Misuse of equipment e.g. scissors	Personal Injury / Ill-health	3	3	9	Staff member at school will support this. Staff member to demonstrate how to use equipment correctly and safely Be advised of activities taking place and have given their consent for their young people to take part.	3	1	3
Accident/emergency situation	Personal Injury / Ill-health	5	1	5	Staff members at school to hold medical information on participants including emergency contact details Venue risk assessment to be followed	5	1	5
Safeguarding	Personal Injury / Ill-health	5	1	5	Staff briefed on safeguarding Staff members at school hold enhanced DBS check, no member of staff is left alone with pupils so for purposes of school risk assessments this is appropriate. Staff on contracts at university have enhanced check Reaching Wider Safeguarding policy to be followed	5	1	5
Ceribal Palsy	Personal Injury / Ill-health	2	4	8	Staff briefed on safeguarding. Participant may drift into a trace and loses focus. Participant is also a wheelchair user and require access to rooms and additional space. Princes Trust room is on the ground floor with no steps to navigate.	2	3	6
PTSD	Personal Injury / Ill-health	2	4	8	Staff briefed on safeguarding. Participants to be briefed to tell staff when they need a break and are not forced into participating in any activity that makes them feel uncomfortable.	2	3	6
Mental Health	Personal Injury / Ill-health	2	4	8	Staff briefed on safeguarding. Staff briefed on safeguarding. Participants to be briefed to tell staff when they need a break and are not forced into participating in any activity that makes them feel uncomfortable.	2	3	6
Medication	Personal Injury / Ill-health	2	3	6	Staff briefed on safeguarding. Participants reassured to leave the room and take their medicine whenever required.	2	1	2
Use of outdoor spaces/weather	Personal Injury / Ill-health	1	2	2	Staff to check weather conditions for each day. Staff to check outdoor spaces for any slips, trips and falls - any items that could cause harm, such as broken glass.	1	1	1
Seed bombs	Personal Injury / Ill-health	1	1	1	Use of seeds, waater and clay. Do not consume. Use of mixing equipment, such as mixing bowls, risk of breaking.	1	1	1

Guidance on Completing the Risk Assessment form

General

This form is to be used to record risk assessments for most University activities whether that be lab or workshop-based, an event, on or off-site working, etc. This form is NOT to be used for Display Screen Equipment workstation assessments, Hazardous Substance Risk Assessments or New / Expectant Mum
Only complete a risk assessment if you have a strong understanding of the activity being assessed and you have completed the University guide to
Click here to access further information on risk assessments including a guide to completing them and some example risk assessments.

Risk Assessment Title

Provide a brief descriptor of what the risk assessment relates to in relation to the task or activity / environment / event / use of specific machinery or equipment. Examples could include "Pesticide spraying", "General Office Safety", "Fieldtrip X", "Use of Lathe".

Brief Description of Activity

Provide a brief description of the acitvity being undertaken that expands on the Risk Assessment Title.

Risk Assessor / Authorising Line Manager

Include the name of the person completing the risk assessment but also the line manager responsible for ensuring risk assessments are in place with

Persons at Risk

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and students consider visitors, members of the public,

Date(s) / Location(s) of Activity

Where the risk assessment relates to a time limited activity such as an event / fieldtrip etc then input the start and finish dates.
Where the risk assessment does not relate to a time limited activity then input "ONGOING"

Insert the location(s) of where the risk assessment relates to. It could relate to a specific location or room, workshop on or off campus. In this case input specific locations where relevant.
Where the risk assessment can relate to different locations then it is acceptable to input more generic locations such as "All Campuses", "IQ Engineering"

Date Valid From / Date of Review

Insert the date the risk assessment is valid from ensuring all those potentially affected by the risk assessment have been communicated the significant findings and controls to be followed in advance. Every risk assessment should be reviewed **at least** every two years. It, however, must be reviewed beforehand if there are any significant changes to the activity i.e. new procedures, substances, machinery, or if there are changes in legislation or any

What are the Hazards?

The definition of a hazard is something with the potential for something to cause harm. The main types of hazard are categorised as follows:
1. **Biological** hazards include viruses, bacteria, insects, animals, etc., that can cause adverse health impacts and can include mould, blood and other bodily fluids, harmful plants, sewage, dust and vermin.
2. **Chemical** hazards are hazardous substances that can cause harm e.g. cleaning chemicals, machinery oils / lubricants, paints, solvents.
3. **Physical** hazards are environmental factors that can harm an employee without necessarily touching them, including heights, noise, radiation and pressure.
4. **Safety** hazards create unsafe working conditions e.g exposed wires or a damaged carpet might result in a tripping hazard. These are sometimes included under the category of physical hazards.
5. **Ergonomic** hazards are a result of physical factors that e.g. a poor workstation setup in an office, poor posture and poor manual handling technique.
6. **Psychosocial** hazards can relate to the nature, type and duration of the work eg long or unsociable hours, threat of violence

When you work in a place or carry ut the same activity or task every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:
- Walk around the workplace and look at what could reasonably be expected to cause harm.
- Consider any equipment / machinery and how it is intended to be used.
- Ask others you work with. They may have noticed things that are not immediately obvious to you.

List the harm associated with the hazard

For each hazard, there may be one or more types of harm that could occur. The main types of harm can be related to the type of hazard as above such as:
1. **Biological** hazards can cause adverse health impacts and can include mould, blood and other bodily fluids, harmful plants, sewage, dust and vermin.
2. **Chemical** hazards can result in both health and physical impacts such as skin irritation, respiratory system irritation, blindness, corrosion and explosions.
3. **Physical** hazards can result in, depending on the nature and type of the hazard, different ill health conditions or physical injuries
4. **Safety** hazards can result in, depending on the nature and type of the hazard, different ill health conditions or physical injuries
5. **Ergonomic** hazards can result in musculoskeletal injuries.
6. **Psychosocial** hazards adversely effect a person's mental health or wellbeing e.g. stress and workplace violence.

Risk Rating / Residual Risks

This evaluation of risk helps identify those hazards that are more likely to occur or present a greater danger to persons. that present a uses a combination of likelihood of the hazard resulting in an incident and the severity of the typical consequences. Each is numbered 1 to 5 based upon the definitions in the table in the Risk Ratings tab and then multiplied together to give a final Risk Rating. This is subjective which is why you must have a reasonable knowledge of the activity in order to undertake the risk assessment. Hazards that remain high risk once evaluated after control measures are put in place, must not

Controls

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. The table below sets out an ideal order to follow when planning to reduce risk from
construction activities. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

1. **Elimination** - redesign the job / activity so that the hazard is removed or eliminated e.g. avoid working at height where possible.
2. **Substitution** - replace the material or process with a less hazardous one e.g. use a less hazardous substance. Care should be taken to ensure the alternative is safer than the original.
3. **Engineering Controls** - remove hazardous conditions by placing a barrier between the worker and the hazard eg machinery guarding, local exhaust ventialtion, enclosures.

		Severity of Incident				
	RISK MATRIX	**1 - Insignificant**	**2 - Low**	**3 - Moderate**	**4 - High**	**5 - Major**
Probability of Occurrence	**5 - Certain**	5	10	15	20	25
	4 - Very Likely	4	8	12	16	20
	3 - Likely	3	6	9	12	15
	2 - Unlikely	2	4	6	8	10
	1 - Highly Unlikely	1	2	3	4	5

Subtantial / Intolerable Risk (15 - 25)	Work must stop until suitable control measures have been implemented. Additional resource / cost likely required.
Moderate Risk (8 - 12)	Further consideration to be given to reduce risk. Additional resource / cost potentially required.
Low / Acceptable Risk (1-6)	No or limited further risk reduction measures required. Monitor existing controls. Additional resource / cost unlikely to be required.

Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form		
Situational hazards	**Physical / chemical hazards**	**Health hazards**
Assault by person	Contact with cold liquid / vapour	Disease causative agent
Attacked by animal	Contact with cold surface	Infection
Breathing compressed gas	Contact with hot liquid / vapour	Lack of oxygen
Cold environment	Contact with hot surface	Physical fatigue
Crush by load	Electric shock	Repetitive action
Drowning	Explosive blast	Static body posture
Entanglement in moving machinery	Explosive release of stored pressure	Stress
High atmospheric pressure	Fire	Venom poisoning
Hot environment	Hazardous substance	
Intimidation	Ionising radiation	
Manual handling	Laser light	
Object falling, moving or flying	Lightning strike	
Obstruction / exposed feature	Noise	
Sharp object / material	Non-ionising radiation	
Shot by firearm	Stroboscopic light	
Slippery surface	Vibration	
Trap in moving machinery		
Trip hazard		
Vehicle impact / collision		
Working at height		