**Student Recruitment team Risk Assessment**

**On campus visits to The University of Manchester – individuals and groups**

**Notes relating to overall Risk Assessment**

**Persons in Danger:**

* **Visitor/s-** this refers to: school pupils taking part in Student Recruitment activities, post 16 students taking part in Student Recruitment activities, parents and supporters, external speakers supporting Student Recruitment activities, teachers, other school staff
* **Student Ambassador/s-** this refers to current University of Manchester students who are paid to support the delivery of Student Recruitment activities
* **Student Recruitment Staff**- this refers to Student Recruitment staff who are running the activity
* **UoM Staff**- this refers to other University of Manchester who may be helping to run the Student Recruitment activity or may be at risk during their normal working day

**Health and Safety:** All Student Ambassadors receive health and safety training as part of their Student Ambassador initial training. In addition a health and safety briefing (including manual handling) appropriate to the activity is provided for all Student Ambassadors in advance of each Student Recruitment event they work on. [Student Recruitment staff resources available here.](file://ds.man.ac.uk/csistgdrive/SRAID/Common/Health%20and%20Safety/Training%20and%20briefing%20for%20staff%20%26%20students)



| **Date: (1)**August 2024 | **Assessed by: (2)**Rebecca Moran | **Checked by: (3)**Bernard Strutt | **Location: (4)** The University campus – Oxford Road | **Assessment ref no: (5)**Campus tours (2024-2025) | **Review date: (6)**August 2025 |
| --- | --- | --- | --- | --- | --- |
| **Task / premises: (7)****A type visit:** The Student Recruitment team runs campus tours for individuals to book on to. This includes a presentation in a lecture theatre followed by a student led campus tour. These visits are run for up to 250 visitors at once.**B Type visit:** The Student Recruitment team also run campus tours for school and college groups. This includes a presentation in a lecture theatre followed by a student led campus tour. These visits are run for up to 280 visitors at once. |
| **Event name: Campus tours** |
| **Event date/dates: October 2024 - September 2025, 10am-4pm, predominantly on Wednesdays**  |
| **A: Year group of pupils attending:****A type visit:** **Pre-applicants and/or parents/supporters****B Type visit: Y12 students** | **B: Approx number of pupils attending event/activity in total:** **A type visit: Maximum numbers of 250. Maximum of 25 visitors per tour group.** **B Type visit: Max 280 visitors with no more than 25 in a groups** | **C: Are pupils attending event supervised:** **A type visit: n/a****B Type visit: Yes** | **D: If supervised, how many members of school staff are expected?** **A type visit: n/a****B Type visit: Defer to local policy in places at school/college** | **E: How many different schools/colleges are taking part in the event/activity?** **A type visit:** **n/a****B Type visit: Will vary event to event** | **F: Please confirm here how visitors to campus will be provided with emergency contact details/phone number** **A type visit: Visitors will be provided with a staff contact number via confirmation and reminder email.****B Type visit: lead contact at school/college provided with a staff contact number via confirmation and reminder email.** |

| **Activity (8)** | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **ACTION** | **Risk rating** (12) | **Result** (13) |
| --- | --- | --- | --- | --- | --- | --- |
| 1. During any part of Event  | Fire | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff**All at risk of injury caused by fire and smoke inhalation, and additional risks caused by evacuation procedure | Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause fire or related problems is in place (reporting line to Estates Helpdesk on x52424).Student Recruitment and UoM Staff will be familiar with the fire reporting, fire alarm and evacuation arrangements for all the building(s) involved; Including procedures for:* Alarm testing;
* Reporting if fire is discovered;
* Alarm sounds confirming fire risk;
* Alarm sounds confirming evacuation necessary
* assembly point for the visitors and evacuees

Guidance on fire alarm procedures given to all visitor and staff at the start of the event. Event leads will acquire information prior to the visit about individual(s) who may need assistance during an evacuation (e.g. those with mobility disabilities). Visitors who are blind or deaf will be assigned a “buddy” during the visit where necessary. Ensure and refer to any Personal Evacuation Plans for visitors with a disability and ensure those with caring responsibilities are also aware of this.At the time of the risk assessment being completed, Student Recruitment staff have not been informed of any individuals taking part in the event who will have additional needs that will impact on their ability to safely evacuate a building. | Staff and ambassadors to familiarise themselves with fire procedures if any buildings are used | Medium | A |
|  | Major incident on campus making venue unsafe for event to go ahead. | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff**Campus unsafe;Potential scattering of individuals across campus | The University has an Emergency Management Plan and an on duty trained Emergency Incident Manager (on call 24 hours a day) to support and take the initial lead in the event of a significant incident; Our permanent University Security team is available across our teaching and accommodation campuses 24 hours a day, 7 days a week, 365 days a year and can provide an immediate response in the event of an emergency or incident; Should a major incident occur on campus, a dynamic risk assessment will be carried out by Student Recruitment staff, following the advice of UoM senior colleagues as appropriate;A type visit: Visitors will be sent UK recruitment staff phone number and security phone number ahead of the event.B type visit: Lead member of staff from school/college will have UK recruitment staff contact number.  | None required | Medium | A |
|  | Threatening behaviour from a member of the public | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff**We have an open campus and members of the public are able to access all the open spaces and some buildings. All at risk of threatening or unsafe behaviours from unknown individuals | The University has an Emergency Management Plan and an on duty trained Emergency Incident Manager (on call 24 hours a day) to support and take the initial lead in the event of a significant incident; Our permanent University Security team is available across our teaching and accommodation campuses 24 hours a day, 7 days a week, 365 days a year and will provide an immediate response in the event of an emergency or incident which includes access to CCTV across campus; Should any member of the group experience threatening behaviour from a member of the public the event lead will call University Security immediately and where possible, move the group away from the risk- ideally to a staffed University building or to another area of campus.  | None required | Medium | A |
| 2. Supervised visitors within a building (s) on campus- rooms and buildings will vary from visit to visit.  | Tripping or falling  | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff**All at risk of injury caused by tripping or falling as part of movement between rooms and different buildings | Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424).Reasonable standards of cleanliness maintained.Any identified damages are reported to maintenance accordingly. Floor is kept clear of items and warning notice displayed if floors are wetVenues to be used by visitors will be inspected on the day by lead member of staff before the group arrives to check that conditions are satisfactory.Building features such as stairs, atria, long distances between attractions or activities, will be checked on the day by lead member of staff before the group arrives to ensure they are appropriate for the attendees, and steps will be taken to control any identified risk. Visitors are chaperoned at all times when moving around campus by Student Ambassadors and/or Student Recruitment staff.If the party is large and crushing or bunching is anticipated, then this will be addressed by splitting the party up into more manageable groups.Any accidents are reported to a first aider and recorded appropriately. | Staff to check any venues being used for hazards | Low | A |
| 3. Supervised visitor/s climbing up or going down stairs | Tripping or falling | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff**All at risk of injury due to tripping, slipping or falling on the stairs. | Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424).Reasonable standards of cleanliness maintained.Any identified damages are reported to maintenance accordingly. Floor is kept clear of items and warning notice displayed if floors are wetVenues to be used by visitors will be inspected on the day by lead member of staff before the group arrives to check that conditions are satisfactory.Visitors are chaperoned at all times when moving around campus by Student Ambassadors and/or Student Recruitment staff.If the party is large and crushing or bunching is anticipated, then this will be addressed by splitting the party up into more manageable groups.Hand rails are available on stairs.Lifts available if required.Any accidents are reported to a first aider and recorded appropriately. | Staff to check for any hazards and report an accidents | Low | A |
| 4. Supervised visitor/s within a building(s) on campus – rooms and buildings will vary from visit to visit | Use of lifts on campus | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff**All at risk of injury caused by trapping fingers in lift doors,overheating due to overcrowding in the lift, getting stuck in the lift due to mechanical breakdown | Premises are all maintained by Estates, and a system for reporting obvious defects likely to cause slips and trip is in place (reporting line to Estates Helpdesk on x52424).Reasonable standards of cleanliness maintained.Any identified damages are reported to maintenance accordingly. Visitor/s will be supervised by Student Ambassadors and/or Student Recruitment Staff when using the lifts to ensure they are using them in a safe manner and that lifts are not over crowded.Where the group is large, they will be split up to enter the lift in smaller groups or advised to use the stairs.Emergency buttons available in all University lifts.Lifts not to be used out of hours or in an emergency situation. | None required | Low | A |
| 5. Supervised visitor/s moving around campus on foot | Tripping or falling | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff** All at risk injury caused by tripping or falling as part of movement between rooms and different buildings | Appropriate verbal Health and Safety directions will be given by Student Recruitment staff/Student Ambassadors as required in relation to use of pavements.Visitors are chaperoned at all times when moving around campus by Student Ambassadors and/or Student Recruitment staff.Any accidents are reported to first aider and recorded appropriately. | Staff to check for any hazards and report an accidents | Low | A |
| 6. Supervised visitor/s moving around campus on foot and crossing roads | Traffic on Campus | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff** Injury due to failure to use official road crossings.  | Appropriate verbal Health and Safety directions will be given by Student Recruitment staff/Student Ambassadors as required in relation to use of pavements and road crossings.Visitors are chaperoned at all times when moving around campus by Student Ambassadors and/or Student Recruitment staff.Student Ambassadors to ensure visitors walk rather than run and that extra care is taken in wet or icy weather conditions when crossing roads.Any accidents are reported to first aider and recorded appropriately. | None | Low | A |
| 7. Supervised visitor/s walking around campus for tours and other outdoor activities | Getting lost or separated from group | **Visitor/s**Visitors could become split up from their group and find themselves lost and unsupervised on campus | Visitors warned to keep close to Student Ambassadors at all times.All visitors aged under 18 /vulnerable adults supervised at all times via combination of Student Recruitment/.UoM Staff and Student Ambassadors A type visit: Visitors will be sent UK recruitment staff phone number and security phone number ahead of the event.B type visit: Lead member of staff from school/college will have UK recruitment staff contact number.  | Provide contact details in email comms pre event | Low | A |
| 8. Movement of resources for activities around campus | Lifting and carrying boxes or equipment | **Student Ambassadors****Student Recruitment Staff****UoM Staff**Injury (particularly to back) as a result of lifting boxes incorrectly/dropping of boxes/resources | Student Recruitment staff all receive manual handling training as part of their induction (either online or face to face);Student Ambassadors receive manual handling training as part of Student Ambassador induction training and will receive a manual handling briefing as part of the event briefing; Student Ambassadors to use wheels and trolleys to transport heavy and awkward items at all times.Resource boxes or cases kept to a reasonable weight.Student Ambassadors briefed on correct lifting technique.Student Ambassadors not to carry/transport more than they are capable/comfortable with.Any accidents are reported to a first aider and recorded appropriately. | None  | Low | A |
| 9. Moving tables and chairs | Movement of heavy furniture  | **Student Ambassadors****Student Recruitment Staff****UoM Staff**Injury (particularly to back and hands) as a result of lifting boxes incorrectly/dropping of boxes/resources | Student Recruitment staff all receive manual handling training as part of their induction (either online or face to face);Student Ambassadors receive manual handling training as part of Student Ambassador induction training and will receive a manual handling briefing as part of the event briefing; Where possible, building porters will be asked to move furniture in advance. Where this is not possible, Student Recruitment staff will ensure that; there is enough time for furniture to be moved in a safe manner;Safe methods are used by Student Recruitment staff and Student Ambassadors;Visitors will be kept away from furniture movement;Furniture will be stacked out of the way of the activity in a safe manner. | None | Low | A |
| 10. Consumption of food and drink | ChokingAllergic reactions | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff**All may choke on food which is not consumed carefully whether provided as part of event or brought by individual themselves.All at risk from allergic reaction to food, if food provided not clearly labelled with contents.  | Food will not be provided as part of this event, but in case of emergency, first aiders available 24 hours a day via University Security | None | Medium | A |
| 11. All Activities (including Workshops and presentations) | Tripping, falling or trapped limbs | **Visitor/s****Student Ambassadors****Student Recruitment Staff****UoM Staff** | Qualified first aiders available at all times via University Security.Student Recruitment staff/student ambassadors to ensure the floor space is kept clear of any potential trip hazards (e.g. bags/coats) Any unrequired furniture to be stacked correctly and safely (no more than 4 chairs high and facing wall, correctly stacked tables) and out of the way of all event attendees.Lead member of staff for each activity will give full briefing and instructions on the use of any tables or chairs as props for workshops.Visitors not allowed to use chairs or tables for standing on. | None | Low | A |
| 12. University engaging with young people under the age of 18 | Child protection issues relating to the well being of young people unaccompanied on campus | **Visitors**As a University we have a requirement to safe guard their emotional and physical well being of young people on campus**Student Ambassadors****Student Recruitment staff**Need to protect self from potential of allegations | All Student Recruitment staff have undertaken an enhanced child workforce (with barred list) DBS check carried out by The University of Manchester as part of their appointment to the team and are aware of the University's Child Protection Policy;All Student Recruitment staff have completed the [online Home Office provided Prevent training](https://www.staffnet.manchester.ac.uk/compliance-and-risk/prevent/), helping staff recognise young people’s vulnerability to being drawn into terrorism and being aware of what action to take in response; Student Ambassadors working on regulated activities or events will have received enhanced child workforce (with barred list) DBS check carried out by The University of Manchester and are aware of the University's Child Protection Policy; All Student Recruitment staff and Student Ambassadors are trained in child protection matters and good practice when working with young people and are asked to read the University's Child Protection Policy in as part of their training and induction;Student Recruitment staff and Student Ambassadors are trained to never share personal details (e.g. personal mobile phone number, social media accounts) with the young people they are working with;Student Recruitment staff and Student Ambassadors are trained in the University’s disclosure process and how to manage a disclosure from a young person; Student Recruitment staff and Student Ambassadors advised to avoid being alone with pupils at all times. | None | Medium | A |
| 13. Collection and storage of personal and sensitive data relating to the pupils attending the activity | Data breech | **Visitors****Student Recruitment staff****UoM staff****The University of Manchester**Via data breech | As part of the booking process for the Student Recruitment events, personal and sensitive data relating to the visitors taking part will be collected. This may include:NamePostcodeGenderMedical conditionsThis information is collected via a consent form that includes a fair collection notice.This data is held in accordance with the University’s data protection policy and is only accessed by Student Recruitment staff who require this information for the safety of the pupils.After the event, sensitive data (medical conditions) is destroyed. Personal information is retained, where we have the relevant permission, to enable tracking and evaluation of the activity. The [University’s Privacy Notice for participants on pre university events and initiatives](http://documents.manchester.ac.uk/display.aspx?DocID=37247) is available to download here: [www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/](http://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/)  | None | Medium | A |
| 14. Self-guided tours for school groups | Unsupervised visitors taking self-guided campus tours | **Visitors** | Teachers are advised that self-guided tours are predominantly based outdoors, with limited access to the following buildings which are public access during the week: University Place – Ground Floor FoyerStudents’ Union – Ground FloorAlan Gilbert Learning Commons – Ground Floor Café Nancy Rothwell Building – Ground Floor Also, be advised that whilst all buildings have disabled access, they should visit [our website](https://www.estates.manchester.ac.uk/services/centralteachingspaces/ourservices/roomcatalogue/) for more detailed information.  Advised to use pedestrian crossings where appropriate.  Advised that all students must be accompanied and supervised by an adult.  Advised that this self-guided tour is carried out at their own risk. On the day, Campus Security can be contacted by calling 0161 306 9966 if required. Groups are also encouraged to download the [Safe Zone app](https://www.welcome.manchester.ac.uk/get-ready/health-wellbeing-safety/safezone/).   | All messages passed on to lead booker | Low | A |
| All visits | Student occupation of buildings on campus | **Visitors, staff and ambassadors** | In the event of student occupations, any risks to activity will be highlighted to the appropriate incident group and risks mitigated according to their instruction |  | Low | A |

In addition:

* All visitors to be made aware by the University lead staff member of the action to be taken in the event of a fire.
* All medical conditions, including allergies, are to be highlighted to the University lead staff member when sending in parental consent forms/booking forms.
* Where attendees are under the age of 18, University staff and students in **regulated activity** will have an enhanced DBS check.
* All University security staff are first aid trained and can be contacted 24 hours a day on 0161 306 9966
* The staff: pupil ratio should not exceed 1:15 including university staff, teachers, postgraduate facilitators/demonstrators and student ambassadors
* Student Ambassadors receive a health and safety briefing (including manual handling) appropriate to the activity in advance of each Student Recruitment event they work on.
* Event leads will consider whether any attendee requires a PEEP (personal exit and evacuation plans). This is particularly relevant for events which require regular participation or for overnight stays. Reference Risk 1, page 3. Further information is available at [www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps](http://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps)

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| **Action plan** (14) |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done** |
| 1 | Staff to familiarise themselves with fire procedures if any buildings are used | All staff | Each event |  |
| 2 | Staff to check for internal and external hazards and report appropriately | All staff | Each event |  |
| 3 | Contact details of staff on campus to be shared with visitors in pre-event comms | Rebecca Moran | When booking opens |  |
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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, e.g. 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, i.e. building, floor, room or laboratory etc. If off-campus, provide information about expected location(s) or attach itinerary.
2. **Assessment ref no** : use this to insert any local tracking references used by the school or administrative directorate.
3. **Review date** : insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year’s time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc
4. **Task / premises** : insert a brief summary of the task, e.g. typical office activities such as filing, DSE work, lifting and moving small objects, use of misc. electrical equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.
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 (e.g. use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments e.g. for laboratory processes, should be recorded on the specific COSHH forms.
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, e.g. 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, e.g. 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 (e.g., for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (e.g., COSHH, DSEAR, manual handling, DSE work). Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.
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 slight.

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

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

 Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both “likelihood that harm will arise” and “severity of that harm”. These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from 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 circumstances, the risk is insignificant.

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

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

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

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

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

(14) **Action Plan**. Include details of any actions necessary in order to meet the requirements of the information in Section 11 ‘Existing measures to control the risk’. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.