

Teesside University
Risk Assessment Record

As required by the Health and Safety at Work Regulations 1999

Task/Activity: General Activities

Department: All TU departments

Date: 27.9.21

Assessment carried out by: Lynn Smith H & S Adviser

Who is at Risk? Staff, students and visitors

| HAZARD | RISK | | | | CONTROL MEASURES | Residual Risk T. L. M. H. I. | |
|--------------------|------------------------------|---|------------------------------|---|-------------------------------------|---|----------|
| Identified Hazards | Probability. V.L.L. M. H. | X | Hazard Effect L. M. H. | = | Risk Rating T. L. M. H. I. | Actions Taken to Reduce Risk | |
| DSE | M | | M | | M | DSE policy in place. Online DSE training and self-assessment module available for all staff with set refresher periods. DSE assessors and external assessors available. Support for staff to obtain ergonomic equipment. | L |
| Manual Handling | M | | M | | M | Manual handling guidance in place. Face to face and online manual handling training available with set refresher periods. Role specific training. | L |
| Electrical | M | | H | | H | Equipment maintained and serviced where applicable by School/dept or Campus Services. Policy for portable appliance testing and guidance documents in place. Schools and department have competent staff for PAT. H & S training with specific electrical | L |

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|------------------------|----------|--|----------|--|---|----------|
| | | | | | <p>safety information. Visual inspections to be undertaken by user NICEE testing carried out by Campus Services H & S audits and inspections</p> | |
| Fire | L | | H | | M <p>Detection systems in all buildings/accommodation, tested weekly, serviced and maintained. Fire compartmentation through-out buildings. Mandatory staff training on fire compliance. Fire risk assessments carried out for individual buildings. Fire policy and guidance on permitted furniture and equipment in fire escapes Regular inspections of buildings with deficiencies reported and rectified No smoking campus</p> | L |
| Lone Working | L | | M | | L <p>Solo working guidance in place. Safezone for lone workers</p> | T |
| Working From Home | M | | L | | M <p>Working from home guidance in place. DSE training and self-assessment module tailored to hybrid/flexible working. Staff able to work on campus full time if home working not appropriate</p> | L |
| Slips, trips and falls | M | | M | | M <p>H & S awareness training for all staff. Regular office and workplace inspections carried out Regular pavement and car park inspections carried out</p> | L |

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|---------------------|----------|--|----------|--|---|---|----------|
| | | | | | <p>Staff encouraged to use safety concern reporting to address any issues identified</p> <p>Good housekeeping encouraged via safety training.</p> <p>Signage to denote wet floor hazards</p> <p>Campus snow and ice clearing procedure in place</p> | | |
| Working from Height | L | | H | | M | <p>Training for staff working from height, use of ladders guidance.</p> <p>Ladders inspected annually</p> | L |
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FURTHER CONTROLS:

| <u>Probability Key:</u> | <u>Hazard Effect Key</u> | <u>Key:</u> | <u>Residual Risk</u> |
|--|---|---|---|
| Very Low = So unlikely that probability is close to zero Low = Unlikely but conceivable Medium = Could occur several times High = Occurs repeatedly and could be expected | Low = Superficial wounds or temporary ill health Medium = More serious wounds and ill health leading to permanent minor disability High = Fatality, life threatening wounds and life shortening diseases, Reportable Accidents. | VL x L = T VL x M = T VL x H = L L x L = T L x M = L L x H = M M x L = L M x M = M M x H = H H x L = M H x M = H H x H = I | Trivial & Low = Acceptable Risk Level Medium, High & Intolerable Risk Level = Additional actions required such as implementing Control Measures to reduce risk |

At the time of producing this assessment, as far as I can reasonably foresee, the risks involved with this activity have been reduced as far as reasonably practicable.

Review date:
27.9.23

Name: Lynn Smith

Position: H & S Adviser

Date: 27.9.21

Signature:

Reviewed by: Steven Westcough
Date: 12/10/2021

Signature: 

Position: Health and Safety Manager

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