**GENERAL RISK ASSESSMENT FORM - Office**

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| **Faculty/Directorate** |  |
| **Title of risk assessment/work activity being assessed** | Working in an office |
| **Location of assessed activity (campus/building/room)** |  |
| **Date of initial assessment** |  |

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| B**rief description of work activity being assessed Include brief details of stages of the process, numbers of people involved, scale of operation, duration, timing and frequency of work (attach protocol or method if preferred)** |
| THE BELOW IS PROVIDED AS AN EXAMPLE ONLY. PLEASE AMEND / UPDATE AS APPROPRIATE TO YOUR LOCAL WORKING ARRANGEMENTS  Day-to-day working within the office – tasks include using computers/docked laptops, attending meetings on Teams and in person, running training courses, general office-based tasks and activities (shredding and printing), lone working in and out of office, and out of office activities. There are times when lone working is required. The office welcomes visitors from 08.00 to 17.00; access is available to staff and contractors with Salto fobs and by permission to visitors announcing arrival via the buzzer/intercom In the building there are other shared office suites and, on the second floor, two student accommodation flats. Working from home is frequently undertaken and is included in this risk assessment. |
| **Things to consider within the assessment – this list may not be exhaustive (Please delete any items that are not applicable)** |
| * **Personal safety** e.g. Escape from fire; physical/verbal attack; disability or health problems; delayed access to personal or medical assistance; failure of routine or emergency communications; security of accommodation and support; getting lost, or stranded by transport; terrorism/kidnapping/civil unrest; cultural or legal differences. - List aspects of the work with significant hazards and give brief details of how foreseeable harm/injuries could occur. * **Equipment hazards** **- Storage, handling and use of equipment and materials** e.g. Tools; machinery; vehicles; manual handling; noise; work at height; electricity; fire; vacuum; high pressure; high temperature; ultra violet; laser; vibration - List equipment and materials with significant hazards, and give brief details of how foreseeable harm/injuries could occur. * **Biological hazards - Storage, handling, use, and disposal of biological agents, intermediates, products and waste, "any micro-organism, cell culture or human endoparasite including any which have been genetically modified, which may cause infection, allergy, toxicity and other hazards to human health". This includes bacteria, viruses, fungi and parasites. Include routes of exposure** e.g. Blood borne infection; skin contact, skin sensitisation; sensitisation by inhalation; toxic by ingestion or inhalation including e.g. legionella, radiation; safety of local drinking water; food hygiene. List biological agents with significant hazards, and give brief details of hazard classification and foreseeable harm/injuries. * **Natural physical hazards - Effects of the natural environment, climate, landscape, plants, animals** e.g. Extreme weather, heat/humidity/sun/cold; earthquakes and volcanoes; mountains, cliffs and rock falls; glaciers, snow, crevasses and icefalls; caves, mines and quarries; forests including fire; marshes and quicksand; fresh or seawater floods, tidal surges. * **Environmental impact** e.g. Pollution and waste, deposition of rubbish, disturbance of eco-systems, trampling, harm to animals or plants. * **Chemical hazards - Storage, handling, use, and disposal of chemical reagents, intermediates, products and waste** e.g.Toxic by inhalation or ingestion; irritant; corrosive, flammable; explosive; oxidising; radioactive. Include routes of exposure e.g. skin contact; skin sensitisation; sensitisation by inhalation; toxic by ingestion or inhalation. ***If the chemical is a group 3 or 4 chemical (see RA guidance sheet) then a separate COSHH assessment MUST by carried out.*** * **Infectious illness –** E.G COVID, Flu, Chicken Pox, Monkey Pox, Meningitis, or TB; List activities where close contact / possible infection may occur. |

**Risk Assessment:**

| **Description of Hazard**  (only include significant hazards inherent within the task or the activity) | **Person(s) at risk**  e.g. staff, students, visitors, new & expectant mothers, children, unexpected persons, etc. | **Current control measures in place** | **Current risk rating** | | | **Further control measures required and by whom and when**  **(usually only necessary where the risk rating is either high or medium)** | **Final risk rating** | | |
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| **Likelihood** | **Severity or impact** | **Risk Rating** | **Likelihood** | **Severity or impact** | **Risk Rating** |
| Lone working: - lone working out of normal office hours on campus  - lone working out of the office/off campus (during office hours or otherwise) - injury and illness not discovered for hours or until the next working day; - unwelcome visitor/s. | Staff | Entry to the building for staff and students is via a locked outer door (Salto fob operated). Entry to the office's suite is via a Salto fob operated door. Staff are not able to lock themselves into the Flat suite of offices if working alone out of office hours.  Staff are instructed to remotely request details of all persons trying to enter the building at any time and refuse entry if concerned. An intercom system is linked to all flats in the block Staff in the flat may converse with visitors using the intercom from the first-floor offices or by telephone or other non-contact means and may choose not to admit visitors and should call Security if they have any cause for concern.  When lone working, staff should call the campus security gatehouse and / or ‘check in’ via SafeZone (desktop version is available from the software centre for those that do not have the mobile app) – and subsequently call / check out of Safezone at the time of departure.  Staff members with any health concerns which may pose a risk when lone working should, ideally, not work alone and must advise the site security team if working out of hours so that appropriate monitoring can be undertaken.  First aid or other emergency assistance can be obtained at any time by using the SafeZone app or by calling Site Security (If necessary, NHS 111 or 999.) First aid provision is noted on shared drive and on noticeboards throughout the building reminding of above numbers, etc.  Where relevant, move car to closest carpark if working after 17:30.  Use the SafeZone check-in timer/inform Security if working late alone, and when leaving. Security can accompany to car or off campus if given enough notice.  Out of office work – working locations recorded in Outlook calendars accessible to all relevant staff. Teams and email communication with colleagues throughout the working day generally happens as a matter of course. Out of office work is generally on university property, is alongside other University staff and contractors and rarely out of hours. Work involving travel off campuses is recorded in calendars, details of contacts, bookings, venues, etc. All staff have each other’s personal mobile numbers to ring absent staff if concerned. Staff apply general good practice on personal safety, and general good practice on car preparation, journey planning and driving such as AA and RAC guidance. | 1 | 4 | 4 | No further controls required at present – staff to monitor effectiveness of procedures. |  |  |  |
| Prolonged use of computers leading to fatigue, stress and possible musculoskeletal issues. | Staff | Annual DSE workstation assessments carried out for all staff – any concerns raised are investigated by the local DSE assessor.  Team members are expected to self-manage their time using the PC however they are advised to incorporate breaks into their work on an hourly basis.  Eye tests offered to all staff and contribution towards prescription glasses provided where required.  Adjustable blinds and lighting provided in each office. | 2 | 3 | 6 |  |  |  |  |
| Concerning or unacceptable behaviour including any form of threats and/or theft by any person (during normal office hours, not lone working which is addressed separately above) - possible risk to personal safety when working in open buildings/ offices. | Staff / visitors | Visitors are not left alone in the offices or during meetings elsewhere.  During the working day, Staff in each room are within calling distance of staff in other rooms.  An appropriately activated Salto fob is required to enter both the building and the main office door.  Staff to alert colleagues and use SafeZone/telephone Security if they feel threatened or uneasy by the visitors in the building.  Valuable personal items to be locked away out of sight in the offices. | 1 | 2 | 2 |  |  |  |  |
| Electrical shock / injury through use of poorly maintained or damaged electrical equipment. | Staff, maybe visitors | All electrical equipment in use within the office subject to a PAT programme – items which fail the PAT are removed from use at the time of testing.  Portable electrical equipment such as laptops are tested as per PAT programme or individually if out of office at that time.  Staff are required to undertake regular visual checks of electrical equipment and to report any issues to the university EFM team/ILS as appropriate.  Staff bringing personal electrical equipment into the office to use are required to seek approval and visually inspect all appliances on an ongoing basis, e.g. mobile phone chargers.  Staff are reminded of the hazards of overloading plug sockets (team discussions).  Visitors are not permitted to tamper with the electrical equipment – signage displayed in meeting rooms advises of this. | 1 | 3 | 3 |  |  |  |  |
| Fire, e.g., caused by poorly maintained electrical equipment, use of naked flames etc. | Staff / visitors | Fire safety awareness discussed at least annually in team meetings, and online training is completed biennially by staff.  As above, all electrical equipment in use within the office subject to a PAT programme, items which fail the PAT are removed from use at the time of testing, and staff undertake visual checks of electrical equipment when using and will report any issues to EFD.  No smoking permitted within 5 metres of the building – no smoking signage clearly displayed on the entrance door to the building.  No paints or solvents kept in the building – flammable chemicals are locked away in a secure chemical store. No candles or naked flames permitted at any time within the office.  Fire evacuation instructions clearly displayed throughout the office and regular fire evacuation drills are carried out to familiarise staff with procedures. Visitors to the building remain the responsibility of the host staff member throughout the time of the visit.  Hot works are controlled by FM and are managed via a permit to work process.  Smoke detector tested as part of programme run by EFD. | 1 | 5 | 5 |  |  |  |  |
| Injury caused by improper manual handling of equipment, files, papers etc. | Staff | Very heavy items which are required to be moved will be moved by the university porter team.  Files and heavy items stored at waist to shoulder height so as to prevent over-reaching and improper lifting.  Majority of the team are manual handing trainers - should manual handling be required then full training will be provided to the remaining staff No further controls required at present – staff to monitor effectiveness of procedure | 2 | 3 | 6 |  |  |  |  |
| Injury caused by improper use of office machinery e.g., shredders etc. | Staff | Office equipment subject to annual PAT and ongoing maintenance. All staff have been shown how to use office equipment. User manuals are kept in the office and/or accessible online so that the staff can access them whenever they wish.  In the event of an obstruction or blockage, equipment to be switched off before any simple clearages are under-taken and FM / IT are to be contacted to repair to the equipment as necessary. | 1 | 3 | 3 |  |  |  |  |
| Asbestos, e.g., disturbance during investigations, inspections, etc. | Staff | Relevant staff receive Asbestos Awareness training annually. Asbestos register viewable on each campus. Staff do not enter an area where they have reason for concern and discuss with EFD. | 1 | 4 | 4 |  |  |  |  |
| Travel for inter-campus purposes or off campus activities. | Staff | Staff use own vehicles, inter-campus buses or public transport. Staff are not expected to drive/travel when unwell, etc. Off campus activities have their own full risk assessments where necessary. Video meetings have reduced the frequency of inter-campus travel. | 2 | 5 | 10 |  |  |  |  |
| Slips, Trips and Falls e.g, loose belongings or spills in office kitchen. | Staff and Visitors | Staff to ensure personal belongings are kept in a safe place. Coats and bags are hung on coat hooks, if available.  Cables are secured safely away from walking routes and any issues are raised via the usual workplace inspection / FM Helpdesk process  Staff to ensure if there are any spillages they are to clean this up immediately or, if this is not possible, to place a wet floor sign to warn colleagues of spill.  Staff to report any leaks from office sinks or bathroom via the FM helpdesk. | 1 | 3 | 3 |  |  |  |  |

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| **Person(s) completing this assessment:** (Person carrying out or managing/supervising the activity day-to-day) | | | | | | | |
| Name |  | Title |  | Signature |  | Date |  |
| **Other person(s) commenting on this assessment (where required under Faculty/Directorate arrangements)** (Line Manager or Supervisor responsible for the activity, others involved in the decision-making process, others advising on the activity e.g. Health & Safety Manager, Health & Safety Local Officer) | | | | | | | |
| Name |  | Title |  | Signature |  | Date |  |
| **Person approving this assessment:** (Person with overall responsibility for the activity e.g. PVC/Faculty Operating Officer/Director of Professional Service, Head of Dept./Senior Academic or Manager/Supervisor) | | | | | | | |
| Name |  | Title |  | Signature |  | Date |  |

**Review of assessment, and revision if necessary**

(For continuing work: the assessment must be reviewed for each visit in a series; when there are significant changes to work materials, equipment, methods, location or people involved; and if there are accidents, near misses or complaints associated with the work. If none of these apply, the assessment must be reviewed at least annually)

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| REVIEW DATE | --/--/---- | --/--/---- | --/--/---- | --/--/---- |
| Name of reviewer |  |  |  |  |
| Signature |  |  |  |  |
| No revisions made |  |  |  |  |
| Changes to activity, hazards, precautions or risks noted in text. |  |  |  |  |

**Appendix 1 – Risk Matrix**

The hazards identified within the risk assessment should be assigned a risk rating – this should be assigned for any control measures which are currently in place and any further control measures which will be required.   
You should assign a value for the likelihood of an incident occurring based on the hazard from 1 to 5 and a value for the severity / impact of the hazard from 1 to 5. These should then be multiplied together to give a final risk rating e.g. 3 x 2 = 6.

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|  | **SEVERITY or IMPACT** | **5**  **CATASTROPHIC** | **5** | **10** | **15** | **20** | **25** |  | **The Risk Score**  for a hazard causing harm is calculated as follows:  **Likelihood x Severity or Impact** |
| **4**  **MAJOR** | **4** | **8** | **12** | **16** | **20** |  |
| **3**  **SERIOUS** | **3** | **6** | **9** | **12** | **15** |  | **High (RED) - Rating 15 or more**  Immediate action is required to control and/or lower the level of risk. Exposure to the identified hazard is prohibited or severely restricted |
| **2**  **MODERATE** | **2** | **4** | **6** | **8** | **10** |  |
| **1**  **MINOR** | **1** | **2** | **3** | **4** | **5** |  | **Medium (AMBER) - Rating 5 - 12**  Continue to review the equipment, activities and systems of work, with the aim of lowering the risk to the lowest possible level. Scores below 9 are considered tolerable, as per current University Risk appetite. |
|  |  | **1**  **RARE** | **2**  **UNLIKELY** | **3**  **POSSIBLE** | **4**  **LIKELY** | **5**  **ALMOST CERTAIN** |  |
|  |  |  | **LIKELIHOOD** | | | | |  | **Low (GREEN) - Rating 1 – 4**  Usually, no further action will be required except for monitoring to ensure the risk does not change and controls remain in place. However, if it is possible to reduce the risk levels still further, by using controls that are “reasonably practicable”, then this should be done. |
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**Scoring Criteria**

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| **Likelihood** | **Criteria** |
| 5 Almost Certain | >90% likely (e.g. regularly, in the next 12 months) |
| 4 Likely | 51-90% likely (e.g. at least twice within the next 2 years) |
| 3 Possible | 21-50% likely (e.g. once in the next 2 to 5 years) |
| 2 Unlikely | 6-20% likely (e.g. once in the next 20 years) |
| 1 Rare | 0-5% likely (e.g. once in the next 100 years) |

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| **Severity or Impact** | **Criteria** |
| 5 Catastrophic | Irreversible multiple injury or multiple deaths |
| 4 Major | Irreversible injury or death |
| 3 Serious | Major reversible injury |
| 2 Moderate | Minor reversible injury |
| 1 Minor | Discomfort or minor illness |