

Identify the hazard:

Applies	Hazard list:
	Slips, Trips & Low falls (e.g. from wet/contaminated floors, steps, stairs, spillage risk etc.)
	Struck by a falling object (lifted materials, lifting operations, overhead working, crane/tackle/beam failures etc.)
	Exposure to Hazardous Substances (Chemicals, oils etc. skin/ eyes, absorption, inhalation, ingestion, injection)
	Exposure to biological agents or biological hazards (bacterial, rodent, viral, legionella)
	Ergonomic/Posture Hazards (e.g. repetitive actions, over exertion/effort, awkward positions)
	Manual Handling Risks - lifting, carrying, pushing, pulling + (back strains, pulled muscles etc)
	Exposure to Gases, fumes (exhaust, solvent etc), dust, asbestos, ammonia
	Noise exposure (over 80dBA, 85dBA, Nuisance) Vibration exposure (For hand-arm vibration the exposure limit value ELV is a daily exposure of 5m/s ²)
	Eye Injuries (e.g. foreign bodies, dust etc) and Display Screen Equipment / Visual Display Unit risks
	Radiation Exposure (substances or ionising, light - Infra Red, Ultra Violet, Laser)
	Electric Shock (or flash burns, static)
	Cuts & Hand tool / power tool injuries and friction injuries (inc glass & paper cuts) and bruises etc
	Machinery Entrapment, crush injuries, entanglement (e.g. Workshop machines, plant, mechanical hazards)
	Fire, Highly Flammable Liquids, Pressurised gases, Explosion (inc Pressure explosions, boilers, hot work, gases)
	Transport Risks (Fork Lift Truck/Pedestrian, FLT/FLT, Vehicle/FLT, Veh/Veh, Veh/pedestrian, trailers, mobile plant) Vehicle Manoeuvres (including Reversing and loading)
	Pressurised Systems, boilers, steam systems, pneumatics, hydraulics etc
	Burns/Scalds (hot or cold, or flames)
	Falls from Height (fragile roofs/work/holes, ladders, hop-up, scaffolding, restricted access, cherrypickers (MEWPs))
	Asphyxiation/Suffocation (Confined spaces, excavations, drowning, gas suppression systems etc)
	Lone working, restricted communications, Personal Protective Equipment (PPE) adding to risks (not fit for purpose, restricted vision etc)
	Violence / aggression / assault
	Striking against objects, Head Bangs, Body Bumps
	Structural collapse, exposed excavations etc, Contact with underground services (water, gas, electrics)
	Temperature exposure (variations from normal, inc high/low temps, ventilation/humidity, heat stress/exhaustion)

Please **do not** copy and paste these hazards directly into your risk assessment. Your identified hazard needs to be specific to the task i.e. tripping on electrical cable from camera.

Identify who is at risk:

Applies	People who may be at risk:
	Students / fellow team members, staff / work colleagues,
	Young people under 18 years of age, work experience, or pregnant women, nursing mothers
	Lone workers, night workers (Working Time Directive), customers, disabled workers
	Delivery drivers, contractors, maintenance staff, temporary workers
	Members of the general public , invited visitors / uninvited visitors

Suggested control measures - *Using the 'Principles of Prevention'

Applies	Control measures:
	Prohibition or Elimination – Stop doing the task
	Substitute for another method
	Isolate job (e.g. enclose process) interlocking, fixed guarding etc or 'lock off & tag'
	Procedures - Safety, quality, production, Safe System of Work (approved), Work Instructions
	Maintenance and Statutory Checks (inc Planned Maintenance (PM) and PM inspections or tests)
	Inspections and/or housekeeping
	Training, Competent Persons, Authorised Persons/Controls, Permits or Licensing, schedules
	Warning Notices/signs, Physical Restrictions (may be portable)
	Audible/Visual Warnings (Alarms/flashing lights)
	Safety Equipment (i.e. Mirrors, RCDs, guarding, emergency stops, barriers, handrails, ramps)
	Reduced Time Exposure (Job rotation etc)
	Measurement Sensors/Alarms (including Gas Detection Checks and Air Monitoring)
	Ventilation(forced or general or Local Exhaust Ventilation (LEV)), good lighting, Environmental Controls
	Specialist Surveys (i.e. Noise, Dust, Vibration, Thermal Comfort etc)
	Manual Handling or Lifting Equipment provided (Trolleys, Hoists etc)
	Emergency Procedures (for foreseeable emergency situations)
	Specific Safe System of Work (e.g. second operator, Standard Operating Procedures (SOPs), Approve Code of Practise (ACOPs), local rules etc)
	Suitable PPE (Shoes, Gloves, Hi-viz clothing, goggles/visors, masks, Breathing Apparatus ,earplugs, hard hats etc)
	Anything else not on the above list that is helpful and could reduce the chance of injury

Please **do not** copy and paste these control measures directly into your risk assessment. Your identified control measures need to be specific to the task i.e. moving the cable to the edge of the room so it does not cause a trip hazard.

*The Management of Health and Safety at Work Regulations 1999; regulation 4, Schedule 1.

Other risk assessments or specialist surveys required:

Applies	Permit to work systems
	Control of Substances Hazardous to Health (inc LEV) Hazardous Substances
	Manual Handling risk assessment
	Display Screen Equipment Online training for staff
	Confined Space entry – plant rooms, cellars, cold rooms etc
	Working at Height- Accessing University roof tops
	*Young Person's risk assessment (under 18 years of age)
	**Pregnant Women, Nursing mothers risk assessment
	*** Temporary workers, work experience, work placements
	Specialist Lifting Operations and Lifting Equipment
	Fire, hot works

NB: A permit-to-work system is a formal written system used to control certain types of work that are potentially hazardous. A permit-to-work is a document which specifies the work to be done and the precautions to be taken. Permits-to-work form an essential part of safe systems of work for many maintenance activities. Some permit to work systems will apply to the University Estates Department whilst others maybe within Faculty/Departments.

*The university owes a higher duty of care to young people under The Management of Health and Safety at Work regulations 1999; regulation 19: Protection of young persons.

**A risk assessment must be carried out for new and expectant mothers under *The Management of Health and Safety at Work regulations 1999*; regulation 16: risk assessment in respect of new and expectant mothers.

***Temporary workers such as work experience/work placements require an assessment of the risks to health and safety to be carried out.

Further guidance:

Further guidance can be found on the [Corporate Health and Safety webpages](#) and [The Health and Safety Executive website](#).