STFC Risk Assessment Example – to be altered so it is bespoke to the specific event

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| Ref: | | Title: UKRI event on ? date | | | | | | | | |
| Assessment Date: 15th July 2022 | | Rm/Building/STFC Site: RAL Visitor Centre, RAL | | | | | | | | |
| Main Assessor: Joe Bloggs | | Department: SCD | | | | | | | | |
| Assessment Team involved: Jane Bloggs, Stuart Smith | | Persons or Groups of people exposed: RAL Staff and UKRI staff | | | | | | | | |
| Activity/Task being assessed (and any other relevant details, e.g. photos or related risk assessments/COSHH assessments etc. and where to find them):  Event will involve a presentation in the Visitor Centre and then a tour of the site which will include………*[buildings on site].* | | | | | | | | | | |
| Step 1  What are the hazards? | Step 2  Who might be harmed and how? | Step 3:  What are you already doing? (see guidance attached) | What is the level of risk? | | | What further action is necessary? | | Step 4:  How will you implement identified actions? | | |
| Hazard/Task or Situation |  |  | H Harm | L Likelihood | R Risk |  | | Action by whom | By when | Done |
| Emergency event happens in same building, e.g. fire  Note: RAL staff will be trained on both fire and site induction and will have some knowledge on what to do in this type of event. | **Who:** UKRI staff  **How:** UKRI staff have not received site induction and may not know what the various sirens or alarms on site mean. They may also not know the nearest muster point. | * Event organiser of the event will point out the nearest muster point at the start of the event and in the event of an alarm, will lead all participants out the building via their nearest fire exit, to the muster point. * If a fire is seen, event organiser will hit the break glass point at exit and direct everyone to leave the building. | Mod | L | Med |  | |  |  |  |
| Covid | **Who:** All participants  **How**: People could catch Covid from anyone attending who is contagious. | * Email sent prior to event asking participants not to attend if they have any symptoms. * All participants are welcome to wear a mask should they wish to do so. * Tables will be spaced out to allow for social distancing. * CO2 monitors will be in place. Should these move from green to amber, doors will be opened to encourage air movement in the room. | High | VU | Med |  | |  |  |  |
| Use of electrical equipment, e.g. laptops, extension leads, etc. | **Who:** Staff  **How:** Electrical equipment either through damage or production of heat can be an ignition source for a fire. | * All electrical equipment in use will have an in-date Portable Appliance testing (PAT) sticker. * All electrical equipment will be visually checked prior to use, this will include swollen laptop batteries and signs of damage to plugs and cables, etc. * No daisy chaining, i.e. extension leads plugged into other extension leads. * All extension leads will be unwrapped as plugged in wrapped cables can generate heat. | Mod | UL | Med |  | |  |  |  |
| Cables or boxes on floor surface. Also, spillages can cause a slip hazard. | **Who:** Staff  **How:** Slips, trips or falls can cause bruises and potentially broken bones. | * All cables will be either taped down with brightly coloured tape or covered in a cable cover. * Area inspected prior to use for any uneven surfaces present. * Any spillages are cleaned up immediately. | Mod | UL | Med |  | |  |  |  |
| Manual handling | **Who:** Staff  **How:** Lifting items into place with poor technique or sitting for long periods in an awkward position may result in a musculoskeletal injury. | * Where possible trolleys will be used to move items such as tables, chairs, etc. This will avoid the majority of manual handling strain. * All staff receive mandatory manual handling training which includes best technique for use of trolleys. * No lifting above head height. Kick stools or ladders used for above head height, 2 person job. * Staff will take regular breaks and stand/walk around. | Sl | UL | Low |  | |  |  |  |
| Tour of the site involving Diamond, CLF and ISIS | **Who:** All participants  **How:** Slips, trips or falls on uneven surfaces around site | Prior to tour of site starting, Event Organiser will point out to participants that it is a working site with workplace vehicles and many changes in level. Everyone should take care when crossing roads and walking as they are likely to be talking to others during the tour. | Sl | UL | Low |  | |  |  |  |
| Who: All participants  How: Untrained participants of tour touch something which causes them an injury | Each Dept will have its own competent person to lead the tour. This person will point out any hazards and ensure no one is close to any hazardous equipment. | Sl | UL | Low |  | |  |  |  |
| First aid incident | **Who**: Staff or contractors  **How:** Minor injury, e.g. cut finger on sharp edge or health issue, e.g. heart attack. | Event organiser will dial 2222 or 01235 778888 (RAL specific) from a mobile. Security will send a first aider to the location of the casualty. | Mod | VU | Low |  | |  |  |  |
| Attendees with allergic reactions to certain foods. | **Who:** Attendees with dietary sensitivities or allergies.  **How:** Illness from unknown exposure to dietary allergens, resulting in mild to acute effects. | * Event organiser will collate dietary restrictions/allergies prior to event. * Dietary/allergy information will be passed to caterers prior to the event. * Event organiser will call 2222 or 01235 778888 from a mobile to raise an alert. * If anyone dials 999, event organiser will contact Security to let them know. | Mod | VU | Low |  | |  |  |  |
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| Distribution List: | | Signed: | | | | | Date: | | | |
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| Has the assessment been entered into the SHE Assure database? | | Yes 🞏 No 🞏 SHE Assure ref no: | | | | | | | | |
| **Step 5 Review Date:** | | * Review your assessment to make sure you are always improving the identification of hazards and control measures. * If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it. | | | | | | | | |

**What is the level of risk?** For each hazard, choose the ‘Harm’ and ‘Likelihood’. Choose ‘the most likely reasonably foreseeable injury’ and **not** just the worst case outcome. For example, it is very unlikely that someone would be killed from falling from a footstool, the most common injury is likely to be a minor injury which may or may not require attention from a First-Aider.

E.g. if Harm was ‘Moderate’ and Likelihood ‘Unlikely’ the Risk would be ‘Medium’.

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|  | | If control measures are not adhered to potential harm is likely to be: |  | | | |
| **HARM** | **Major** | Fatality | High | High | V High | V High |
| **High** | Fatality or life changing injuries or serious health effects | Med | Med | High | V High |
| **Moderate** | Time off work, e.g. broken bones, stress or musculoskeletal injury | Low | Med | Med | Med |
| **Slight** | Minor injury which may or may not require First-aid treatment | Low | Low | Low | Low |
|  |  | | **Very Unlikely** | **Unlikely** | **Likely** | **Very Likely** |
| Conceivable but difficult to realise. Would require a combination of several failures | Can be envisaged but is unlikely. Never previously happened in STFC | Can be anticipated to happen. Has previously been known to happen in STFC | Can be anticipated to happen. Has previously been known to happen on site |
|  | **LIKELIHOOD** | | | |

[Please note this matrix is reversed on SHE Assure, this is due to the software design and currently is unable to be altered. However, the meaning of the risk categories are the same.]

Where:

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| Low Risk | No additional controls are necessary unless they can be implemented at very low cost (in terms of time, money and effort) or there is a mandatory requirement within legislation. Actions to further reduce these risks can be assigned low priority. |
| Medium Risk | Consideration should be given as to whether the risks can be lowered, where applicable, to a low risk level, but the costs of additional risk reduction measures should be take into account. The risk reduction measures should be implemented within a defined time period. |
| High Risk | The controls put in place are critical and it is imperative that they are monitored by a line manager (or equivalent) on a regular basis to ensure they are in place. Risk reduction measures should be contemplated as per the hierarchy and favour engineering controls over administrative controls and PPE. Additional controls may require extra resources and these would be justifiable. |
| Very High Risk | Additional control measures **must** be implemented to reduce the risk, regardless of cost, or a decision taken to terminate the activity until the risk level can be reduced. |

**What are you already doing?** The ‘Control Hierarchy’ provides a simple prompt to consider the various types of control measure that are or could be established for any given hazard. The examples below are provided for illustration but are not an exhaustive list.

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| Eliminate/Substitute | Redesign job or substitute a substance so hazards are removed or eliminated. For example, avoid working at height or substitute a carcinogenic substance with a less hazardous substance. |
| Engineering Controls | For example: Local Exhaust Ventilation (LEV) to control risks from dusts or fumes; Interlocks/guarding of machinery; Access control; Emergency stop within reach. Also, the complete enclosure of the operator or the hazardous machinery/equipment.  Give priority to measures which protect collectively over individual measures. |
| Administrative Controls | For example: training; reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting lone working; prohibiting use of mobile phones in hazardous areas; safety signage. Also, performing risk assessments, safe systems of work or a laser standing order. |
| Personal Protective Equipment (PPE) | Only used as a control measure after all the previous measures have been considered and determined to be ineffective in controlling the risks to a reasonably practicable level. For example: safety shoes, gloves, safety spectacles, hard hat, fall arrest harnesses. It is not sufficient to say ‘PPE used’, the type of PPE required must be specified. |

Note: if one section such as PPE is not applicable, do not delete it but instead insert “PPE: N/A”. This shows that it has been considered and deemed not relevant for this activity.