. For a 24/7 response telephone the University’s Security Services on +44 (0)161 306 9966, and where possible email seedschooloffice@manchester.ac.uk

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| --- | --- | --- | --- | --- | --- |
| Date: (1)1/9/2020 | Assessed by: (2)Martin Evans | Validated by: (3)Kay Hodgson | Location: (4)*Low risk travel and fieldwork to overseas destinations including conferences and consultancy.* | Assessment ref no: (5)Risk AssessmentLow risk overseas destinations.  | Review date: (6)1/9/2021 |
| Task/Premises: (7)This 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 DevelopmentThis Risk Assessment forms part of the ethical application where the level has been identified as Low or Medium Risk. 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. rivers, lakes, the sea or in wild areas. It is **not suitable** if you are engaged in work/activities more than 12 hours from proposed medical help and must complete a separate Risk Assessment.It is **not suitable** 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.It is **not suitable** 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.It is **not suitable** for residential Fieldwork activitiesAn additional Risk Assessment Form must be completed for any extra hazards not covered by SEED’s 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: Off Campus work in UKSEED: Low risk overseas destinationsSEED: Normal office work on CampusSEED: Residential fieldwork Activities |

| Activity (8) | Hazard (9) | Person(s) in danger (10) | Existing measures to control risk (11) | Risk rating (12) | Result (13) |
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| Working outside of the UK | Lack of pre-activity planning | All members of SEED | * Staff who will be away are required to complete the ‘Academic Absence Approval and Information’ form.
* Next of kin details are up to date on University systems.
* 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 ensure 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.
* Have consulted and signed the appropriate Risk Assessment.

  | Medium | A |
| 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 |
| 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:FactoriesHigh crime neighbourhoodsSea, seashore, tides, currents, coral reefs etcMarshes and quicksandPathogenic micro-organismsAgrochemicals and pesticidesDust Hazards (COSHH)Chemical Hazards (COSHH)Biological Hazards (COSHH)Machinery Power lines and pipelinesInsecure buildingsSlurry and silage pitsIndustrial premises, factories etcMountains, cliffs and steep slopesGlaciers, crevasses, ice falls etc.Caves, mines and quarries | High | N |
| Working outside of the UK | Research in hostile environments, e.g. 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 |
| 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 Risk Assessment and must complete a separate Risk Assessment.
 | Medium | A |
| 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. You can access the Lone working policy [here](http://www.seed.manchester.ac.uk/studentintranet/ethics/risk-assessments/)
 | Medium | A |
|  | 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. | Medium | N |
| Working outside of the UK | Causing harm to people | All members of SEEDChildren (aged 18 or less)(Vulnerable Adults) | Staff or students 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 vulnerable or a 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. Students should seek advice from their supervisorStaff should refer to the following website for advice: [www.campus.manchester.ac.uk/researchoffice/researchethics/](http://www.campus.manchester.ac.uk/researchoffice/researchethics/)  | High | A |
| Working outside of the UK | Causing harm to people  | Children (aged 18 or less)Vulnerable Adults | 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 Disclosure and Barring Service 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> | Medium | A |
| Working with Children (aged 18 or less) or Vulnerable adults | Allegation of Misconduct | All SEED StaffChildren (aged 18 or less)Vulnerable Adults | * Ensure a DBS check is in place
* Involve teachers, parents/carers and other key influencers wherever possible
* Be an excellent role model – this includes not

smoking or drinking alcohol in the company ofchildren or using inappropriate language* Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets
* Maintain a safe and appropriate distance from children
 | Medium |  |
| Working outside of the UK | Causing offence to people | All members of SEED | Staff or students should ensure that they:-* Undertake training in the use of questionnaire and interview-based qualitative research methods.
* Where possible, "vet" interviewees first over the

 phone and cancel if you feel uneasy.* Where applicable gain permission
* 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 |
| 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 |
|  |  |  | * 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.
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| Working outside of the UK | Unsafe travel  | All members of SEED | * If you are using your own vehicle you must ensure that your vehicle insurance company is aware of the nature of the work being undertaken (i.e. that the vehicle is being used at work),
* It is not anticipated that you will use your own car to transport students. If you do, you should familiarise yourself with the University’s Safety Services Guidance on [carrying passengers](http://documents.manchester.ac.uk/display.aspx?DocID=22904) and contact the University’s [Safety Services](http://www.healthandsafety.manchester.ac.uk/). Minibus driving – All University minibus drivers should undertake and pass the Minibus Drivers course. Details can be found at <https://tfgm.com/drivesafe/minibus-training> and contact the University’s [Safety Services](http://www.healthandsafety.manchester.ac.uk/) as a “Section 19” permit may be required.
* This course should be retaken every 4 years. You should undertake driving instruction before using a minibus for transporting staff and students.
* Take care when using public transport, e.g. scheduled flights, trains, buses and licensed taxis.
* Only rent/hire a vehicle from a reputable company. Carry out a visual check of the vehicle for roadworthiness and ensure seatbelts are fitted.
 | Medium | A |
| Working outside of the UK | Threat to personal safety  | All members of SEED :Arrival at in country airport. Transitional risk in Taxis to and from Airport / hotel / place of work General socialising after work  | * Meet and greet by English speaking guide or liaison person
* Take an airport approved taxi to hotel or accommodation
* Use a local trusted driver to and from all meetings and locations
* Consider journey management communications on any long remote road trips to outlying school locations
* Obtain information from local liaison person or hotel on safe places to shop and socialise
* Always book a hotel taxi to transit to and from a social venue, never walk
 | Low Risk  | 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 |
| 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 rivers, fast flowing or deep water. You cannot use this 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 | Insects (including ticks) | All members of SEED | * Exercise caution when out in the field and follow advice from tour guides.
* A Health & Safety questionnaire is circulated to all students prior to the trip taking place requests information on allergies including where allergic to insects. This information is passed to the Fieldwork Lead
* Staff and students must notify the Fieldwork Lead if they are aware insects at the destination could cause them harm
* If bitten or stung by an insect you must notify the Fieldwork Lead immediately
 | Low | A |
| Working outside of the UK | Contact with hazardous flora and fauna | All members of SEED | * Exercise caution when out in the field and follow advice from tour guides.
* Avoid picking or removing any unidentified wild flowers.
* Staff and students must notify the Fieldwork Lead if they are aware their skin has become irritated by sap or allergens.
 | 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> | Low | A |

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| **Action plan** (14) |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
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**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 years’ 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 a 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.

**Appendix 9: Risk Assessment Form**: Normal office work on campus

| Date: (1)1/9/2020 | Assessed by: (2)Martin Evans | Validated by: (3)Kay Hodgson/Lynda Rowlinson | Location: (4)*Normal Office work on Campus* | Assessment ref no: (5)Normal office work on campus. | Review date: (6)1/9/2021 |
| --- | --- | --- | --- | --- | --- |
| Task/Premises: (7)This 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 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 SEED’s 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 School Safety Officer. No work may be carried out without Permission to Proceed.SEED: Off Campus work in UKSEED: Low risk overseas destinationsSEED: 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 | Lack of pre activity planning | All of SEED | Observe the guidance below on normal office working. If a hazard exists then seek advice from the Schools Safety Advisor 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 for each building can be found by on the [Health and Safety Services](http://www.healthandsafety.manchester.ac.uk/toolkits/firstaid/) intranet. 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 |
| 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 (306) 9966**
 | Low risk | A |
| Use of DSE | Repetitive movements, awkward posture | Self, and other staff | * DSE assessment forms completed (<https://manchester.onlinesurveys.ac.uk/seed-online-dse-survey-v1-7>).
* Information given about risks.
* Work pattern/rate under control of user.
 | Low risk | A |
| Use of electrical equipment (list items present) | Electric shockFire | Self, other occupiers, visitors, cleaners | * Fixed installation maintained by Estates.
* Portable appliances subject to testing regime
* All new equipment should be checked 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.
* Fire Marshal training advised
* Personal Emergency Evacuation Plans (PEEPS) should be put in place in the case of known difficulties in evacuating a building safely.
 | Low risk | A |
| 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 |
| Working in office | Working at heights, use of ladders | All members of SEED | You must have attended a working at height course organised by [Staff Learning and Development](http://www.staffnet.manchester.ac.uk/staff-learning-and-development/) before you are permitted to use ladders or any other device.  | High | A |
| Children on campus | Safeguarding children on university premises | Children (aged 16 or less) | Actions: staff should read and abide by the instructions in the University policy for safeguarding children (16 years or less) on University premises. This states that supervised visits by children are welcomed for which a full risk assessment must be completed. Only under exceptional circumstances should parents/guardians bring children onto University premises and in such circumstances the University policy provides instructions on the necessary actions. In addition to the University policy, the School of Environment and Development stipulates that no children should be taken into the laboratory or workshop areas of the School without a full risk assessment. Children should not be brought onto School premises during out of hours working. Children should not partake in off-site activities without a full risk assessment. Any staff or student working with children should ensure that the SEED ethics committee and/or their supervisor have agreed to the project/work and an appropriate risk assessment is completed. It will be necessary for any individual working with children to be checked by the police with the Criminal Records Bureau.  | Low | A |

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| **Action plan** (14) |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
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**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 (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 years’ 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 a 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.

1. For staff research to be undertaken by Research Assistants/Associates, please list the names of the RAs involved and complete this form in collaboration with them. [↑](#footnote-ref-1)
2. For staff research to be undertaken by Research Assistants/Associates, please list the names of the RAs involved and complete this form in collaboration with them. [↑](#footnote-ref-2)