The Glasgow School of Art

GSA Health and Safety Risk Assessment Procedure

May 2016

Policy Control

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Contents

1 Introduction 4

2 Scope 4

3 Roles and Responsibilities 4

3.1 Heads of Department and Programme Leaders 4

3.2 Staff, Students and Building Occupants 5

4 Purpose of risk assessment 5

5 Requirements of a risk assessment 6

6 Who should do risk assessments? 7

7 How do you do a risk assessment? 8

7.1 Hazard and risk 8

7.2 Initial consideration of activities 8

7.3 Initial survey of the area/ activity to be assessed 9

7.4 Determine the hazards 10

7.5 Consider who might be harmed 10

7.6 Identifying existing controls 10

7.7 Determine if any further action is required 10

7.8 Prioritisation 11

8 Record the findings 12

8.1 Log of Risk Assessments 12

8.2 Use of generic and dynamic risk assessments 12

8.3 Communication 13

8.4 Action plans and review 13

8.5 Reviewing risk assessments 14

9 Further advice and information 14

Appendix 1:	Risk Assessment Flowchart	15
Appendix 2:	General Principles of Prevention	16
Appendix 3:	GSA Standard Risk Assessment Form	18
Appendix 4:	Potential Sources of Hazards (Non-exhaustive Aide Memoire)	20
Appendix 5:	GSA Risk Assessment Log	21

1 INTRODUCTION

The Health and Safety at Work etc. Act 1974 lays the legal framework for management of health and safety at work in the UK. Regulation 3 of the Management of Health and Safety at Work Regulations 1999 sets out the principal requirements relating to risk assessment.

The GSA's Health and Safety Risk Assessment Procedure is to help the completion of a risk assessment in a logical manner, so that the proposed activity/work is undertaken safely and in accordance with legislation and good practice.

Risk Assessment is a formal means of ensuring that appropriate precautions or controls have been considered to make the activity/task/work healthy and safe. It also supports monitoring to check that controls are being implemented. A flowchart illustrating the overall risk assessment procedure is at Appendix 1.

Activities include:

- Routine and non-routine work.
- One-off as well as regular activities.
- Research work.
- Teaching and practical/studio classes.
- Student projects.
- On and off campus activities.
- Fieldwork.

Risk assessment should be normally be undertaken by the person who manages the activity, task, or work etc. It may also be undertaken by a competent person delegated by that person. (GSA's Occupational Health and Safety Policy clarifies the delegation of responsibilities.)

2 SCOPE

This procedure applies to all GSA staff, however it is of particular importance to those with line management responsibilities and those who are responsible for undertaking risk assessments (e.g. research projects, student projects, high risk tasks, and for general support areas).

3 ROLES AND RESPONSIBILITIES

Risk assessment is included in the responsibilities allocated by GSA's Occupational Health and Safety Policy to specific groups of staff. Heads of School, the Registrar and Professional Support Directors have responsibility to ensure that a programme of risk assessments relating to GSA activities is in place and that the significant findings are communicated to relevant staff.

3.1 Heads of Department and Programme Leaders

Heads of Departments and Programme Leader must ensure that under the programme of risk assessments operating within their School relating to GSA activities:

- Suitable and sufficient assessments of work activities in their areas are undertaken, covering

workplace hazards such as access, electrical safety, fire, lone working, and slips and trips.

- Risk assessments are completed for teaching, related-activities, research projects, and for non-routine activities such as maintenance.

- Adequate time, support and resources are allocated to do risk assessments and to implement the findings.

- Staff responsible for undertaking assessments are clearly identified and are competent.

- All persons (including staff, students, contractors, visitors) are made aware of the outcome of risk assessments that apply to them.

- The actions required to control risks are implemented.

- Risk assessments are reviewed and modified:
    - on a regular basis to make sure they remain up-to-date
    - when circumstances change
    - in the light of experience.

- A risk assessment log is maintained locally to support the implementation of an effective occupational health and safety management system.

In circumstances where a Head of a professional support department is the applicable lead, their responsibilities will mirror those set out regarding academic schools. For the purposes of this policy professional support departments also include all areas within the remit of the Head of Learning and Teaching and the Head of Research.

3.2 Staff, Students and Building Occupants

All staff, students and other building occupants must comply with the controls identified in risk assessments for their area, activity or workplace and for the building in general.

In a workplace where other building occupants may be placed at risk, information about the risks should be shared with the building management and/or other occupants so that all parties can co-operate and co-ordinate response procedures.

Relevant information from the risk assessment should be shared with other building occupants the so that they understand what they need to do to safeguard their own employees. Tenants of GSA are responsible for risk assessments that apply to their own work activities.

Examples of risks that could place other building occupants at risk are flammable substance spillage or accidents involving pressure vessels.

4. PURPOSE OF RISK ASSESSMENT

The level of detail in the risk assessment should be proportionate to the risk. For example, most office environments should be low risk and therefore the assessment should be relatively straightforward. Where the activity is complex, unusual or involves multiple hazards which cannot be covered by existing procedures, a specific risk assessment is always necessary.

The requirement for risk assessment applies to all work activities where there is a significant risk of injury or ill health. The aim is the prevention of death, injuries, or work related ill health, including mental health problems. This applies to near misses also, as injury or death could result next time. In a broader risk management context it can also prevent damage to property, equipment and the environment.

An effective risk assessment process will help to identify the measures that need to be taken to keep people safe, by removing or reducing risk, as well as to comply with health and safety law.

5. REQUIREMENTS OF A RISK ASSESSMENT

It is important to think about how accidents and ill health could happen in order to concentrate on significant risks i.e. those that are most likely to occur and which may cause the most harm. An assessment can help to identify where certain risks control measures you need to be considered in more detail. For some risks, regulations require particular control measures.

Any preventive or protective measures, which include controls identified by a risk assessment, are legally required to be considered and implemented using the General Principles of Prevention set out at Appendix 2.

The method of communication must also be appropriate to the level of risk and target audience. Information about simple or generic risks with known and proven controls may be communicated, for example, through inductions or local arrangement, including in-person or in writing. Where the work is of a higher risk, risk assessments should be supplemented with detailed procedures or protocols.

A risk assessment must be suitable and sufficient. This means that it should:

- Cover the hazards and significant risks of all work activities, including but not restricted to research work, off campus activity and events and fieldwork.
- Be systematic in the way in which hazards are identified, risks are assessed and controls are implemented.
- Take account of legislative and GSA requirements, and generally accepted good practice.
- Take account of conditions in the local workplace.
- Include risks to health as well as safety.
- Take account of risks to staff, students, visitors, and contractors.
- Consider and take account of any people who may be at particular risk.
- Be undertaken before work starts, and subsequently reviewed in the light of experience.
- Be brought to the attention of those people who may be exposed to the risks, in a meaningful and comprehensible way.

- Identify any specific risk assessments required under legislation including:

    - **Display Screen Equipment** – Assessments of individual users and workstations are required to ensure that users and workstations are compatible and any risks to health from poor layout or poor practice are minimized. The legislation regarding this takes the form of the Display Screen Equipment Regulations 1992. GSA's Display Screen Equipment Procedure is available on the GSA's Health and Safety webpages.

    - **Hazardous substances** – Assessments need to be completed which detail how exposure to hazardous material, such as chemicals or biological agents, will be prevented or, if this is not possible, controlled. The legislation regarding this takes the form of the Control of Substances Hazardous to Health Regulations 2002(as amended). Further guidance is available on the VLE and from the Health and Safety Team.

    - **Manual handling**- Assessments should consider the manual handling and lifting of items at work and identify whether alternatives can be put in place to reduce any risk. The legislation regarding this takes the form of the Manual Handling Operations Regulations 1992. Further guidance is available on the VLE and from the Health and Safety Team.

    - **Noise** - Exposure to noise at work must be assessed where it is likely to exceed 80 dB(A) (as a rough guide this is when you struggle to hold a conversation at two metres). Where noise levels exceed 85 dB(A) other measures are required to reduce noise, for example by engineering means, but where there is no alternative, by the provision of suitable hearing protection. The legislation regarding this takes the form of the Control of Noise at Work Regulations 2005. Further guidance is available on the VLE and from the Health and Safety Team.

    - **Fire safety** – Fire Risk Assessments are required under The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006. GSA Fire Risk Assessments are managed by GSA's Estates Department. Schools may have requirements placed on them by the findings, and they should consider basic fire safety in their general risk assessments. Further guidance is available from the Estates department.

    - **Dangerous substances** – These include substances, preparations and dusts with the potential to give rise to fires and explosions. Examples include: flammable liquids (petrol, solvents), gases (acetylene, hydrogen, natural), dusts produced by wood cutting and sanding, and liquefied petroleum gas. The legislation regarding this takes the form of the Dangerous Substances and Explosive Atmosphere Regulations 2002. Further guidance is available from the Health and Safety Team and the Estates department.

6. WHO SHOULD DO RISK ASSESSMENTS?

Staff and others who undertake risk assessments must be competent to do so. This means that they should:

- Be familiar with the activity, machinery, process, workplace etc. that they are assessing, and able to conduct a comprehensive review.

- Have sufficient knowledge, experience and training to enable them to identify the full range of hazards and the precautions required to comply with legislation, good practice and with

GSA's policies and procedures.

- Be able to communicate the results to those people affected by the assessment in a way that enables them to understand what the risks are and what they need to do to protect themselves and others.

7. HOW DO YOU DO A RISK ASSESSMENT?

7.1 Hazard and risk

There are two particularly terms in risk assessment. These are:

- **Hazard** which is anything which has the potential to cause harm

- **Risk** which is a combination of the likelihood or probability of harm occurring, and the consequences or severity of any harm that results.

For example, an electrical plug socket is a hazard and the risk from an electrical socket is normally low. However, the risk is increased if the socket is damaged and any resulting fire and injury may be serious or fatal.

Hazards cannot always be eliminated but the risk that they pose must be controlled or reduced in accordance with legislation and good practice.

7.2 Initial Consideration of Activities

The first stage is to consider the relevant activities, areas and processes, and identify those which need to be risk assessed. Risk assessments are required for all GSA work activities that could result in significant injury or ill-health. This includes all work activities, both routine and non-routine. For example:

- Use of work equipment and machinery.

- Fieldwork.

- Events.

- Research projects (which may be further broken down into associated tasks and or phases).

- Travel and working overseas.

- Work areas (e.g. covering the general risks that can arise in a building, office, studio, teaching area, workshop etc., including lone working).

- Emergency situations which might arise e.g. fires, explosions, spillage and accidental contamination inside and outside buildings.

Having completed your initial listing of all the activities that require a risk assessment, you should consult others who may be involved or who have previous experience to ensure that you have

identified everything, or to get their assistance in completing the next stages of the risk assessment process.

7.3 Initial Survey of the Activity and Areas to be assessed

Having determined the activities, areas, and processes which need to be assessed, it is good practice observe them if possible. This will help you to identify the hazards that are present, and any factors which may increase or reduce the risk.

You may wish to consider:

- What the area is used for.
- What activities take place.
- When the activities are taking place (e.g. during normal working hours, outside normal working hours, in good or bad weather conditions, during maintenance shut-downs etc.).
- What else is happening at the same time.
- How the proposed work is to be undertaken.
- Whether the activity involves hazardous machinery or materials e.g. rotating or cutting machinery, pressure systems, chemicals, biological agents, radiation, lasers.
- Whether the floor is suitable and in good condition.
- Whether the lighting is suitable for the work activities.
- Whether there is adequate space.
- The type of ventilation – natural, mechanical? Is this suitable and sufficient?

The following additional questions may be relevant:

- Do you have access to risk assessments which may already exist for the area/activity?
- Do you have the manuals or data sheets for any equipment or substance operated or used?
- Who is leading the activity or work and, for example, what experience or qualifications do they have.
- What previous experience does the organisation have of undertaking this activity.
- Is there a history of accidents or incidents associated with this activity within the organisation or sector.
- Have you considered arrangements in the event of an emergency?

7.4 Determine the Hazards

Next, you should confirm the significant hazards that exist. As well as drawing upon the results of your initial survey, it is good practice to speak to others who work in the area or undertake the task to seek their help in identifying hazards.

7.5 Consider Who Might Be Harmed

You need to consider who might be harmed. There are five particular groups of people which you may need to consider when determining this: staff, students, tenants and contractors; visitors and the public; and vulnerable people.

The Management of Health and Safety at Work Regulations 1999 requires that risk assessments record any group of employees "identified as being especially at risk". This includes:

- Young Persons (under 18's).
- New and expectant mothers.
- Disabled People.
- Older People.

Further information on this subject is available on the Health and Safety Executive website at http://www.hse.gov.uk/vulnerable-workers/

7.6 Identifying Existing Controls

It is likely that having identified the hazards that you will already have existing controls in place. You should therefore note down all the existing controls that you have for each hazard.

If a completely new activity is being assessed, you will need to start from first principles, by thinking through how you intend to undertake the task, and what could go wrong.

7.7 Determine if Any Further Action is required

Having identified the existing controls, you then need to:

- Consider if they are working, or whether you need to go back to first principles and re-assess?

- Consider if any further action is required to reduce any residual risk to as low as reasonably practicable, to match good practice, or to comply with specific legislative requirements, some of which may be mandatory (i.e. absolute).

Reasonably practicable, which is referenced above, means balancing the level of risk against the measures needed to control the risk in terms of money, time or trouble. You do not need to take action if it would be grossly disproportionate to the level of risk.

Absolute (i.e. mandatory) duties are set out in some health and safety legislation. For example, there is a requirement for local exhaust ventilation to be inspected and tested (Control of Substances Hazardous to Health Regulations).

In determining whether further action is required, you should identify relevant standards particularly relating to sector good practice and compare what you are doing already or what you intend to do with them.

Line managers and supervisors are expected to know about the hazards in their workplaces, and the main legal requirements relating to their work.

Standards and working practices can change over time, and what was once considered good practice may now have been overtaken by improved ways of working.

Sources of health and safety information include:

- GSA Health and Safety website and on the VLE.
- Legislation and Approved Codes of Practice.
- Health and Safety Executive or Higher Education sector guidance.
- Product information from suppliers and manufacturers.
- Industry and trade association guidance.
- British and European standards.

Please remember that you can contact the Health and Safety Team, and Estates department where relevant, for further information where required.

When undertaking a risk assessment you should consider whether the controls that are already in place achieve the desired standard, or whether the level of residual risk places you or others at serious or intolerable risk, and further action is therefore required.

If further control measures are needed, you must identify who is responsible for ensuring that the control measure is put in place and you must establish a time frame for completion and implementation. Further action could include redesigning the activity or process, or replacing equipment.

7.8 Prioritisation

If further controls or actions are required then they may need to be prioritised. In determining priorities, you should consider the most serious risks first. You will need to consider such issues as:

- Long-term solutions to those risks with the worst potential consequences.
- Long-term solutions to those risks most likely to cause accidents or ill-health.
- The number of people who may be affected by the risk.
- Whether it is safe to start work or allow work to continue before the additional controls are introduced.

- Whether there are improvements that can be implemented quickly, even as a temporary solution until more reliable controls are in place.

- The cost of implementation and availability of resources.

- The complexity of the controls required.

The greater the risk, the more robust and reliable the control measures will need to be.

There are a variety of risk evaluation tools which can be used to help determine if further action is required, including risk matrices. Please see Appendix 3 GSA Standard Risk Assessment Form which incorporates a risk matrix that can be used to aid assessment and decision making. Appendix 4 Potential Sources of Hazards (Non-exhaustive Aide Memoire) contains some prompts to assist identification of Hazards.

8 RECORD THE FINDINGS

The GSA Standard Risk Assessment Form (see Appendix 3) should be used to record the outcome of the general risk assessment process.

You are not required to send copies of individual risk assessments to the Health & Safety Team. Where you are unsure if your risk assessment is suitable, or where you are dealing with complex, higher risk activities the Health and Safety Team can offer advice or feedback.

Risk assessments must be kept locally for at least three years or longer should specific legislation require it.

8.1 Log of Risk Assessments

To help understand the risk profile and to keep a record of what activities, areas and process have been assessed; when these need to be reviewed; and to facilitate auditing, a Log of Risk Assessments must be completed by each academic department within each School, and by each Professional Support department (including central Research and Learning and Teaching departments). Please see Appendix 5 for the GSA Risk Assessment Log.

8.2 Use of Generic and Dynamic Risk Assessments

Generic risk assessments can have their uses, but where they are used, the risk assessment should be checked to ensure that it adequately addresses the activities, areas, and processes being considered.

A generic risk assessment is a single assessment that is suitable for an activity or task performed regularly in a similar manner across different locations. Its main benefit is that it avoids repeating the same risk assessment many times when the level of risk and applicable precautions will be identical. The output is a set of standard controls and precautions that apply to those similar activities, provided they are undertaken in a similar way and under similar conditions on each occasion.

When applying a generic risk assessment consideration must be given to any factors that make the generic risk assessment inappropriate. Sometimes a generic risk assessment must be supplemented so that it contains the benefits of a specific risk assessment without needing to repeat all of the risk assessment exercise.

A risk assessment structure which may usefully be applied to some work within GSA, especially fieldwork, involves a three tier risk assessment process consisting of a:

- **Generic risk assessment** covering the risks inherent in the activity and general principles and controls that must be followed for that activity wherever it is undertaken.

- **Specific risk assessment** for the location and circumstances of the individual activity being performed under that generic assessment, covering the particular risks associated with that site or the way in which the work must be done on that occasion.

- **Dynamic risk assessment** that is made at the time and location of undertaking the activity and takes into account the actual risks and the changes in the working conditions or competence of staff involved. It can also address issues that may arise and possible courses of action. Dynamic risk assessment should continue throughout the activity or task to take account of any changing circumstances.

Any risk assessment process must include contingency (emergency) arrangements for foreseeable problems, should things go wrong.

8.3 Communication

The results of risk assessments must be communicated to all necessary groups or individuals so that they understand what they have to do to work safely. Communication can take a variety of forms, provided it is effective in conveying to people what they need to do to comply with controls that have been identified.

This does not mean that the whole risk assessment needs to be seen by everyone. In some cases this would be appropriate, but it may be more relevant to give instructions on how to comply with the necessary controls. Examples of different methods of communication include:

- Generic information e.g. a set of departmental or local rules.

- Signage e.g. how to evacuate the building; signage where Personal Protective Equipment is mandatory.

- A written Method Statement or other procedure that communicates the control measures through a series of detailed instructions.

- Inductions or briefings.

8.4 Action Plans and Review

Having undertaken the risk assessment it is essential to ensure that all necessary controls are implemented effectively and that the assessments are reviewed on a regular basis.

Where your risk assessment places actions on people, these should be included or referenced in your overall action plan for health and safety. The action plan should be documented and reviewed on a regular basis.

8.5 Reviewing Risk Assessments

Risk assessments should be reviewed regularly and modified if necessary. A normal cycle would be annually but very low risk matters may be reviewed less frequently. However, assessments should be reviewed at any time:

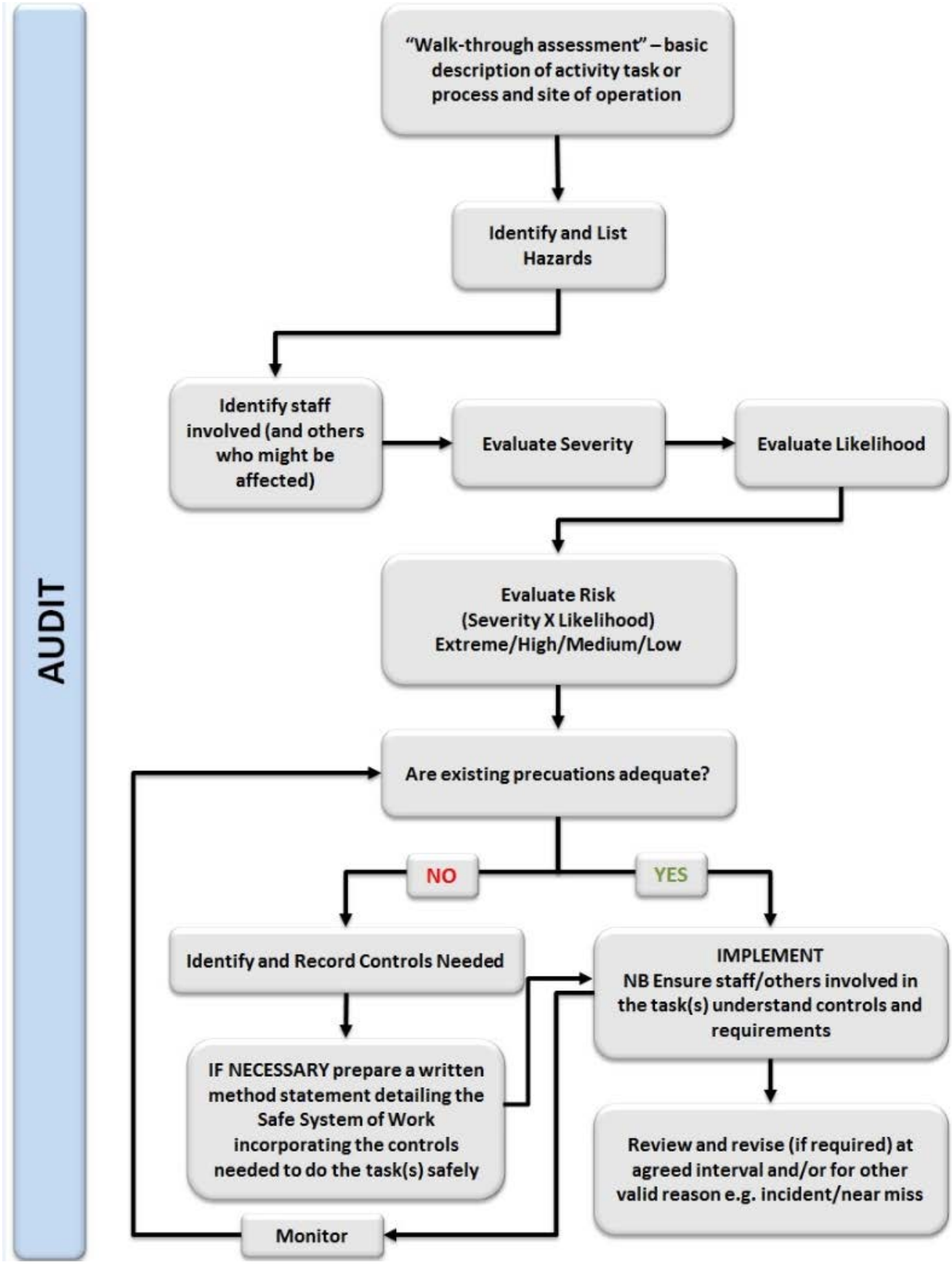
- If significant changes are made to existing workplaces, work activities, projects, equipment, or materials/substances in use, such that the original assessments are no longer valid.
- If new or temporary members of staff are employed who may be more at risk due to inexperience, age or physical or mental health conditions and disabilities.
- If female staff are pregnant, and their work could give rise to a health risk to the mother or unborn child.
- If new legislation, guidance, codes of practice or national standards are introduced.
- If workplace inspections, accidents or near misses highlight deficiencies in existing risk control measures or previously unforeseen hazards.

9. FURTHER ADVICE AND INFORMATION

You can contact the Health and Safety Team for advice and details of internal GSA Risk Assessment Training courses.

Useful guidance is available from the Health and Safety Executive at www.hse.gov.uk.

Appendix 1: GSA RISK ASSESSMENT FLOWCHART



Appendix 2: General Principles of Prevention

The Management of Health and Safety at Work Regulations 1999 include in their Schedule 1 the general principles of prevention for implementing preventive and protective measures. These are not in the form of a hierarchy but describe the approach on which the application of suitable controls need to be based. They are however, closely related to the hierarchies used to select the most desirable controls. The general principles of prevention are:

- If possible, avoid the risk altogether – do the work using a different method which involves less intrinsic hazard.

- Evaluate the risks which cannot be avoided and identify suitable precautions to adequately control that risk via a risk assessment process.

- Combat risks at source rather than taking palliative measures.

- Adapt the work to the requirements of the individual (consulting those affected) with regard to the design of workplaces, selecting work equipment, PPE and working methods. Aim to alleviate monotonous work or work at a predetermined rate and to increase control of workers over the work they are responsible for.

- Take advantage of technological and technical progress to offer opportunities for improved working and safer working methods i.e. replace the dangerous by non-dangerous or less dangerous.

- Implement risk control systems that form a coherent overall prevention policy and progressively reduce risks that cannot be prevented or avoided. Develop a coherent overall approach which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.

- Give priority to measures which protect the whole workplace and everyone who works there so gives the greatest benefit i.e. collective protection measures over individual protective measures.

- Ensure that workers and other persons present within the workplace understand what they must do i.e. give appropriate instructions on safe working methods. In addition, the organisation should promote an approach and attitude which creates a positive health and safety culture with avoidance, prevention and reduction of risks given a priority which is recognised at all levels of staff and management

The general principles of prevention encompass the hierarchy summarised in Health and Safety Executive guidance used to select the most desirable controls using the mnemonic **ERICPD**

- **E**liminate Do not perform the hazardous work (the risk cannot be justified).

- **R**educe Hazard at source, substitute or avoid do the work in a less hazardous way.

- **I**solate Or remove so that persons cannot come into contact with hazard.

- **C**ontain Use enclosure (e.g. guarding) to prevent access to the hazard.

- **P**rotect Procedure – use procedural methods to control hazard and reduce risk.
  Reduce exposure – e.g. by cutting the working time.
  Education, training, supervision – make improvements.

- **P**PE Protect the individual with personal protective clothing or equipment.

- **D**iscipline Manage H&S like other behavioural or performance issues.

Appendix 3: GSA STANDARD RISK ASESSMENT FORM

<table>
<tr><td>1. RISK ASSESSMENT NO:</td><td colspan="2">2. DEPARTMENT (AND SCHOOL)</td><td>3. DATE:</td></tr>
<tr><td colspan="2">4. WORK ACTIVITY/WORK PROCESS:</td><td colspan="2">5. SPECIFIC LOCATION OF TASK:</td></tr>
<tr><td colspan="4">6. HAZARDS:</td></tr>
<tr><td colspan="4">7. AT RISK:</td></tr>
<tr><td colspan="4">8. EXISTING CONTROL MEASURES:(To correspond with hazard / risks identified in section 6)</td></tr>
<tr><td colspan="2">9. LINKED REFERENCES OR ASSESSMENTS:</td><td colspan="2">[YOU MAY NEED A CONTINUATION SHEET FOR THIS SECTION]</td></tr>
<tr><td colspan="2">10. ADDITIONAL CONTROL MEASURES REQUIRED:
(To include COSHH, Manual Handling, Noise etc. if appropriate)</td><td colspan="2">Sign when Complete Date</td></tr>
<tr><td colspan="2" rowspan="2">11. OVERALL CATEGORY OF RISK:
(*Delete as appropriate)</td><td>EXTREME (Unacceptable)</td><td>*HIGH (Unacceptable)</td></tr>
<tr><td>*MEDIUM (Tolerable)</td><td>*LOW (Acceptable)</td></tr>
<tr><td colspan="2">12. ASSESSOR’S NAME:</td><td colspan="2">Signature : Date:</td></tr>
<tr><td colspan="2">13. LINE MANAGER:</td><td colspan="2">Name & Contact Number:</td></tr>
<tr><td colspan="2">14. ASSESSMENT COMMUNICATED TO STAFF/STUDENTS:</td><td colspan="2">Signature: Date:</td></tr>
</table>

RISK ASSESSMENT MATRIX

LIKELIHOOD DESCRIPTION	RATING	SEVERITY DESCRIPTION
Highly Probable	**5**	Death (R*)
Probable	**4**	Specified Injury (R*)
Possible	**3**	Unfit for Normal Duties for More Than 7 Days (R*)
Unlikely	**2**	Unfit for Normal Duties for Less Than 7 but More Than 3 Days
Highly Unlikely	**1**	Minor Injury

(R*) = RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

OVERALL RISK *(Based on Likelihood X Severity)*						
		SEVERITY INDEX				
LIKELIHOOD		**1**	**2**	**3**	**4**	**5**
	5	**5-MED**	**10-MED**	**15-HIGH**	**20-HIGH**	**25 -EXTREME**
	4	**4-LOW**	**8-MED**	**12-HIGH**	**16-HIGH**	**20-HIGH**
	3	**3-LOW**	**6-MED**	**9-MED**	**12-HIGH**	**15-HIGH**
	2	**2-LOW**	**4-LOW**	**6-MED**	**8-MED**	**10-MED**
	1	**1-LOW**	**2-LOW**	**3-LOW**	**4-LOW**	**5-MED**

OVERALL RISK	DESCRIPTION
1-4 LOW	Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes
5-10 MEDIUM	Medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.
12-20 HIGH	High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.
25 EXTREME	Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence

Appendix 4: Potential Sources of Hazards (Aide Memoire) √ = present and considered

1.Chemicals		**8.Equipment**		**14.Other ergonomic**	
Scale and duration		Suitability		Location of work	
Toxic/harmful/irritant		Dangerous parts		Layout of controls	
Flammable		Ejected material		Height of working	
Corrosive		Heat		Speed/frequency	
Explosive		Vibration		Repetitive actions	
Volatility (gas/vapour)		Access		Awkward	
Carcinogen/mutagen		Stability		**15.Temperature**	
Sensitiser		Maintenance		Hot/cold environment	
Reproductive hazard		Programmable		Hot/cold materials incl. cryogenics & dry ice	
Water reactive		Controls/auto start		Hot/cold surfaces	
Pyrophoric		Strength/failure		**16.Lighting**	
Decomposition		Emergency stop		General lighting	
Oxidiser		**9.Energy Sources**		Local lighting	
Incompatibilities		Electrical		Glare	
Runaway reaction		Mechanical		See detail/colour	
2.Biologicals		Compressed gas		Stroboscopic	
Scale of work		Hydraulic		**17.Other workplace issues**	
Infectious		Isolation		Space	
Hazard Group 3/4		Stored energy		Work surfaces	
Genetically modified		Rundown time		Hearing (e.g. audibility of alarms)	
Toxins / allergens		**10.Manual Handling**		Distraction	
Zoonoses		Space		Draughts/ventilation	
3.Unattended work		Weight/size		Flooring	
Lone working		Human capabilities		Cleanliness	
Working hours/night		Grip/handles		**18.Waste**	
Emergency info		Uneven load		Segregation	
4.Radiation		Uneven surfaces/slopes		Storage	
Ionising		High/low/difficult location		Make safe	
Non-ionising e.g. laser/UV/IR/microwave		**11.Oxygen**		Transfer	
Noise		Aerosols		Disposal	
5.Fire		Confined spaces		Spills	
Escape		Driving		**19.Other**	
Warning/Detection		Lack of oxygen		Aerosols	
Extinguishing		**12.Fieldwork**		Confined spaces	
6.PPE		Remote location		Driving	
Suitability		Gaining assistance		Lack of oxygen	
Incorrect specification		Communication		Overseas working	
Hazards from PPE		Weather		Sharps/glass	
7.Gravity		**13.Pressure**		Stress	
Fall from height		High pressure		Terrorism	
Slips/trips/falls		Vacuum		Transport	
Falling material		Over pressure		Travel	
Overturning		Catastrophic failure		Violence/assault	

Appendix 5: GSA Risk Assessment Log

GSA RISK ASSESSMENT LOG

SCHOOL / SERVICE		**DEPARTMENT**	

Ref. no.	Name of activity, project or work assessed	Date of assessment or last review	Lead Assessor	Actions outstanding Yes/No	Next Review Date

Ref. no.	Name of activity, project or work *not yet assessed*	Planned date for completion of assessment	Lead Person	Comment

SIGNED: Head of Department		NAME: (Please print)		DATE:	

This Log summarises the risk assessments that have been produced for your School, Department or Service. **It does not represent a risk assessment in itself.** These should be recorded separately on a GSA Standard Risk Assessment Form together with any supporting specialist risk assessments e.g. COSHH, Manual Handling etc.

A copy of this Log should be maintained within the Department or Service.