**General Risk Assessment Form**



| **Date:**  27/01/2022 | **Assessed by:**  FSE Safety Advisors | **Approved by:**  FSE Campus Management Group | **Building / Location:**  Campus | **Assessment ref no:**  FSE\_Generic RA\_Multi-user Offices\_Jan 2022 | **Expiry date:**  March 2022 or if significant changes occur |
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| Scope: For multi-occupancy offices in FSE buildings  Since September 2021, all staff and students can return to campus to work and study. Communications have been disseminated to remind all personnel of their responsibility to themselves and others to maintain and promote expectable behaviours.  In November 2021, the new COVID variant Omicron has led to government in England to re-introduce mandatory face masks in shops and on public transport. The University has aligned with the government, with face masks being mandatory indoors, unless medically exempt. COVID-19 hygiene of hand sanitising, face mask wearing continue to be important safety measures against COVID-19 transmission. Medical exemptions of face masks require confirmation by Occupational Health. They can be found in [Directorate for Student Experience](http://www.dse.manchester.ac.uk/our-directorate/campuslife/) Proof of exemption may be required.  In January 2022, UK Prime Minister confirmed that most Plan B measures introduced for England in December will expire on the 26 January. The University follow the new [Department for Education guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1048605/180122_Higher_education_COVID-19_operational_guidance.pdf). Face masks are highly encouraged indoors, are expected in lecture theatres/ teaching spaces, and are mandatory in areas if a risk assessment specifies it. Medical exemptions of face mask require confirmation by Occupational Health as per above.  Spaces that are high-risk areas or used for teaching should be assessed separately. This risk assessment applies to FSE staff and students and their visitors. | | | | | |

| **Activity** | **Hazard** | **Who might be harmed and how** | **Existing measures to control risk** | **Risk rating** | **Result** |
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| Being on campus | Transmission of COVID-19 from infectious individuals | Staff, students, visitors  Infection of respiratory illness | * All personnel coming onto campus must be free from COVID-19 symptoms and not be under any self-isolation or quarantine order. * University strongly encourages all personnel who are eligible to [get vaccinated before coming on to campus](https://www.manchester.ac.uk/coronavirus/support-current-students/covid-19-testing/). Further information can be found here [FAQs on COVID-19 vaccination](https://www.staffnet.manchester.ac.uk/campus-management/faqs/#COVIDvaccination) * University strongly encourages all personnel working on campus to get tested twice a week, irrespective of whether they display COVID symptoms or not. Free rapid lateral flow home testing kits are available from campus catering outlets or from the NHS [home test kits online](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests). * All personnel tested positive or have symptoms must isolate, according to guidance from the [Government COVID-19 pages](https://www.gov.uk/coronavirus) and [NHS COVID-19 pages](https://www.nhs.uk/conditions/coronavirus-covid-19/). Any staff or students who have had a positive Covid-19 test or are isolating/quarantining should report using this [online form](https://www.qualtrics.manchester.ac.uk/jfe/form/SV_ero5ZwsafR9UW90) * All staff and students to follow latest national advice and guidance on public transport found on the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) site. * If tested positive or need to self -isolate within 48hrs after being a close contact with a colleague, please notify them so they can follow the government and NHS guidance | Medium | A |
| Working in University buildings | Transmission of COVID-19 | Building users if good COVID hygiene is not carried out | * Building signage is provided to remind of effective COVID hygiene. * Hand sanitisers are available throughout all University buildings. * All personnel are expected to sanitise hands upon arrival to the building, at regular intervals whilst in these areas and before departure. * House services continues to clean communal areas and frequently touched surfaces * Sanitising wipes are available for building users to use in their work area to clean down communal items. * Face masks are highly encouraged indoors, are expected in lecture theatres/ teaching spaces, and are mandatory in areas if a risk assessment specifies it. Exemptions can be due to medical reasons, or if face masks will negatively impact on PPE required for practical work. In this case a separate risk assessment should already be in place. * Medical exemptions of face masks require confirmation by Occupational Health. They can be found in [Directorate for Student Experience](http://www.dse.manchester.ac.uk/our-directorate/campuslife/) Proof of exemption may be required. * Face masks are available from building entrances * If seated and social distancing is used, face masks can be removed. * It may be useful for office occupants to mark out which workstations should not be used due to close proximity. | Medium | A |
| Working in University buildings | Transmission of COVID-19 | Building users due to inadequate ventilation | * Estates controlled mechanical ventilation has been set to operate at increased levels. Wherever possible, building users are encouraged to increase supply of fresh air by opening windows and doors (except fire doors) * Wherever possible, room vents and windows should be opened for 15 minutes prior to and after room use. * The Cambridge Airborne tool is used to assess ventilation risk. If appropriate, additional safety measures are implemented for rooms that have been identified as needing improved ventilation. | Medium | A |
| Fire prevention and protection | Fire  Smoke | Staff, students, visitors  If present within the building during fire  Burns, Smoke inhalation | * Induction arrangements cover security and fire awareness and include how to locate and use a fire door to exit the building and the location of the fire assembly point(s). * All new staff complete fire awareness e-training. * Fire alarm system are in place and tested weekly on day at time to enable users to identify the sound of the alarm, see fire action notice at entrance to buildings. * Fire evacuation practices are carried out annually * Induction covers the importance of maintaining clear fire exit routes and keeping the doors closed unless essential. Induction also covers the need for high general housekeeping standards. * Ready access to fire extinguishers is available for use by trained users. * Staff ‘hosts’ responsible for safety and, if required, evacuation of visitors. * Evacuation marshals attend suitable training and assist where possible during evacuations during normal working hours. * Requests to work out of hours include emergency action in case of fire and use of fire routes and doors. | Medium | A |
| Action in the event of an emergency | Not being aware of the evacuation procedure in the event of an emergency.  Injuries/chemical contamination  Lack of assistance out of hours | Staff, students, visitors  Lack of awareness  /unacceptable behaviours when the fire alarm sounds may result in assuming that real alarms are practice drill and subsequently delay evacuation leading to being trapped by fire or other life threatening incident. | * Users are instructed and empowered to act if they suspect an emergency situation to activate the fire alarm to trigger evacuation of the building. * First aiders are available and First Aid Notices are situated in prominent places around the building to be consulted when first aid is required. * First aid provisions within the area are checked as part of monthly self-inspections in high risk areas. * Contact Security using the telephone number on the back of staff/student ID cards. Security contact details are 0161-306-9966, or 69966 from an internal phone. * All Security staff are first aid trained. * Defibrillators are located throughout campus, please see [map](https://www.manchester.ac.uk/discover/maps/interactive-map/?defibrillators) for nearest location | Medium | A |
| Building security | Suspicious people in and around campus | Staff, students, visitors  Difficulty in contacting help/assistance | * If you see any suspicious activities in and around the premises, get yourself to a safe place and call Campus Security immediately on 0161 3069966 * Must not enter any unauthorised area * When entering and exiting the building, keep to well-lit area and be extra vigilant of surroundings | Medium | A |
| General comfort | Temperature/ ventilation/ lighting/ furniture | Users of the area. Failure of the infrastructure can result in discomfort | * Provisions are maintained by Estates * Building defects should be reported to [Estates Helpdesk](https://www.estates.manchester.ac.uk/) or by calling 0161 2752424 * Access and egress must be kept free from obstructions and trip hazards | Low | A |
| Use of electrical equipment both Personal and University Owned | Electric shocks  Fire  Damage to other electrical equipment  Misuse of electrical appliance, faulted electrical appliance. | Staff, students, visitors  Burns, Smoke inhalation, | * All University equipment should undergo Portable Appliance Testing (PAT). * Check equipment has a valid PAT label before use. * Any Damaged equipment should be taken out of service and either replace or repaired. * All equipment whether personal or UoM owned must comply with relevant standards such as the British Standard or EU standards. * All office equipment used in accordance with the manufacturer’s instructions. * In PC clusters eating or drinking is discouraged to minimise the risk of spillage onto electrical equipment. Bottles of water should be kept closed when not in use and should be stored beneath desks to avoid spillage onto the equipment. * Liquid spills should be cleaned up immediately. * Sufficient power sockets provided to reduce need for extension cables. * Staff are discouraged from bringing in own electrical equipment as maintenance cannot be assured. * Visual checks before use to make sure equipment, cables and free from defects * Defective plugs, cables equipment etc reported for repair/replacement and taken out of use. | Low | A |
| Wiorking in FSE buildings | Uneven or damaged flooring | Staff, students and visitors.  Sprains and Strains  Inappropriate footwear can catch in flooring that changes level or is in dis-repair, causing trips, slips and falls. | * Areas around computers and workstation to be kept free of trip hazards. If possible, cable tidy should be used to manage trailing cables. * Users keep the floor area, acces and egress free from obstruction, e.g. bags and coats * Estates is responsible for building maintenance to ensure flooring, lighting etc. are not defective. Any issues identified should be reported to [Estates Helpdesk](https://www.estates.manchester.ac.uk/) | Low | A |
| Working in offices | Obstructions and/or spillages | Staff, students and visitors.  Slips, trips and falls  Bruises  Sprains  Strains  Fractures | * Reasonable standards of housekeeping are maintained and checked on a monthly basis by users. * Trailing cables must be positioned neatly away from walkways or highlighted with hazard tape. * Faults, repairs and maintenance are reported immediately to [Estates Helpdesk](https://www.estates.manchester.ac.uk/) for repair/replacement * Floors kept clean, dry and clear of obstructions particularly exit routes. Spillages to be cleared immediately – spill kits are available. * Cabinet drawers and doors are kept closed when not in use * Waste bins are supplied for general and recyclable waste reducing the build-up of rubbish in corridors and spaces. * Adequate lighting is based on identified activities/tasks in the areas as deemed sufficient during building design specification. * Emergency lighting will turn on if standard lighting system is faulty to ensure there will always be light in the areas. | Low | A |
| Use of display screen equipment  Repetitive/prolonged use of equipment or tasks | Incorrect posture whilst using DSE  Incorrect workstation set up  Prolonged use without breaks  Electrical hazards | Staff, students, visitors  Musculoskeletal injuries/disabilities  Limb disorders  Eye strain  Headaches  Back pain  Repetitive strain  Fatigue  Electric shock | * Please refer to the DSE [policy](http://documents.manchester.ac.uk/display.aspx?DocID=24480), [guidance](file:///\\nask.man.ac.uk\home$\Downloads\DSE-Guidance%20for%20users-v1-4.pdf) and [poster](http://documents.manchester.ac.uk/display.aspx?DocID=10119) for more information on how to set up your workstation properly * Complete [DSE Self-Assessment](https://manchester.onlinesurveys.ac.uk/m5s4r4vdg9-11). * Set up workstation to a comfortable position with good lighting and natural light where possible * Take regular breaks away from the screen, at least some activity or stretching every 20mins and a 5min break away from the workstation every hour. * Regularly stretch your arms, back, neck, wrists and hands to avoid repetitive strain injuries. Refer to workstation exercises [here](http://www2.posturite.co.uk/downloads/resources/Workstation-Exercises.pdf) * Provision of adjustable equipment and furniture available following DSE assessment | Low | A |

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| **REMINDER OF EMERGENCY PROCEDURES** | |
| Fire | * Fire safety details are displayed on the building Fire Action Notice. * Fire alarms in all University building are tested weekly. * Evacuation plans are located in the stairwells and the building entrance. During an evacuation, follow the green Emergency Exit sign to leave the building via the most direct exit. * Fire refuge points are located in protected stairwells. * Assembly points can be identified by a green Assembly Point sign |
| First aid | * Lists of first aiders can be found on the stairwells and the main entrance to the buildings. * First Aid kits are available throughout the building. * If in doubt call Campus Security staff who are all trained first aiders |
| Personal Security | * Avoid lone working * Keep to well-lit places when transiting between buildings * During incidents of unease or suspicious activities, users should immediately go to a safe location and report to Security staff on 0161 306 9966. |
| Emergency contact details | * Campus Security can be contacted 24/7 by internal extension 69966 or external 0161-306-9966 * Building users are encouraged to store this contact number on their telephones. |