



STANDARD OPERATING PROCEDURE

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Document Change Management Form

Each SOP contains an individual record of amendments. Amendments are listed below and recorded in the document control system.

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Amendment date	Version no. discarded	Current version no.	Page/section amended	Amendment details
1.	N/A	1.0	New document	New document
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Purpose

The purpose of the document is to set out how to undertake a general risk assessment as well as the roles and responsibilities around writing, reviewing and using risk assessments throughout the University.

Scope

As per the University Health, Safety and Wellbeing policy, suitable and sufficient risk assessments for activities within schools and faculties must be completed, including fieldwork, and that control measures and safe systems of work are implemented and in compliance with all relevant University policies.

Authors of risk assessments relating to noise, vibration and the Control of Substances Hazardous to Health (COSHH) will need to refer to the Health & Safety Executive ACoP and guidance as they have very specific requirements that are outside the scope of this procedure.

References / Legislation

The Health & Safety At Work etc. Act 1974 does not specifically prescribe the requirement for risk assessment. However, it is integral to identifying hazards, risks and implementing suitable and sufficient control measures. All H&S Regulations within the UK do specify the need for risk assessment and as such the University has in place various different templates as listed below, to enable risk assessments to be carried out:

- Area
- COSHH
- Equipment
- Ethics Applications: Health & Safety Risk Assessment for Ethics Applications
- Event
- Fieldtrip
- New and Expectant Mother's Risk Assessment for Staff
- New and Expectant Mother's Risk Assessment for Students
- Office Work - Risk assessment Template with Sample Risk Controls
- Task Based Activity
- Travel
- Young Persons Risk assessment (e.g. Work Experience)

Definitions

Hazard

Hazard: Something that is dangerous and has the potential to cause harm e.g.

- Water on a staircase is a hazard, because you could slip on it, fall and cause injury

Risk

Risk is the chance, probability or likelihood that a person will be harmed when exposed to a hazard.

Reasonably Practicable

What are the reasonable measures required to control the hazards when comparing the reduction of risk against the cost (financial, time, effort) to achieve it? Accepted standards, University Policies, guidance and Approved Codes of Practice help identify what control measures are required and considered to be reasonably practicable.

Risk Assessment

Risk assessment is a careful examination of what could cause harm to people as a result of work undertaken by The University. This results in identifying the hazards and associated risks to enable implementation of the control measures to minimise the impact of the hazards.

Responsibilities Relating to Risk Assessment

Vice Chancellor and Chief Operating Officer

The responsibilities for the management of health and safety, which includes risk assessment, are set out in the University of Roehampton Health, Safety and Wellbeing Policy.

Deans Directors Heads of Schools and Departments

Deans, Directors, Heads of Schools and departments have overall responsibility for ensuring health and safety is effectively managed in the faculty or service. In addition, they are responsible for:

- Ensuring that suitable and sufficient risk assessment for activities within their schools and faculties are completed, including fieldwork, and that control measures and safe systems of work are implemented and in compliance with all relevant University policies.
- Ensuring the appropriate health and safety information, instruction and training is provided to all persons involved in the risk assessment process including any specific information instruction and training needs identified.
- Suitable and sufficient risk assessments are completed by competent persons for their areas of responsibility.
- Prioritised action plans are drawn up and implement findings of risk assessments.
- Senior managers are aware of resources required (staff time and finances) for implementation of these action plans.
- The findings of risk assessment are communicated to employees and others as appropriate.
- Employees work in accordance with findings of risk assessments, and they are appropriately trained.
- Records of assessments are kept for their areas of responsibility.
- Any injury, incident or near miss must lead to a review of the relevant risk assessment.
- Safety arrangements are regularly monitored and reviewed.
- Special arrangements are made for vulnerable persons.
- Ensure an up-to-date risk assessment log is maintained to facilitate efficient monitoring and help establish whether risk assessments have been carried out comprehensively across all school activity.

Health & Safety Office

The Health & Safety Office:

- Organises bespoke or monthly face-to-face training for all University employees who carry out, review or approve risk assessments.
- Supports staff in undertaking risk assessments and helping establish a filing system for Safety Documentation and risk assessments.
- Reviews Ethics H&S Risk Assessments.
- Reviews and holds a copy of New & Expectant Mother's Risk Assessments.
- Provides specialist support where required.
- Develops and reviews the Risk Assessment Procedure every three years or before as required.

The H&S Office does not normally review or approve any school / department risk assessments. They are however involved in coordinating Institutional level Risk Assessments.

Human Resources

The role of HR is to:

- Work collaboratively with the H&S team in relation to DSE cases and Occupational Risk Assessments involving Occupational Health referrals.
- Provide support in relation to Stress related Risk Assessments Works collaboratively with Security and the H&S team in relation to Personnel Security Risk Assessments.

Occupational Health

The external Occupational Health Provider may be contacted through the relevant HR Partner for:

- Providing a health surveillance programme to relevant staff as identified in a risk assessment.
- Aiding in identifying control measures necessary for individual staff with specific requirements or reasonable adjustments to carry out their work.

Managers and Supervisors

The role of the line manager is to ensure that:

- Risk assessments for work activities within their area of responsibility are carried out.
- Appropriate precautions and safe systems of work are implemented.
- They provide necessary health and safety information, instruction, training and supervision for their staff, students, contractors and visitors. This includes allocating face-to-face risk assessment training for those employees and students who require it.
- Training needs are regularly reviewed and when required, provide refresher training.
- Clear lines of communication for dealing with health and safety issues, including the review and implementation of control measures are on the agenda of team or office meetings.
- Where suitable and sufficient control measures have been identified and are not in place that they are implemented.
- Where additional funding is required to enable the implementation of control measures from a risk assessment, that this is actioned appropriately.
- Consult and involve staff and safety representatives during risk assessment process.

Risk Assessors

Risk Assessors are individuals who carry out the risk assessment. They must understand the hazards around the activity, event, task etc that is being undertaken to determine what control measures are required to minimise the risk. Risk Assessors should attend the face-to-face one-off practical training for risk assessment.

Risk Approver

The role of the Risk Approver is to review the risk assessment to determine if there is anything that may have been missed or overlooked. The individual must understand the work that is being carried out and be able to comment on the risk assessment if they believe it needs to be altered. Risk Approvers should attend the face-to-face one-off practical training for risk assessment.

Employees

Employees are required to:

- Assist managers with the risk assessment process.
- Work in accordance with safety procedures, standards, instructions and training and findings of risk assessment.
- Inform line managers of any difficulties or concerns with work practices, working environment or findings of risk assessment.
- Advise line managers of any change in circumstances which may affect their ability to work safely, or which may affect the findings of risk assessment.
- Be fully aware of their responsibilities.
- Report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities.
- Report to a responsible person any problems relating to their work activities along with any shortcomings they believe exist in the arrangements made to protect them.

Contractors

Contractors are required to:

- Provide risk assessments and method statements (RAMS) for the work being undertaken via the online Permit to work system
- Work within the confines of the RAMS, and permit to work system if being used.
- Report any accidents, incidents or near misses.

Students

Students have a responsibility to:

- Take reasonable care of their own health and safety, cooperate with actions taken to protect the health and safety of themselves and others, including completing their mandatory Fire, Health and Safety induction eLearning.
- Follow safe working practices identified in any relevant risk assessment including the use of any personal protective equipment supplied.
- Seek information or advice from a staff member before performing new or unfamiliar tasks.
- Not intentionally or recklessly interfere with or misuse anything which has been provided by the University in the interests of health and safety.
- Report all health and safety accidents, incidents and hazards to a staff member as soon as is practicable.
- Follow emergency evacuation procedures.

Training

The law requires that the employer ensure that all those carrying out risk assessments are competent. This is achieved by requiring all members of staff to undertake the mandatory risk assessment e-learning. Any person who is writing, amending or approving risk assessments needs to attend the one off, face-to-face training provided by the Health & Safety Office. Dates of the courses are found on the Staff Portal under Events.

Risk assessors and approvers can be, but are not limited to:

- Deans, Directors, Heads of School or Department
- Academics
- Technicians
- Team Leaders
- Event Organisers

Procedure – How to Carry out a Risk Assessment

Describe the Activity, Event, Task, Area

Anyone should be able to read and understand the description of what is being risk assessed. Within reason they should be able to determine whether the hazards and controls identified are suitable and sufficient from what has been described. To aid clarification use photos, diagrams, flowcharts in the 'Description' section. Where technical information is used within the description.

Identify Hazards

The table in Section 1 on the risk assessment forms gives suggested potential hazards - what could cause something to go wrong? They are there to prompt you to think of what the hazards could be associated with what is being assessed. Appendix A, 'Example Risk Assessment Template' provides examples of how the table can be completed.

Section 1 - Identify the Hazards																	
1.	Work at height	<input type="checkbox"/>	7.	Fixed machinery or lifting equipment	<input type="checkbox"/>	12.	Layout, storage, space, obstructions	<input type="checkbox"/>	18.	Lone working/work out of hours	<input type="checkbox"/>	24.	Hazardous fumes, chemicals, dust	<input type="checkbox"/>	30.	Access and egress	<input type="checkbox"/>
2.	Confined space/asphyxiation risk	<input type="checkbox"/>	8.	Use of portable tools/equipment	<input type="checkbox"/>	13.	Lack of welfare facilities	<input type="checkbox"/>	19.	Violence to staff/verbal assault	<input type="checkbox"/>	25.	Hazardous biological agents	<input type="checkbox"/>	31.	Contractors	<input type="checkbox"/>
3.	Hot Works	<input type="checkbox"/>	9.	Electrical Equipment/Electricity	<input type="checkbox"/>	14.	Slips, Trips & Falls/Housekeeping	<input type="checkbox"/>	20.	Fieldtrips/field work	<input type="checkbox"/>	26.	Fall of objects	<input type="checkbox"/>	32.	Food preparation	<input type="checkbox"/>
4.	Manual handling operations	<input type="checkbox"/>	10.	Vehicles/driving at work	<input type="checkbox"/>	15.	Lighting levels	<input type="checkbox"/>	21.	Radiation sources	<input type="checkbox"/>	27.	Asbestos	<input type="checkbox"/>	33.	Work with animals	<input type="checkbox"/>
5.	Outdoor work/weather conditions	<input type="checkbox"/>	11.	Noise or Vibration	<input type="checkbox"/>	16.	Heating & ventilation	<input type="checkbox"/>	22.	Hazardous / Non-Hazardous Waste	<input type="checkbox"/>	28.	Legionella	<input type="checkbox"/>	34.	Traffic Routes	<input type="checkbox"/>
6.	Display screen equipment	<input type="checkbox"/>	12.	Pressure vessels/Gases	<input type="checkbox"/>	17.	Occupational stress	<input type="checkbox"/>	23.	Fire hazards & flammable material	<input type="checkbox"/>	29.	Occupational Diseases	<input type="checkbox"/>	35.	Other(s) - specify	<input type="checkbox"/>

Hazard No	Hazards List what could cause harm from this activity e.g. working at height, trip hazard, fire, etc	Persons at Risk List who might be harmed and how	Risk rating decide level of risk without your controls in place	Control Measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc	Residual Risk rating decide level of risk once all your controls are in place	Any actions to reduce the risk further (provide details below in Section 2)

The number next to the Hazard in Section 1 is used for the Hazard No in the table e.g. if Manual Handling Operations, Display Screen Equipment and Lighting Levels are the hazards identified, the numbers 4, 6 and 15 are used.

Additional examples of hazards that could be referred to under (35) Other, include:

- Use of sharps
- Entrapment
- Emotional distress

Persons at Risk

Hazard No	Hazards List what could cause harm from this activity e.g. working at height, trip hazard, fire, etc	Persons at Risk List who might be harmed and how	Risk rating decide level of risk without your controls in place	Control Measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc	Residual Risk rating decide level of risk once all your controls are in place	Any actions to reduce the risk further (provide details below in Section 2)

Be clear on who could be harmed, try to be as specific as possible e.g.:

- Staff (e.g. Maintenance, Office Users, Academics, Technicians, Lab Users)
- Students
- Contractors
- Participants
- Researchers
- Members of the Public/ Young Persons

Identify how they can be harmed. The 'How' should not be described in the identification of the Hazard. What is the injury that occurs as a result of the hazard e.g.:

- Injury to back/neck (DSE)
- Electric shock
- Anaphylaxis
- Broken bone
- Death
- Emotional distress

Different types of people may be affected by the hazard in different ways which could generate different control measures being required e.g. safeguarding relating to the researcher and participant.

Risk Rating

Hazard No	Hazards List what could cause harm from this activity e.g. working at height, trip hazard, fire, etc	Persons at Risk List who might be harmed and how	Risk rating decide level of risk without your controls in place	Control Measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc	Residual Risk rating decide level of risk once all your controls are in place	Any actions to reduce the risk further (provide details below in Section 2)

The Risk Rating identifies what the level of risk is *before* any control measures are put in place. What is the likelihood of the risk occurring and how severe would the impact be if nothing was done to mitigate and control the risk identified? Using the table at the end of the assessment form determine a value for the risk rating based on the likelihood of something happening and the severity of it before any control measures are put in place.

Control Measures

There is a hierarchy of control measures for managing risk. This means that you need to work from the top down to determine what can be put in place to reduce an accident, injury or near miss. Often the easy option is to start with Personal Protective Equipment (PPE) however this should be the last control measure considered within the hierarchy.

Hazard No	Hazards List what could cause harm from this activity e.g. working at height, trip hazard, fire, etc	Persons at Risk List who might be harmed and how	Risk rating decide level of risk without your controls in place	Control Measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc	Residual Risk rating decide level of risk once all your controls are in place	Any actions to reduce the risk further (provide details below in Section 2)

The hierarchy of control consists of:

Eliminate

Elimination requires finding a way not to do the activity which creates the hazard e.g. window cleaners using extension poles rather than climbing ladders.

Substitute

Is it possible to swap out the activity, product, equipment to reduce the risk? E.g. use less hazardous cleaning chemicals.

Physical Controls

Is there a way to physically separate people from the hazard? E.g. use of fencing or barriers to separate people from traffic.

Administrative Controls

Administrative controls are ensuring that policies, procedures, risk assessments, appropriate training in place e.g.

- Risk assessment e-learning ensures that everyone knows and understands why risk assessment is required.
- This procedure - it sets out why and how to carry out risk assessment.
- Face-to-face practical risk assessment training to be undertaken by those who write, review or approve risk assessments.

Personal Protective Equipment (PPE)

The University must supply suitable protective equipment e.g. gloves, ear defenders, safety glasses that have been assessed as suitable for the task and fit the individual.

Residual Risk Rating

Hazard No	Hazards List what could cause harm from this activity e.g. working at height, trip hazard, fire, etc	Persons at Risk List who might be harmed and how	Risk rating decide level of risk without your controls in place	Control Measures For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc	Residual Risk rating decide level of risk once all your controls are in place	Any actions to reduce the risk further (provide details below in Section 2)

The Residual Risk Rating identifies what the level of risk is *after* any control measures are put in place. What is the likelihood of the risk occurring now that the control measures have been identified and implemented? How severe would the impact be now? The Residual Risk Rating should always be lower than the initial Risk Rating otherwise the control measures that are being implemented are not controlling the hazards that have been identified.

Further Actions

These are measures that have been identified in the risk assessment as required, but are not currently in place because they have to be developed or created. Examples include:

- A new SOP is required before a piece of equipment can be operated.
- A new COSHH assessment needs to be created due to an increase in the volume of chemicals being used as this has changed the risk profile.
- PPE has been identified as necessary e.g. gloves but the type, material and porosity must be determined due to a new chemical being used that has unique properties and has not been used at the University before.
- Identifying specialist training before operating new equipment that is being purchased.
- Specialised e-learning that is not part of the standard staff training requirements (DSE, fire safety), may be identified as an additional need in the risk assessment e.g. food hygiene, work at height.

Where additional actions are required before the activity can go ahead then this needs to be identified in Section 2 of the document with an action allocated to an individual with a completion date.

Section 2 – Further actions required to reduce the risk further					
Hazards	Action required	Action By Whom	Target Date	Completion Date	Signature when completed

DBS checks are already an existing process and do not need to be listed as a further action.

Where a Further Action has been identified and then completed the Risk Assessment Must be reviewed and the Further Action be moved into the Control Measures as it is now in place and being used.

Reviewing Risk Assessments

In general most risk assessment should be reviewed on a 3 yearly cycle, however they must be reviewed if there:

- Are changes to the activity e.g. Events Risk Assessments should be reviewed prior to an event taking place even if it an annual event that has been taking place for many years e.g. the Whitelands May Day Festival, Fresher's Fair.
- Has been an accident, incident or near miss, to identify if there are any new measure required or current measures not being suitably implemented or enforced that could have prevented the occurrence.
- Are changes in the process, equipment or people. e.g.
 - Students are now to be allowed to carry out the task/activity etc.
 - Improved equipment that carries out the same activity however technology has eliminated the need for certain control measures.
 - Working hours or patterns have changed that now includes lone working / shift work.

Further Guidance

Appendix A

This is an extract from the risk assessment templates with Sections 1, 2 and 3 completed demonstrating types of hazard that may need to be considered. This is not an exhaustive list of hazards or associated control measures and should not be replicated into a risk assessment.

Health and Safety Executive (HSE) Website

The HSE website provide further information on [Managing Risks and Risk Assessments](#) at Work which details further how to carry out risk assessments and provides examples.

Appendix A - Risk Assessment Example

RISK ASSESSMENT FORM																	
Section 1 - Identify the Hazards																	
1.	Work at height	Y	7.	Fixed machinery or lifting equipment	<input type="checkbox"/>	12.	Layout , storage, space, obstructions	<input type="checkbox"/>	18.	Lone working/work out of hours	Y	24.	Hazardous fumes, chemicals, dust	Y	30.	Access and egress	<input type="checkbox"/>
2.	Confined space/asphyxiation risk	<input type="checkbox"/>	8.	Use of portable tools/equipment	<input type="checkbox"/>	13.	Lack of welfare facilities	<input type="checkbox"/>	19.	Violence to staff/verbal assault	<input type="checkbox"/>	25.	Hazardous biological agents	Y	31.	Contractors	<input type="checkbox"/>
3.	Hot Works	<input type="checkbox"/>	9.	Electrical Equipment/Electricity	<input type="checkbox"/>	14.	Slips, Trips & Falls/Housekeeping	Y	20.	Fieldtrips/field work	Y	26.	Fall of objects	<input type="checkbox"/>	32.	Food preparation	<input type="checkbox"/>
4.	Manual handling operations	<input type="checkbox"/>	10.	Vehicles/driving at work	<input type="checkbox"/>	15.	Lighting levels	<input type="checkbox"/>	21.	Radiation sources	<input type="checkbox"/>	27.	Asbestos	<input type="checkbox"/>	33.	Work with animals	<input type="checkbox"/>
5.	Outdoor work/ weather conditions	<input type="checkbox"/>	11.	Noise or Vibration	<input type="checkbox"/>	16.	Heating & ventilation	<input type="checkbox"/>	22.	Hazardous / Non-Hazardous Waste	<input type="checkbox"/>	28.	Legionella	<input type="checkbox"/>	34.	Traffic Routes	<input type="checkbox"/>
6.	Display screen equipment	<input type="checkbox"/>	12.	Pressure vessels/Gases	<input type="checkbox"/>	17.	Occupational stress	<input type="checkbox"/>	23.	Fire hazards & flammable material	<input type="checkbox"/>	29.	Occupational Diseases	<input type="checkbox"/>	35.	Other(s) - specify	Y
Risk Assessment																	
Hazard No.	Hazards <small>List what could cause harm from this activity e.g. working at height, trip hazard, fire, etc</small>	Persons at Risk / Consequence <small>List who (e.g. researcher, participate, student, visitor etc) might be harmed and how</small>	Risk rating <small>decide level of risk without your controls in place</small>	Control Measures <small>For each hazard, list the measures you will be taking to minimise the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, task risk assessment, COSHH, SOP etc</small>	Residual Risk rating <small>decide level of risk once all your controls are in place</small>	Additional Controls <small>Any actions to reduce the risk further (provide details below in Section 2) Labelled: A, B, C etc</small>											
Below are examples of some of the types of hazard and potential control measures that may be required. It is not an exhaustive list. For each hazard below, the control measures specified are NOT COMPREHENSIVE and need to be determined.																	
24	Use of chemicals	<ul style="list-style-type: none"> • Academic / Students Exposure to carcinogens Burns due to liquid nitrogen 	•	<ul style="list-style-type: none"> • Follow relevant SOPs, COSHH assessments and control measures such as fume cupboards, PPE e.g. • Risk_LSC_00126 Area Risk Assessment Lab XYZ 	•	A											

				<ul style="list-style-type: none"> • COSHH liquid nitrogen 		
20	Field work - Animals	<ul style="list-style-type: none"> • Researcher/Students: Being gored by a deer 	•	<ul style="list-style-type: none"> • Researcher will review Risk Assessments that SOPs that relate to field work and animals 	•	
25	Biological exposure	<ul style="list-style-type: none"> • Academic / Student Illness related to exposure of biological xyz 	•	<ul style="list-style-type: none"> • Use only in CL2 lab within a Safety Cabinet. • Process within a week under HTA regulations • Wear appropriate PPE • Following procedures XYZ 	•	
18	Unfamiliar location	<ul style="list-style-type: none"> • Member of Staff During travel to the area, finding the location 	•	<ul style="list-style-type: none"> • Locations visited prior to the interview to determine any risks related to the area/ building • Advice provided by location of any potential hazards in the area. • Local H&S procedures to be followed provided by the venues 	•	
18	Lone working	<ul style="list-style-type: none"> • Member of staff Potential for attack 	•	<ul style="list-style-type: none"> • Contact line manager when arriving and leaving the premises • Lone and Remote Working Policy to be followed 	•	
1	Work at height Use of steps, ladders, mobile elevated work platforms (MEWPs)	<ul style="list-style-type: none"> • Maintenance worker Fall off the steps/ equipment injuring themselves <p>New type of MEWP that has never been used at the University is being purchased for work at height and the lack of specialised training could cause MEWP to overturn or</p>	•	<ul style="list-style-type: none"> • Will ensure that the steps are in condition, the floor is free of cables. • Area to be cordoned off • Staff will have completed the ladder training course • Refer to Risk Assessments / SOPs <ul style="list-style-type: none"> ○ SOP_XXX_YYYY ○ RA_XXX_ZZZZ 	•	B

		injure those operating or near to the area.				
14	Slips and trips Loose cables	<ul style="list-style-type: none"> Area users Injury through tripping over cables not taped down	•	<ul style="list-style-type: none"> Trailing cables will be put away/secured properly e.g. being taped down or taken off the floor 	•	
35	Safeguarding	<ul style="list-style-type: none"> Researcher / Student Accusation of inappropriate discussions and / or behaviour They experience safeguarding issues e.g. abuse/neglect <ul style="list-style-type: none"> Student: Subjected to safeguarding issues	•	<ul style="list-style-type: none"> No communication between researcher and student outside of school hours All student contact will be under the supervision of a qualified teacher / adult nominated by the Head Teacher Researcher to receive safeguarding training from the PI and school Safeguarding Officer before they go into the school and when they first visit the school All researchers are to have an Enhanced DBS check prior to entering the school Cannot enter a school without the Enhanced DBS 	•	
35	Allergens	<ul style="list-style-type: none"> Participant: Allergic reaction to the food consumed Allergic reaction to tape / glue used to fix sensors to the skin	•	<ul style="list-style-type: none"> Participant will complete a pre-screening questionnaire SOP 1234 – Consuming food RISK_ABC_Allergens Food hygiene eLearning Completed 	•	
4	Manual handling	<ul style="list-style-type: none"> Caretakers 	•	<ul style="list-style-type: none"> Staff to undertake manual handling training and safety use of lifting / moving equipment 	•	

	Moving of heavy objects, like chair stacks, tables, boxes	Back injuries, strains, scrapes and cuts from mishandling or dropping		<ul style="list-style-type: none"> PPE to be worn, including steel capped shoes. 		
10	Vehicles at Work	<ul style="list-style-type: none"> People walking in the carpark Risk of collision by the increased level of traffic due to an event organised	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Bollards will be put in place Traffic marshals will be located in key areas to ensure people cross the road safely Contractors setting up the event will be sent instructions on how to navigate the site 	<ul style="list-style-type: none"> 	
31	Contractors	<ul style="list-style-type: none"> Contractors / Staff / Members of the Public / Students Contractors leaving tools out Contractor injured by the work they are doing Cause a fire	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Use the Permit to Work system Inform Permits@roehampton.ac.uk 	<ul style="list-style-type: none"> 	
35	Emotional distress	<ul style="list-style-type: none"> Researcher / Participant: Emotional distress may occur due to the questions being asked about their past. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Researcher to be aware of the impact that the questioning may have on them Participants will always be monitored for signs of emotional distress. It will be made clear that they can withdraw from the project at any time. Breaks can be taken through the interview Direct participants to appropriate support services such as the relevant Wellbeing supports 	<ul style="list-style-type: none"> 	
	Data Protection (GDPR)	Concerns around Data Protection (GDPR) are not a health and safety hazard and should not be included in the risk assessment.				

Section 2 – Further actions required to reduce the risk further						
Hazard Label	Hazards	Additional Controls Required	Action by Whom	Target Date	Completion Date	Signature When Completed
A	Use of chemicals	1) Additional SOPs need to be written 2) New COSHH assessments required	1) Joe Bloggs 2) Jane Bloggs	1) 01 Jan 2024 2) 10 Oct 2023		
B	Work at height	<ul style="list-style-type: none"> Specialised operator training for the new type of MEWP must be identified and sourced prior to use and operators attend and pass the course 	Joe Bloggs	18 Oct 2023		

Section 3			
Assessor Signoff			
Name of Assessor			
Signed		Date	
Approval			
I have noted the above assessment and will take appropriate steps to ensure all actions raised are completed satisfactorily.			
Name (block capitals)..... (Student Supervisor, Line Management or Peer review for Staff)			
Signed..... Date.....			

Severity		Likelihood				Very Likely
		Very Unlikely	Unlikely	Possible	Likely	
		1	2	3	4	
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Catastrophic	5	5	10	15	20	25

Risk	Action
1- 6 Low Risk	No injury, minimal impact on the organisation
8 – 10 Moderate	Implement control measures or further control measures, where possible, to reduce risk rating to as low as is reasonably practicable. Minor injury or illness, requiring minor intervention. Requiring time off work for >3 days
12 – 15 High Risk	Consider stopping activity, or implement control measures or further control measures to reduce risk rating to as low as is reasonably practicable immediately. Moderate injury requiring professional intervention. Requiring time off work for 4-14 days
16 – 25 Very High Risk	Major injury leading to long-term incapacity/disability. Activity should not be commenced until the risks can be lowered through further control measures and if they can't then activity must not take place at all.

Persons at Risk

E = Employees; **VP** = Vulnerable Persons, such as new or temporary staff, young persons, lone workers, disabled persons or new/expectant mothers; **Con** = Contractors; **Pub** = Public; **Vis** = Visitors, **Stu** = Students

Further Information and Training

Every month, the Health and Safety Office provide a 2-hour Risk Assessment training course that is open to all staff members and PhD students, dates can be found on the staff portal under Upcoming Events found [here](#). Additional information on the Five Steps to Risk Assessment can be found [here](#).