

UNIVERSITY OF BATH HEALTH AND SAFETY STANDARD

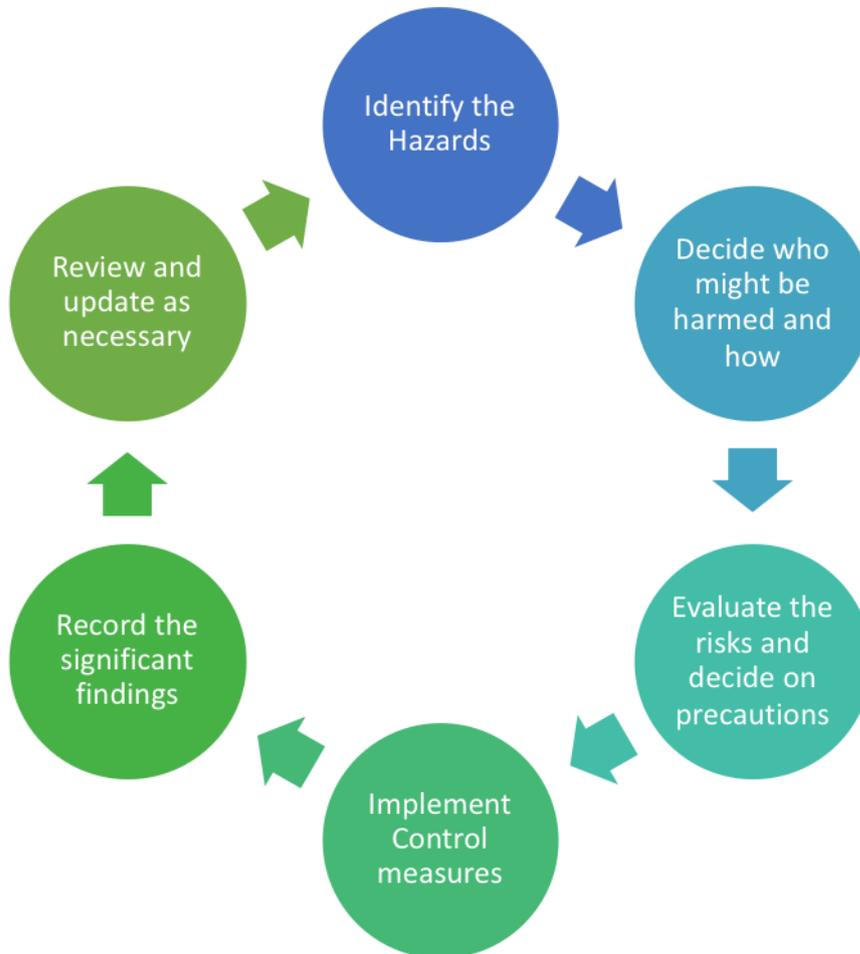
Risk Assessment

Version Number	Version 4	Date of Approval	13 th September 2022	Review Date	Three years from acceptance by UHSC
Author and Lead	Debbie Robarts; Scientific Safety Advisor				
Aims	The University is committed to ensuring the health, safety and welfare of all staff, students and visitors. Fundamental to achieving this objective is to identify, assess and control the risks in the workplace. To achieve this the University shall aim to make a suitable and sufficient assessment of all significant hazards to reduce the risk of harm to a tolerable level.				
Scope	<p>The requirements of this standard apply to all employees of the University of Bath while undertaking their work activities both on and off campus.</p> <p>It also applies to all persons including students, members of the public, contractors etc. whilst on University of Bath property and who may be affected by the Universities work activities.</p>				
Relevant Legislation	<ul style="list-style-type: none"> • Health & Safety at Work etc. Act 1974 (HASWA) • The Management of Health & Safety at Work Regulations 1999 (MHSWR) 				
Definitions	<p>Hazard</p> <p>Anything that has the potential to cause harm.</p>				
	<p>Risk</p> <p>The likelihood that the harm could occur.</p>				
	<p>Risk Assessment</p> <p>A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking. It should only include what you could reasonably be expected to know – you are not expected to anticipate unforeseeable risks.</p>				
	<p>Suitable and Sufficient</p> <p>There is no absolute legal definition for this term.</p> <p>The risk assessment should show a proper check has been made and identifies who might be affected. It should be reflective of the scale of the work carried out, taking account of the number of people involved. All obvious significant hazards should be identified, and reasonable control measures applied to reduce the risk to a tolerable level. It should be clear and straightforward to understand. Employees or their representatives should be involved in the process.</p>				
	<p>So far as Reasonably Practicable</p> <p>Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.</p>				
	<p>Significant Risk</p> <p>Risks that are not trivial in nature and are capable of creating a real risk to health and safety which any reasonable person would appreciate and would take steps to guard against.</p> <p>Risk is a part of everyday life and you are not expected to eliminate all risks.</p>				

Hierarchy of Control			
<p>Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority as follows:</p> <ol style="list-style-type: none"> 1. Elimination - Redesign the job or replace a substance so that the hazard is removed or eliminated. 2. Substitution - Replace the material or process with a less hazardous one. 3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures that protect collectively over individual measures. 4. Administrative Controls – Identify and implement procedures to work safely. For example: reducing the time workers are exposed to hazards; prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments. 5. Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the use of a hazardous substance or use work equipment such as local exhaust ventilation to minimise the exposure (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE. 			
<p>Young Person</p> <p>Anyone under the age of 18, therefore the following needs to be taken into consideration:</p> <ul style="list-style-type: none"> • lack of experience • being unaware of existing or potential risks and/or • lack of maturity 			
<p>Responsibility for implementation</p> <p>Faculty Deans/Head of Schools Heads of Departments/Directors Supervisors/Managers</p>			
<p>Training availability:</p> <p>Induction Training by Supervisors/Area Safety Co-ordinators Training is available from SHEW on request.</p>			
Standard to meet:		Accountability	Reference documents and more information
1.	Ensure risk assessments are carried out for all work activities within department responsibility	Heads of Department	<p>HSE Risk Management Pages provide information on completing risk assessments with some examples. http://www.hse.gov.uk/risk/index.htm https://www.hse.gov.uk/toolbox/managing/managingtherisks.htm</p>
2.	<p>Identify Hazards</p> <p>Involve persons carrying out the work activity Visit the work area Consult manufacturers instruction/data sheets Review accident/ill-health records Include non-routine operations, e.g., maintenance, cleaning, waste disposal</p>	Supervisor/ Manager	<p>HSE Brief Guide to Risk Assessment Support provided by Technical Managers/Area Safety Co-ordinators and SHEW</p>
3.	<p>Determine who might be harmed</p> <p>Identify groups of people, e.g., lab users, cleaners, members of the public</p>	Supervisor/ Manager	

	<p>Consider persons with particular requirements:</p> <ul style="list-style-type: none"> • Young persons • People with disabilities • New and Temporary workers • New and Expectant mothers • Contractors • Lone workers • Home workers 		
4.	<p>Determine how they might be harmed Examples include:</p> <ul style="list-style-type: none"> • Physical injuries • Impacts on Mental health (either by exacerbating an existing mental health condition or resulting in an emergent mental health condition, such as Post-Traumatic Stress Disorder) • Stress • Impacts on Health (for example by causing disease, illness or other health conditions. Impacts may be chronic or acute). 	Supervisor/ Manager	
5.	<p>Evaluate the risks</p> <p>Determine the level of risk (based on severity and likelihood) Identify control measures to reduce risk as far as reasonably practicable</p>	Supervisor/ Manager	
6.	<p>Record the significant findings</p> <p>Required by law Needs to be suitable and sufficient (see definition) Readily accessible to all users</p>	Supervisor/ Manager	Template available on SHEW pages of website and via Technical Managers/Area Safety Co-ordinators
7.	<p>Implement control measures</p> <p>Apply hierarchy of control (see definition) Involve users to ensure precautions will work in practice</p>	Supervisor/ Manager	
8.	<p>Regularly review the risk assessment</p> <p>Have there been any significant changes? Are there further improvements to be made? Has a problem been identified? Has anything been learnt from accidents or near misses?</p> <p>Ensure the risk assessment stays up to date</p>	Supervisor/ Manager	
9.	<p>Communicate the significant findings from the risk assessment and ensure all affected understand the hazards and control measures to be implemented</p>	Supervisor/ Manager	

Appendix 1 Diagram of Risk Assessment Process:



RISK ASSESSMENT TEMPLATE

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)		Likelihood of Occurrence (b)
1 – Trivial	(e.g. discomfort, slight bruising, self-help recovery, no significant harm to health or mental health)	1 – Remote (almost never)
2 – Minor	(e.g. small cut, abrasion, basic first aid need, temporary ill-health leading to discomfort, stress / distress)	2 – Unlikely (occurs rarely)
3 – Moderate	(e.g. strain, sprain, incapacitation or other injury or diagnosable mental health condition > 7 days absence from work or amended duties,)	3 – Possible (could occur, but uncommon)
4 – Serious	(e.g. fracture or hospitalisation (for >24 hrs) or incapacitation (<7 days) or Diagnosable mental health condition significantly affecting day to day life; Self harm or harm to others due to mental health condition.	4 – Likely (recurrent but not frequent)
5 – Catastrophic	(single or multiple fatalities or life changing disabilities or injuries, suicide risk or potential harm to others as a result of severe mental health impacts).	5 – Very likely (occurs frequently)

Risk Assessment Matrix					
(B)↓ (A)→	Trivial	Minor	Moderate	Serious	Catastrophic
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Risk Rating Bands (A x B)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue , but review periodically to ensure controls remain effective	Continue , but implement additional reasonable practicable controls where possible and monitor regularly	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Risk Assessment Record

Risk Assessment Title:	Date Produced:	Review Date:
Overview/Description of Activity:	Duration/Frequency of Activity:	
Location of Activity:	Generic or Specific Assessment:	

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
1			•				•
2			•				•
3			•				•
4			•				•
5			•				•

#	Hazard(s) identified	Who might be affected and how	Existing controls & measures	Severity (a)	Likelihood (b)	Risk Rating (a x b)	Additional control/action required
6			•				•
7			•				•
8			•				•
9			•				•
10			•				•

Assessor signature:	Print name:	Date:
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Risk Assessment Action Plan

Hazard No.	Action to be taken	By whom	Target date	Review date	Outcome at review date
Responsible manager's signature:				Responsible manager's signature:	
Print name:				Print name:	
Date:				Date	

Risk Assessment Sign-On Sheet

Sign on Sheet to acknowledge understanding of Risk Assessment:

Names and Signatures of other workers/researchers/PG/UG students

All others undertaking the process described must signify that they understand the hazards and risks.

Print name:	Signature:	Date: