

Examples of completed risk assessments using Form RA1

University of Cambridge, general risk assessment form

Describe the activity, experiment or area under assessment.

The movement of individuals around Departmental buildings, with reference to the danger of slips and trips on flat surfaces or stairs.

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Slippery or wet floors	<p>Any person present in the Department – for example a student, member of staff, tradesman or visitor – might slip and fall on slippery or wet floors.</p> <p>The weather might be wet outside and water could be trailed into the building.</p> <p>Floors may be left excessively wet after washing.</p> <p>People may be rushing or not paying attention.</p>	High - since the floor seems to be particularly slippery in some areas.	<p>Mats in the entrance area of the Department help to minimise the amount of water trailed into the building in wet weather.</p> <p>The receptionist monitors the condition of the entrance hall. If the floor becomes excessively wet she will contact the cleaning staff so that the floor can be dried off. This is included in the safety training plan for all those who man reception.</p> <p>Cleaners will be trained to mop dry floors during the cleaning process, so that floors are not left excessively wet. When floors are wet 'caution' signs will be displayed.</p>	<p>In the longer term, it may be practicable for Estate Management to provide a new floor covering which is less slippery. The Departmental Secretary will contact EMBS before the end of April so that this possibility can be properly investigated.</p> <p>In addition, the Cleaning Supervisor will investigate the types of floor polish available on the market before the end of March. It is possible that a special non-slip polish might improve the situation.</p>
Poor lighting	Somebody may trip due to poor visibility	Medium	<p>Lighting provision is modern and adequate throughout the Department. Some areas have movement sensors.</p> <p>Lighting in staircases is left on overnight.</p>	N/A

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Tripping hazards such as the raised edges of rugs, or cables lying across the floor.	In some areas, they may be raised corners of carpets or rugs. There may be trailing cables and leads in corridors.	Medium	The condition of carpets and rugs are checked regularly by the cleaning staff as they go about their duties. The Department issues an information sheet to all contractors which specifies that cables must not be allowed to trail across the floor unless it is really unavoidable. In that case, a clear warning sign must be displayed. All staff are encouraged to report tripping hazards of all types so that remedial action can be promptly taken.	N/A
Trips on stairs	A person may not be paying due attention, or may be distracted. He or she may be carrying too much. Floor surfaces may be slippery, or poorly maintained.	Medium	All staircases have suitable hand-rails. Floors and stair nosing are checked regularly to ensure they are maintained in good condition. Staff and students are trained take care on the stairs, especially when carrying items. Heavy or awkward items will be transported using passenger or goods lifts. This is covered in manual handling training.	N/A
House-keeping	Poor house-keeping can result in items being left around on the floor – somebody may trip over.	Medium	Staff and students all receive training on the importance of good house-keeping during induction. Fire Wardens regularly check that corridors are free from tripping hazards.	N/A

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice. Any specialist emergency or first aid procedures should be specified here.

Normal first aid procedures apply in the case of injury.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here

- Receptionists will all be trained according to the Reception safety training plan.
- Cleaners will all be trained according to Cleaning Section safety training plan.
- Contractors and tradesmen will all be issued with the Department's 'Instructions to Contractors' sheet.
- Manual handling training will be provided regularly.

Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service. N/A	What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose. None
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Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

Name of assessor: A. N. Other	Signature: <i>A. N. Other</i>	Date: 25 th February 2006	Name of supervisor: A. Supervisor	Signature: <i>A. Supervisor</i>	Date: 25 th February 2006
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This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

Reviewed by (name)	Signature	Date	Indicate changes here ⁵
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¹ A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in bold will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

High or low temperatures	High pressures	Chemical hazards	Biological hazards	Genetically Modified Organisms
Ionising radiations	Lasers	Sharp objects	Dusts	Work at heights
Magnetic fields	Machinery hazards	Electricity	Manual Handling	Noise
Falling objects	Collapsing structures	Flooding	Slips, trips and falls	Asphyxiant gases
				Animal houses
				Vibration
				Flammable gases

² Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

³ Please see the health and safety risk assessment handbook for further guidance on levels of risk.

⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

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Example

University of Cambridge, general risk assessment form

Describe the activity, experiment or area under assessment.

'Zinc coins' activity to be carried out by children as part of the Cambridge science festival.

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
<p>Chemical Hazards Dilute hydrochloric acid (corrosive) 6M sodium hydroxide solution (corrosive) Zinc powder (pyrophoric) Hydrogen gas (flammable) Sodium zincate solution at 80-90 °C (hot, corrosive)</p>	<p>Demonstrator is at risk of chemical burns during preparation of solutions.</p>	<p>High</p>	<p>A chemical hazard risk assessment has been completed to cover all chemical hazards in detail.</p>	<p>None – safer alternative chemicals have been considered but none are available for this particular activity.</p>
<p><u>Stirrer hot plate – electrical hazard</u></p>	<p>Electric shock to demonstrator, or to visiting children or adults.</p>	<p>Medium</p>	<p>All electrical items are PAT tested regularly by the Department. Demonstrator will also inspect for damage immediately prior to use.</p>	<p>The Demonstrator will also fit a Residual Current Device (RCD) to the hotplate before the event.</p>
<p><u>Burns due to Bunsen burner flame or hot coin.</u></p>	<p>A child could touch the flame or the hot part of the Bunsen burner, or could touch the coin whilst it is hot.</p>	<p>Medium</p>	<p>The child and responsible adult will be warned not to touch the Bunsen burner or flame. The coin will be held in a pair of tongs.</p>	<p>Broken glassware – sharp edges and objects.</p>
<p>Young child – so especially vulnerable.</p>	<p>Lack of supervision could increase possibility of injury to a child in all cases.</p>	<p>High</p>	<p>It is essential that the child is accompanied by a responsible adult and that the demonstrator supervises carefully at all times.</p>	<p>The member of staff responsible should consider whether a minimum age limit should be applied for this activity.</p>

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Broken glassware	Glassware could be broken during chemical preparation.	Low	The demonstrator will watch for breakage of glassware. Broken glass will be cleaned up quickly and disposed of in a lab broken glass bin.	
Fire	Zinc powder could catch fire if it becomes damp. This could harm the demonstrator during preparation.	Low	Have sand available to be used for small zinc fires.	

EXAMPLE

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice. Any specialist emergency or first aid procedures should be specified here.

A first aider will be available on site throughout the science festival activities. Chemical burns should be treated with removal of affected clothing and irrigation to the affected skin for 15 full minutes with water from dedicated eyewash unit. Heat burns should be irrigated with cold water for several minutes.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here.

Steps to be completed on by Demonstrator:

1. Coin Preparation:

The experiment only works well with very clean coins which must be prepared in advance by placing them in a 0.5M solution of hydrochloric acid for 1-2 minutes, before being rinsed in water and dried

2. To make the sodium zincate:

In a fume cupboard, add 5g of zinc powder to 100ml sodium hydroxide solution and heat quite vigorously on a stirrer hotplate to about 80-90 °C – the solution should be cloudy to begin with but should start to clear in about 10 minutes

The solution should begin to fizz as hydrogen is given off but DO NOT ALLOW IT TO BOIL

The solution should work until almost all of the zinc has dissolved

3. To coat the coins:

Place the coin in the hot sodium zincate solution and leave for 2-4 minutes until it is evenly coated with zinc – the best way to do this is to place up to 3 coins in the beaker and continue to stir slowly or to stop stirring and make a space clear of zinc powder in the bottom of the beaker

Children Can Participate in the Following

Place the coins in a crystallising pan of water to allow child to clean the coins with a brush

Care must be taken to ensure that the coins are rinsed thoroughly and that all zinc powder stuck to the coins is removed before the next step and before being dried

4. Heat treating coin:

Allow the child to heat the coin in a Bunsen flame (coin to be held in metal tongs) until the coin looks 'brassy' – it works best if it is heated fairly slowly in the coolest part of the flame to avoid the coin from tarnishing

Quench the coins in cold water and make sure that they are cool before handing them to the child to take home

Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service. N/A	What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose. Lab coat, safety glasses and nitrile gloves will be worn by the demonstrator throughout the preparation process. Children will wear safety glasses. Further details can be found on the corresponding chemical hazard risk assessment form.
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Name of assessor: A. N. Other	Signature: A. N. Other	Date: 1 March 2006	Name of supervisor: A. Supervisor	Signature: A. Supervisor	Date: 1 March 2006
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High or low temperatures	High pressures	Chemical hazards	Biological hazards	Genetically Modified Organisms	
Ionising radiations	Lasers	Sharp objects	Dusts	Work at heights	Animal houses
Magnetic fields	Machinery hazards	Electricity	Manual Handling	Noise	Vibration
Falling objects	Collapsing structures	Flooding	Slips, trips and falls	Asphyxiant gases	Flammable gases

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University of Cambridge, general risk assessment form

Describe the activity, experiment or area under assessment.

Carpenter's workshop

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Machinery hazards from: band saw circular saw planing machine sanding machine (hand-held)	All operators are at risk from cuts, abrasions, broken limbs, entanglement, eye injury	High	The machines have guarding, as supplied by the manufacturer. The operators are all trained to adjust the guards correctly. The circular saw and planing machine have been retro-fitted with braking in accordance with the Provision and Use of Work Equipment Regulations, 1998. Use of these machines is restricted to a trained carpenter. The operator should wear eye protection	Note: The band saw does not require braking since it comes to rest in less than 10 s.
Electrical hazards, e.g. electrocution from exposed conductors	All operators of machinery in the workshop	High	Portable machinery is formally inspected and tested annually. Condition of cables etc of fixed equipment is inspected annually.	Suggest the operator carries out visual inspection weekly. Recommend reducing the interval for PAT testing to 6 months for the hand-held equipment, with effect from the next inspection date.
Adhesives, paints and varnishes	All people working in the room.	Medium/high, depending on particular substance	See additional chemical hazard risk assessment form for detailed assessment.	
Noise	People who work in the room for extended periods may be exposed to noise at damaging levels	Medium/high	At present there are no data. Operators wear ear plugs voluntarily.	The Workshop manager should arrange a noise survey within 3 months.

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Manual handling	The operators have to carry timber and other objects of varying weights and sizes. Rough sawn timber can have splinters	Medium/high	Operators have received manual handling training and are aware of the need to seek assistance for heavier loads. They use trolleys for moving loads around the site. Operators have gloves for handling loads that can give splinters or cuts.	A detailed manual handling risk assessment should be carried out by the Workshop manager within 3 months.
Housekeeping	Slips, trips and falls. Anyone who enters the room.	High/medium	Housekeeping should be maintained to a high standard to avoid falls, especially in the vicinity of the machinery.	
Wood dust from cleaning the local exhaust ventilation	Operator – potential exposure to wood dusts. Explosion risk	High	User wears goggles and an FFP3 filter mask when transferring the dust from the LEV to the waste.	

EXAM

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Wood dust from normal operations	All people who work in the room are potentially exposed to wood dust, which is an asthmagen, can cause skin disorders and hardwood dusts are classified as a carcinogen Wood dust on the floor is slippery and can cause falls. Wood dust is a fire and explosion risk	High	All fixed machinery capable of generating dusts has fixed exhaust ventilation fitted (LEV). The LEV is tested every 14 months to ensure it is working to specification. The hand-held sander has a small LEV bag attached. Wood dust is not blown about using the compressed airline. A vacuum cleaner with HEPA filter is used regularly to keep the dust levels low in the room. The LEV system has been designed to incorporate explosion precautions, and is earthed. The filters in the dust extraction system are cleaned regularly. Operators wear FFP3 masks for cleaning operations. FFP3 is also recommended for all machining and sanding operations to avoid breathing in the residual dusts. The people working in the room have health surveillance for occupational asthma and skin disorders and fill in a health record form. Washing facilities are available in the workshops to clean dust off the skin.	The Workshop manager must ensure that a fit-test is done for all the operators who wear respiratory protective equipment within three months.

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Carpentry is a skill that requires formal training. Personnel would either be expected to have been trained in all aspects of the use of the machinery, or to be under supervision while they are being trained.

<p>Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.</p> <p>Health surveillance is required. Wood dust is an asthmagen and can cause skin disorders.</p> <p>Hardwood dusts are carcinogens, and the user will need to fill in a health record annually.</p> <p>Health surveillance may also be prescribed in the case of some of the paints, varnishes and adhesives.</p>	<p>What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose.</p> <p>Overalls are needed.</p> <p>Gloves are required for handling timbers where there is a risk of splinters and cuts.</p> <p>Respiratory protection (FFP3 mask) is required when emptying the dust filters and cleaning the workshop. FFP3 mask is also recommended for machining and sanding, but FFP2 might be sufficient.</p> <p>Respiratory protection is needed for certain varnishing/painting operations as prescribed in the detailed substance assessment.</p> <p>The lifetime of the respirators is to be noted and arrangements made to ensure that operators change the masks before they become clogged or otherwise inactive. If a respirator with interchangeable filters is purchased, the operators must be provided with somewhere to store the mask when not in use, and must be shown how to keep it clean.</p> <p>Eye protection: goggles or face masks are required for machining operations.</p> <p>The need for hearing protection, and the required specification, will be reviewed when the results of the noise survey have been received.</p>
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Name of assessor:	Signature:	Date:	Name of supervisor:	Signature:	Date:
A. N. Other	<i>A. N. Other</i>	4 th Feb 2006	A. Supervisor	<i>A. Supervisor</i>	4 th Feb 2006

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Reviewed by (name)	Signature	Date	Indicate changes here ⁵
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Magnetic fields	Machinery hazards	Electricity	Manual Handling	Noise	Vibration
Falling objects	Collapsing structures	Flooding	Slips, trips and falls	Asphyxiant gases	Flammable gases

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EXAMPLE

Example

University of Cambridge, general risk assessment form

Describe the activity, experiment or area under assessment.

Apparatus for detection and processing of signals from superconducting samples placed in a superconducting magnet.

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Cryogenics: asphyxiation Magnet reservoir contains 40 litres liquid nitrogen and 30 litres liquid helium. Dewars for refilling contain 120 litres liquid nitrogen and 40 litres liquid helium respectively.	Asphyxiation if atmosphere in room is depleted significantly by boil-off. Anyone entering the room could be affected. A quench event from the magnet will release up to 22m ³ helium gas. A Dewar failing could produce 27m ³ helium or up to 82m ³ nitrogen. All of these would bring down the oxygen concentration to very low levels (less than 14%, down to near zero).	High	Room is 60 m ³ . Normal slow boil-off is not a problem since it is well ventilated. An oxygen monitor is fitted in the room to warn people that the atmosphere is depleted of oxygen. The helium boil-off is connected to the helium return line. The first part of this pipe is uPVC.	Research Group to consider piping the vents for quenching via a copper pipe by six months time. Recommend that in future the Dewars are not left in the room once the transfer of liquids has taken place, with immediate effect. A formal inspection and maintenance regime is required for the oxygen monitor equipment. Timescale: to be finalised within three months. Responsibility: the Research Group.
Cryogenics: condensation	Heavy ice build up can lead to breakage of leads and accessories and to risk of electrical failures Anyone touching the apparatus could be affected	Medium	The leads are sited so as to avoid damage from ice. The apparatus is earthed. Puddles on the floor are cleared up as soon as apparent. Electrical equipment is not sited in areas where water could drip onto it.	N/A
Cryogenics: spillage on the floor	Spilling cryogenics can cause insulation to crack The floor surface can be irreparably damaged. People affected: anyone going into the room.	Medium to high	Users are trained in handling cryogenics and reminded to avoid allowing cryogenics to spill on the floor. Funnels and transfer tubes are provided.	

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Cryogenics: handling	Burns from direct and indirect contact while decanting cryogenics	Medium	Suitable insulating gloves (impervious to liquids) and goggles are provided for the users to wear when decanting.	Consider putting insulating material round the liquid nitrogen delivery tube. Responsibility: Research Group, within 3 months.
Cryogenics: Oxygen enrichment	When decanting, liquid rich in oxygen forms on the outside of the pipe. This is a risk to the person decanting if it soaks into their clothing.	Medium	Users are trained to be aware of this risk, and to avoid getting the liquid on their clothing. The oxygen can persist and they are warned against taking a smoking break immediately after decanting.	Comment: Putting insulating material round the delivery tube would also remove this risk.
Electricity	Equipment has been modified and customised – risk of electric shock and fire. Shock is a risk to the users, and fire to everyone in the building.	Medium	All equipment developed or modified in house is inspected before use by the Named Competent Person. All portable equipment is PAT tested each year. The mass of the steel apparatus is securely earthed. The room is protected by an MCB.	
Magnetic Fields	Field can cause objects to become missiles. People with pacemakers can be adversely affected. Magnetic media can be damaged.	Medium	People with pacemakers and magnetic media are restricted to the area outside the 5 gauss line marked on the floor. The region closer to the magnet is kept free from ferromagnetic objects.	Put up a sign to indicate the presence of a magnetic field by end of the week.
Lone working	Workers come in at night to top-up the reservoirs with liquid nitrogen and helium.	Medium	The person doing this must always contact a 'buddy', who will ensure that help is obtained if needed.	

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Any specialist emergency or first aid procedures should be specified here.

Emergency action in the event of an oxygen alarm sounding – the laboratory notice is fixed to the door giving detailed instructions of how to proceed.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here

Only those who have been shown how to operate Dewars should be permitted to decant.

<p>Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.</p>	<p>What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose.</p> <p>Decanting cryogenics requires impervious cryogenic gloves and goggles.</p>
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Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

<p>Name of assessor: A. N. Other</p>	<p>Signature: A. N. Other</p>	<p>Date: 30/09/05</p>	<p>Name of supervisor: A. Supervisor</p>	<p>Signature: A. Supervisor</p>	<p>Date: 01/10/05</p>
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Example

University of Cambridge, general risk assessment form

Describe the activity, experiment or area under assessment.

Use of commercial autoclaves to inactivate biological waste in biological laboratories.

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Biological/GMM hazards of the waste in question – substances might contain pathogens or Genetically Modified Materials.	The technicians who load up the autoclave with biological waste might be exposed if the waste is not properly contained, or if the cycle does not complete properly.	Various – but potentially the biological waste might be of high risk.	<ul style="list-style-type: none"> • Suitable and sufficient biological risk assessments relating to pathogens and/or Genetically Modified Materials will be completed and approved for all biological materials before work commences. • Any spills will be cleaned up according to Departmental procedures. Autoclave tape will be used to ensure that the cycle has completed. The machine indicates whether cycle has completed properly, and therefore whether live materials are still present. Gloves will be worn. If a fault is indicated, the autoclave will only be opened by a member of technical staff. 	University forms for GMM assessments (for example, forms GMA and GME) will be linked from the Department's web-site so there are easily accessible to Research Workers and Research Supervisors. This will be arranged by the Biological Safety Officer and completed by the end of March.
High pressure hazards – the autoclaves are pressure vessels.	If the autoclave is faulty then there is a possibility of explosion of the vessel. This could affect many people in the vicinity of the autoclave.	High – failure could be catastrophic	Formal inspection carried out annually by the University's insurers. Autoclaves also incorporate pressure relief valves. Pressure relief valves are tested regularly for proper functioning by the Laboratory section staff.	None could be identified.
Sharp edges on glassware	<p>Sharp objects or edges of sharps inside sharps bins</p> <p>Glassware may occasionally crack or break during the autoclaving process – a technician may cut them self whilst unloading.</p>	Medium	<p>Sharps bins will protect from cut hazards. EU-approved autoclavable sharps bins are used.</p> <p>Gauntlets are available for unloading broken glass after an incident.</p>	None could be identified.

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Manual handling	Loading up the autoclave with waste can potentially be quite awkward. When unloading, the contents can be quite hot or steam can be given off.	Medium	Leave access to autoclaves clear to avoid excessive stretching. Loads should be kept relatively small. Good manual handling techniques should be employed.	Carry out a manual handling assessment to investigate the situation further. This will be done by the Departmental Safety Officer before the end of April.
Scalding and burning	High temperatures – possible hot condensate when technicians are unloading autoclave. Parts of equipment possibly hot whilst unloading.	Medium	As long as the over-ride key is not used, it will not be possible to open the autoclave until the temperature has cooled to a safe level. The over-ride key should never be used by Research Workers, but only by members of the laboratory section. The over-ride key should never be used to open the autoclaves until the temperature has been allowed to drop to 60 deg. C. Gauntlets should be available to the operator for unloading.	None could be identified.
Electricity	If an autoclave is faulty, there may be a possibility of electric shock for users, since there is so much water and steam around.	Medium to High	RCD protection is built into fixed electrical systems in recently refurbished areas, Portable units are PAT tested regularly. Fixed units are inspected annually for electrical safety. All autoclaves are on a maintenance contract.	None could be identified.
Slips, trips and falls	Slips, trips and falls due to cluttered or untidy work spaces, or spillages or leaks on the floor around the equipment. In particular, water can often drip onto the floor as you unload.	Medium	Clear up any drips or spillages on the floor straight away. Spills of biohazards should be cleaned up according to Departmental procedures. Spills of 'clean' water should be mopped or dried with a paper towel.	None could be identified.

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice.

Any specialist emergency or first aid procedures should be specified here. Normal first aid procedures apply in the case of injury.	
If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here Detailed Standard Operating Procedure for use of the autoclave exists as a separate document, SOP 412. Only trained and competent persons must use the autoclave – training is provided by the Chief Laboratory Technician in accordance with the SOP. Important! If autoclave malfunctions, is mid-cycle, or has not completed cycle properly then DO NOT OPEN. Contact one of the Laboratory Technicians for help. In an emergency, equipment can be de-energised by switching off at the mains.	
Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service. N/A	What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose. Side-fastening or overlapping laboratory coat, safety glasses, nitrile surgeons gloves. A full face shield should be available in case the autoclave has to be opened mid-cycle after a fault or incident. Cut-resistant gauntlets should be available in case broken glassware has to be unloaded or for hot items.

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

Name of assessor:	Signature:	Date:	Name of supervisor:	Signature:	Date:
A. N. Other	<i>A. N. Other</i>	25 Feb 2006	A. Supervisor	<i>A. Supervisor</i>	25 Feb 2006

This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

Reviewed by (name)	Signature	Date	Indicate changes here ⁵
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¹ A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

High or low temperatures	High pressures	Chemical hazards	Biological hazards	Genetically Modified Organisms	
Ionising radiations	Lasers	Sharp objects	Dusts	Work at heights	Animal houses
Magnetic fields	Machinery hazards	Electricity	Manual Handling	Noise	Vibration
Falling objects	Collapsing structures	Flooding	Slips, trips and falls	Asphyxiant gases	Flammable gases

² Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

³ Please see the health and safety risk assessment handbook for further guidance on levels of risk.

⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

⁵ If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.

Example

University of Cambridge, general risk assessment form

Describe the activity, experiment or area under assessment.

Office, communal areas, lecture theatre and grounds. For a low risk office based department.

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Manual Handling: e.g. receiving deliveries, relocating computer equipment or office furniture	Injury, e.g. back strain, to support staff including receptionist, computing staff and secretarial staff	Medium	Deliveries directed to correct building, trolleys and maintenance staff available if required. Use correct lifting techniques. Advice and training available from Health and Safety Office.	Extra care required in outside buildings where no lift is available for access to first floor.
Use of computer terminals	All staff: RSI or eye strain	Low	Follow guidelines on posture, workstation set-up, etc. All users encouraged to report any problems to Computer Managers who will respond to requests for advice or for additional or specialist equipment. Ensure staff take regular breaks away from the screen.	Review workstation assessment with Occupational Health at the first sign of any symptoms. HSE's updated 'Working with VDU's' should be brought to staff's attention at: www.hse.gov.uk
Fire	Death or serious injury, severe damage to property	Low	Fire alarms in all main buildings. Evacuation exercises. Fire wardens appointed. Separate system of Stage 1 and Stage 2 fire risk assessments conducted by Departmental and Fire Safety Office staff.	Consider using Fire Safety Offices e-learning package.
Trips, falls and collisions on external paths, especially in darkness	Footpaths uneven, poor lighting and occasional bicycles parked on paths	Medium	Low-level and well shielded lighting is installed on specified paths to maintain a lit route between main buildings, car parks and cycle shelters.	If lights are broken, then this should be reported to EMBS. Cyclists requested not to park on route ways. Regular inspection of footpath and route ways. See HSE's slips and trips mapping tool: www.hse.gov.uk/shatteredlives

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Environmental noise, particularly computing equipment hum and garden machinery noise	Headaches and stress	Low	Excessively noisy equipment located away from offices. Faulty equipment repaired or replaced promptly. Gardeners' noise is intermittent and short-lived so can generally be avoided by short breaks.	Ear plugs available if required. Health and Safety Office can carry out a noise survey on request.
Trailing power supply leads in offices or particularly temporary arrangements in seminar room	Trips and falls	Medium	Regular inspection of offices, provision of sufficiently long cables to avoid trailing across floor, extension leads and multi sockets available under tables for meetings in seminar room involving many laptops.	Include floor sockets in design of future seminar rooms, etc. Routine inspection and immediate action to tidy trailing leads/cables.
Storage on high shelves in offices	Injury from falling objects or a fall from an inappropriate stool	Low	Provide end stops for all shelves. Provide kick-stools in areas where frequent high access is required, step ladders available in each building and educate staff where necessary to stand on fixed chairs, not on chairs with wheels.	Encourage the storing of lighter items on the higher shelves. Similarly items used infrequently. Kick stool and ladder checks.
Roof access	Exposure if unable to re-enter the building	Low	Warning notice inside door and key controlled access.	No unauthorised access re-enforced as a control measure.
Lift	Confinement if lift gets stuck between floors	Low	Alarm in lift alerts others in building. Several staff trained in manually raising lift and opening door for rescue. Notice advises not to use lift outside office hours. Lift maintenance staff to wear protective clothing and footwear.	Telephone link from lift to Security control centre. Note this should be a land line.
Kitchen areas and tea/coffee service	Scalding of any users, especially domestic staff	Medium	Good housekeeping practiced.	Daily check and cleaning rota. Visual inspection of kitchen area.

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Food storage in refrigerators	Food poisoning if old food not removed	Low	Notices requesting all users to remove their food regularly but also specified cleaning staff responsible for regularly discarding any out of date or otherwise dubious food from refrigerators. Thermometers provided in fridges to check temperature.	Staff on cleaning rota to throw out food that is out of date.
Ice on paths between buildings	Slips and falls	Medium	Salt available on site and applied to paths between main building when necessary by Departmental Maintenance Staff.	It is not practical to salt all paths or the roadways so some areas will inevitably remain slippery. Remind staff to wear sensible footwear in adverse weather.
Use of electrical equipment in offices, seminar rooms and kitchens	Electrocution	Low	All portable electrical appliances tested regularly. Only heaters supplied by Department permitted in offices.	Enforce visual inspection programme prior to the use of any electrical equipment.
Lighting	Poor or inadequate lighting or power failure. People unable to see - therefore tripping, slipping or falling down the stairs.	Low	Ensure that all faulty lights are replaced immediately and that all emergency lighting is serviced.	If concerned about lighting levels contact HSO to carry out a lighting survey. Identify any roles that require specific task lighting.
Housekeeping	General untidiness and clutter in corridors and on stairwells. People tripping over poorly stored materials and possibly unable to access a fire exit.	Low	Encourage a tidy workplace with all access and egress routes kept clear, no storage on stairways. Regular inspections as part of the management system. Places to put clothing, bags, etc.	Encourage the disposal of redundant equipment and materials.
Office equipment – Photocopier, shredder, etc.	Respiratory problems	Low	Use/ maintain in accordance with manufactures'/ suppliers' instructions. Information and training. Warn not to inhale toner, etc.	

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice.

Any specialist emergency or first aid procedures should be specified here.
 General emergency and first aid procedures for the Department are detailed in the Safety Manual and a summary is posted in most rooms.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here:
 N/A

Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service. Not required but eye tests available if any computer user has concerns.

What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose. **None**

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

Name of assessor:	Signature:	Date:	Name of supervisor:	Signature:	Date:
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This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

Reviewed by (name)	Signature	Date	Indicate changes here ⁵
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¹ A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

High or low temperatures	High pressures	Chemical hazards	Biological hazards	Genetically Modified Organisms	
Ionising radiations	Lasers	Sharp objects	Dusts	Work at heights	Animal houses
Magnetic fields	Machinery hazards	Electricity	Manual Handling	Noise	Vibration
Falling objects	Collapsing structures	Flooding	Slips, trips and falls	Asphyxiant gases	Flammable gases

² Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

³ Please see the health and safety risk assessment handbook for further guidance on levels of risk.

⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

⁵ If changes are extensive, you will need to complete a whole new form, or attach a written

Example of completed risk assessment using Form RA2:

RA 2

RISK ASSESSMENT (EXAMPLE)

Risk assessment
Visiting other Universities in the UK

Date: Academic year 2004/2005
Reference No: TRAV.05/05.SC

Activity details

Visits by car to other UK Universities to update project progress and share information

What will the activity involve?

Driving to other UK locations in HoD or others individual's car, occasional overnight stay

With whom?

Head of Department
Officer within Department
Senior Lecturer from Department

When?

No more than once a month

Identify the potential hazards

Driver fatigue)
Unfamiliar territory/directions unclear)
Ill health) Low
Time constraints)
Vehicular faults)
Poor weather)

Is the risk High, Medium or Low?

What control measures are in place?

Licence and insurance checked;
Contact details left with Departmental Administrator for diary;
Mobile phone carried;
Maps and journey checked, itinerary planned included stops;
Journeys cancelled if weather is bad;
Driver is authorised to undertake business trips

If any of the hazards are high risk, what have you done to take this into account and mitigate the risk?

Do any other risk assessments relate to this activity?

Yes/No

If 'Yes', refer to them here and attach a copy.

Mobile phone charger: electrical safety test label

Before signing the form, have you specified:

	Yes	No
When the activity will take place?	✓	
Who is involved?	✓	
What will the activity involve?	✓	
What is the purpose of the activity?	✓	
Are there any special risks?	✓	
Have you cross referenced to other risk assessments?	n/a	
Insurance checked?	✓	
Travelling arrangements in place?	✓	
Health issues checked?	✓	
Equipment requirements checked?	✓	
Where the information is kept/available?	✓	

Emergency contact numbers

Mobile 07712 345678 carried by one of the participants

Name and position of person completing form

S Cooper, HoD

Signature

Name, position and signature of supervisor

As above

Countersignature of Departmental Safety Officer, who will receive the form and keep a copy

As above

Two examples of completed risk assessments using other styles of form:

1. (A BLANK PIECE OF PAPER:)

USE OF HYDROGEN GAS CYLINDERS

Hazards

The hazards associated with hydrogen are well documented. The leakage or escape of a highly flammable gas such as hydrogen can produce a serious explosive hazard in the laboratory. (Other hazards include manual handling, cylinders toppling over, etc, will also need also to be identified – but the main concern is the flammability and explosive properties of gas).

Risks

The escape of any hydrogen gas poses an extreme danger to all the occupants of the laboratory (and possibly those outside). The likelihood of a serious injury if there were a leak and a consequent explosion is extremely high.

Precautions and control measures

- The smallest cylinder size that it is practicable should be used e.g. a lecture bottle that can be sited in a fume cupboard
- Where several cylinders of hydrogen and other flammable gases are used – ventilated gas cabinets must be seriously considered as an option for the safety storage and use.
- All laboratories where hydrogen gas cylinders are used, fixed gas monitoring systems must be installed (note portable monitors are readily available but they do go missing).
- The use of hydrogen (and other flammable gases) must only be in a well ventilated laboratory. The assessment of the degree of ventilation required should be made in line with EN60079-10 – Electrical Apparatus for Explosive Gas Atmospheres.
- Naked flames and other sources of ignition must be excluded from the vicinity of the gas cylinder and equipment.
- Gas cylinders, control valves and pressure regulators and gauges must all be used in accordance with the manufacturers' recommendations. Broken or damaged equipment must not be used.
- Only equipment that is appropriate and specially designed for the use with flammable or potential explosives must be used.

- There must be a regular inspection for leaks especially of joints. Appropriate leak-detecting fluids should be used.
- The use of hydrogen gas must be accompanied by the use of a flashback arrester. The use of non-return valves should also be considered.
- Prior to introducing hydrogen into a reaction vessel or equipment, the equipment must be purged with nitrogen.
- All exhaust lines must be properly vented into a fume cupboard.
- Hydrogen gas cylinders must not be sited in the location of oxygen cylinders.
- Hydrogen gas cylinders must not be located on route-ways especially emergency escape routes.
- The risk assessment for the use of hydrogen gas must be integrated into the fire risk assessment for the laboratory.
- A long-term action plan for effective management of the use of gas cylinders should be drawn up.

Training

All students, research and technician must be trained in how to use gas cylinders safely.

Residual risk

The risks from handling, storage and use of hydrogen gas can never be completely eliminated but they can be controlled. Regular inspection of rigs and experiments should be introduced to ensure a continued high level of safety is maintained.

Emergency procedures

Leaks:

- If the leak is small an attempt must be made to close off the cylinder valve. All sources of ignition should be eliminated and the laboratory ventilated.
- If the leak is large evacuate the laboratory and sound the fire alarm.

Signed.....

Date

Review Date

Signed.....

CaMEO (Cambridge Music Education and Outreach Group): RISK ASSESSMENT for general activities

Summary of Activities: CaMEO is the Faculty of Music education and outreach group. It is made up of student volunteers and the activities are managed and overseen by the faculty outreach officer. Volunteers could be involved in any number of different musical education activities in various community settings. Typical activities will include performing and running workshops in schools, hospitals and public community settings, teaching in schools and on faculty premises, stewarding large events and supervising groups.

Hazard	Description of Hazard/Risk	Who is affected	Risk level	Control measures/Action required
Loud Music	<ul style="list-style-type: none"> Loud noise in a confined space (e.g. classroom/ hospital waiting area) could damage hearing 	CaMEO staff and volunteers Activity participants Members of the public	Low	<ul style="list-style-type: none"> Live noise levels monitored by staff member or volunteers and lowered to safe levels if required Health and Safety Office to contact CaMEO in 2010 to carry out a noise survey
Electrical Equipment	<ul style="list-style-type: none"> Danger of electric shock/ electrical fire 	CaMEO staff and volunteers Activity participants	Medium	<ul style="list-style-type: none"> All wires taped down Suspect looking equipment will not be used (visible wires etc) Volunteers and attendees briefed on safe use of equipment All electrical items PAC tested and displaying relevant approval sticker First aid available on site
Musical Instruments	<ul style="list-style-type: none"> Injury caused due to incorrect posture with instruments Injury caused by hitting each other with mallets Small parts present a choking hazard Instruments in poor condition could scratch/ cut skin 	CaMEO staff and volunteers Activity participants Members of the public	Low	<ul style="list-style-type: none"> Trained staff and volunteers supervise the use of instruments at all times Participants to be briefed in safe handling of instruments before they are allowed to use them Any instrument considered to be in dangerously poor condition will not be used (constantly monitor this) Instruments with small parts will be kept away from young children
Manual handling	<ul style="list-style-type: none"> Risks of trips, slips, falls and back or muscle strain 	CaMEO staff and volunteers	Medium	<ul style="list-style-type: none"> Only staff and volunteers with manual handling training will be allowed to move heavy equipment. Volunteers carry their own instruments at their own risk
Use of Tools	<ul style="list-style-type: none"> Injury, electrocution 	CaMEO Staff Students in the area	Medium	<ul style="list-style-type: none"> Only the outreach officer will be allowed to use tools and will take into account every safety warning according to tools instructions

				<ul style="list-style-type: none"> • Rooms will be well ventilated • All work areas will be kept tidy, tools kept away from members of the public/ students. • All equipment checked by a custodian first to insure it is safe to use • Electrical tools have valid PAT test.
Travel	<ul style="list-style-type: none"> • Accident during drive to or from an activity in your own car • Accident to or from activity in a taxi/ on a bus • Accident to or from activity on a bike 	CaMEO staff and volunteers	Medium	<ul style="list-style-type: none"> • Staff vehicles used must have Insurance that covers travel at work • Staff and volunteers NOT allowed to transport children in their personal vehicles • Volunteers accept lifts with staff at their own risk provided staff vehicles are insured and drivers are fully qualified • Outreach Officer to always be aware of who is travelling, where and how • Driver is fully qualified to drive the vehicle they are in charge of and have valid insurance • Volunteers be briefed on driving carefully and leaving plenty of time to reach activities to avoid rushing • Volunteers use bikes at their own risk (but are advised again to be careful and leave plenty of time) • Volunteers advise to observe weather conditions and not to travel if weather is hazardous • Only reputable taxi firms to be used
Illness, injury or accident	<ul style="list-style-type: none"> • volunteer or participant becomes ill during an activity or has an accident • Volunteer or participant receives an injury as a direct result of the activity • RSI- Many musicians develop this through excessive practise/ performance 	CaMEO staff and volunteers Activity participants Members of the public	Low	<ul style="list-style-type: none"> • Initiate a thorough warm up before any activity takes place (relevant vocal warm up for singing). • Check all schools and community settings visited have an on-site first aider. If not, take a first aider with you on the project • Schools will have records of children's medical conditions • Record all accidents/ injuries on CaMEO accident forms • At the Faculty of Music: First aider on site at all times (custodians). Obtain relevant medical information on activity participants and emergency contact details before an activity takes place (store these on site) • Volunteers responsibility to monitor their physical well being during private practice even if this is for a group event. Volunteers must consult a medical professional if they are worried about RSI. • Offer emergency life support training to volunteers/ stewards.
Slips, trips and falls		CaMEO staff and volunteers Activity participants	Low	<ul style="list-style-type: none"> • All wires taped down and hazardous areas clearly marked with no entry signs • Ensure area/floor is clear of objects. Check and monitor this throughout sessions • First aider on standby

		Members of the public		
Fire risk	<ul style="list-style-type: none"> • Fire breaks out during activities or somewhere else on site. • Fire breaks out in a school, hospital or other community setting whilst activities are taking place 	CaMEO staff and volunteers Activity participants Members of the public	Low	<ul style="list-style-type: none"> • Keep escape routes and exit doors clear at all times • Ensure rubbish is collected regularly by staff/volunteers and disposed of correctly. • Follow Faculty fire procedure plans • If a fire is discovered: • Make sure the Fire Service/Security Office have been called • Leave the building by the nearest available exit and await instruction from the fire marshal's. • All volunteers and staff briefed on evacuation procedure and aware of exits.
Evacuation	<ul style="list-style-type: none"> • Risk of panic at large events • Evacuation required from a non-familiar setting (school, hospital or community space) 	CaMEO staff and volunteers Activity participants Members of the public	Low	<ul style="list-style-type: none"> • Departmental emergency response plan into action. • School, Hospital or community setting evacuation procedures to be followed as directed by site staff • Ensure all volunteers are trained in evacuation procedure.
Lost children	<ul style="list-style-type: none"> • On site, a child becomes separated from the group and disorientated • Public events where crowds split families 	CaMEO staff and volunteers Activity participants Members of the public	Low	<ul style="list-style-type: none"> • Always accompany children around the building and make sure they are supervised at all times. • Volunteers to be vigilant and monitor this constantly • Off site, school, hospital, community staff are responsible for this • Emergency contact details kept for all activity participants on site • Big events: Designated lost child/ family meeting point. • Volunteers and Staff clearly distinguishable as people to offer help/advise and stewards stationed around site
Toilets	<ul style="list-style-type: none"> • Ques • Poor cleanliness • Children and members of the public in unregulated contact • Accusations of abuse, mistreatment 	CaMEO staff and volunteers Activity participants Members of the public	Low	<ul style="list-style-type: none"> • At big events, ensure all aware of the location of toilets to avoid queues and that signs to toilets are available and clearly displayed • Students, staff and exhibitors to advise attendees • Cleaning staff /site staff to check toilets regularly during the day for cleanliness/ tidiness. • Volunteers to check toilets for members of the public if escorting a school group. • Volunteers never enter the toilets with children- wait outside
Photos	<ul style="list-style-type: none"> • Photos published inappropriately 	CaMEO staff and volunteers Activity participants	Low	<ul style="list-style-type: none"> • Schools asked to provide permission for photographs to be taken and used for advertising purposes. If schools can't provide this individual parental consent is to be obtained • Volunteers and staff are not allowed to take photos without the relevant permission slips (informed of this during training) • Any photos taken will be approved by schools, families etc. before they are

				<p>published</p> <ul style="list-style-type: none"> For big events it is not always possible to obtain the relevant permission. In these instances signs should be displayed clearly around the venue informing attendees that photographs may be taken and how they will be used. Details of how to remain out of these pictures should be given displayed on signs
Voices	<ul style="list-style-type: none"> Damage/ strain caused by inappropriate singing techniques 	CaMEO staff and volunteers Activity participants	Medium	<ul style="list-style-type: none"> Thorough vocal warm ups to be given before activities begin Advise on appropriate techniques to be given Breaks and water provided during long sessions to give participants voices a rest

<p>Safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999. <i>(A vulnerable adult is defined (under the Protection of Vulnerable Adults Regulations 2002) as a person aged 18 or over who has one or more of the following conditions (a) a learning or physical disability; or (b) a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or (c) a reduction in physical or mental capacity)</i></p>	<ul style="list-style-type: none"> Children and vulnerable adults who may be more vulnerable than others. Children or vulnerable adults with allergies. Children or vulnerable adults on medication. Children or vulnerable adults have difficulties in sessions due to disabilities (physical or mental). Children or vulnerable adults with behavioural difficulties may harm themselves or others. 	CaMEO staff and volunteers Activity participants	Low	<ul style="list-style-type: none"> The University aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of the children and vulnerable adults in accordance with The Protection of Children Act 1999. Through implementation of the policy, the University seeks to protect children (including young people under the age of 18 years) and vulnerable adults and to keep them safe from harm when in contact with University staff and volunteers (whether acting in a paid or unpaid capacity). Volunteers will receive basic safeguarding children and vulnerable adult training and will be advised of procedures and good practice. Where possible, all volunteers will have a valid CRB check (actioned by the Outreach Officer). Where this hasn't been possible, volunteers will not be in charge of groups. In a school setting, a staff member should be present at all times. In a Hospital setting, Hospital staff should be present at all times. Physical contact with children and vulnerable adults should be avoided. If contact is necessary (e.g. you need to reposition them for an activity) explain what you are going to do and ask if it is ok Do not take a child or vulnerable adult to the toilet. Check toilets are clear of members of the public but do not go in with the child or vulnerable adult. Do not spend time alone with a child or vulnerable adult on his/her own. If you find you are in a situation where you are alone with a child or vulnerable adult, make sure that you can be clearly observed by others. Do not engage in a personal relationship with a child or vulnerable adult. Do not make suggestive or inappropriate remarks to or about a child or vulnerable adult, even in fun, as this could be misinterpreted. Good practice includes valuing and respecting children and vulnerable adults as individuals, and the adult modelling of appropriate conduct - which would exclude bullying, aggressive behaviour, racism, sectarianism or sexism. Music Outreach Officer has enhanced CRB disclosure and will be present for most on site activities. If officer isn't present a member of school staff or a CRB checked volunteer must be present at activity. Maintain a safe ration of volunteers to children/ vulnerable adults at all times and
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				<p>constantly monitor this. Take steps to get extra support if this ratio drops.</p> <ul style="list-style-type: none"> • Await sector specific guidelines from ISA in regard to new checking system.
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<p>Accusations of abuse or complaints relating to children and vulnerable adults</p>	<ul style="list-style-type: none"> • Disclosure made to staff/ volunteer during activity • Complaint made about staff/ volunteer conduct during an activity 	<p>CaMEO staff and volunteers Activity participants</p>	<p>Low</p>	<ul style="list-style-type: none"> • Music Outreach Officer has completed safeguarding children and vulnerable adults training. This is to be regularly refreshed. • All volunteers to receive basic safe-guarding children and vulnerable adults training and advised on procedures and good practice. • All volunteers, when possible, to have a full CRB enhanced disclosure. • If a child or vulnerable adult accuses a member of staff/volunteer, you should report this immediately to the Music Outreach Officer, who in turn will report this/ seek advice from the University's Child Protection Officer. If the Accusation is about the conduct of the Music Outreach Officer you should report this to the department Health and Safety Officer (Terry Wiley) who will report the complaint on. • If a volunteer is the recipient of any complaint or accusation from a child or vulnerable adult, it is important to listen without making or implying any judgement as to the truth of what is being said. Do not promise to keep what they are telling you a secret because you can't. Re-assure the child or vulnerable adult that it is good they have told you but do not make any promises you can't keep e.g. "everything will be ok now". • If a child or vulnerable adult makes a complaint, or if there are other reasons for suspecting abuse, you should not attempt to investigate this yourself, but should report to the Music Outreach Officer immediately who will follow the outlined procedures • If in a school environment where it is appropriate to inform a teacher then do so or inform the Music outreach Officer who will pass this on. Always inform the music outreach officer for her records. • Remember that those who abuse children and vulnerable adults can be of any age (even other children and vulnerable adults), gender, ethnic background or class, and it is important not to allow personal preconceptions about people to prevent appropriate action taking place. • If you have any suspicions or concerns regarding possible child abuse, or if there is anything, with which you feel uncomfortable, you should raise these with the Music Outreach Officer.
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Assessed by: Ruth Hardie 25/09/09
 Music Outreach Officer, University of Cambridge
 Tel: 01223 778927
outreach@mus.cam.ac.uk

Approved by:

To be reviewed every six months or more frequently if new activities are added to volunteering role

Example

General Risk Assessment Form

RA1

University of Cambridge, general risk assessment form

Open Days in the Wellcome Trust-MRC Institute of Metabolic Science

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Travel	Groups of visitors of all ages moving around the Institute during the Open Day could trip on the stairs or when leaving elevator. Those not paying attention or distracted could trip.	Medium	Care should be taken when using the stairs (e.g. handrails and avoid distractions) or when exiting the elevators (e.g. look to make sure that the elevator is level with the floor).	The Institute can cater in the event of emergencies to escort injured or disabled staff and visitors to safety (via the Evacuation chair), by trained personnel.
Security	Events such as Open Days may be targeted by the Criminal element	Medium	<p>All members of staff need to be vigilant and report to Security if they notice any suspicious behavior. Also as the Reception doors will be unlocked during the event on level 4, the Reception MUST be manned throughout the event.</p> <p>Prior to finishing and departing, a tour of the premises must be carried out to ensure that all doors are locked and that there are no visitors left in the building.</p>	<p>Consider introduction of visitor badges, to reduce likelihood of theft / criminal activity.</p> <p>The Institute has two panic alarms and all staff working on the event is aware of their locations.</p>

Continued overleaf....

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Accidents	Any member of staff or visitor	Low	First Aid boxes are available for trained staff around the Institute. All qualified first aiders must ensure that the provisions are adequate. For serious accidents the ambulance service should be called for.	All accidents, incidents and Dangerous Occurrences MUST be reported to the Departmental Safety Officer
Fire	Members of staff and visitors	Low	The Wellcome Trust-MRC Institute of Metabolic Science is connected to the Addenbrookes Fire Alarm system. The Institute fully complies with Fire Safety Regulations and has all the services tested and provisions of fire extinguishers. Organisers must ensure that all gangways and corridors are at least 1.05m wide and all escape routes are kept free from obstruction. Event organisers must be familiar with the Institute's Fire Emergency protocol.	N/A
Child Protection (Vulnerable visitors)	Vulnerable groups because of the lack of supervision	Low	It is essential that all vulnerable visitors are accompanied by a responsible adult (Parent) and that all staff escorting groups around the building are aware. Lack of supervision could increase possibility of injury to children in all cases	No unnecessary contact if events team members / strangers are alone with a child or vulnerable adult.
Continued overleaf....				

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Chemicals	Visitors and those members of staff demonstrating in the Laboratories could come into contact with chemical spillages.	Low	All members of staff (demonstrators) working in the laboratory MUST have an up to date Risk Assessment for the work they are covering during the Open Day. Members of staff should ensure that all work surfaces are clean and free from chemical hazards.	Before entering the laboratory it may be beneficial to advise all visitors not to touch the work surfaces or before leaving the Laboratory, it may be beneficial to ask all visitors to wash their hands.
Biological	Visitors and those members of staff demonstrating in the Laboratories could come into contact with Biological agents.	Low	All members of staff (demonstrators) working in the laboratory MUST have an up to date Risk Assessment for the work they are covering during the Open Day. Members of staff should ensure that all work surfaces are clean and free from Biological hazards	A thorough inspection should be carried out prior to the Open Day of those areas where visitors may go and where Biological hazards are present. Tissue Culture 3 will be locked as will the Radioactivity Room.
Slips & Trips	Any member of staff or visitors could slip and fall on slippery wet floors caused by spillages or trip hazards.	Low	The weather might be wet outside and water could be trailed into the building. Any water spilt on the floors in the Institute is very hard to be seen. All spillages should be cleared up immediately to prevent slips. Should the weather be wet outside, mats could be positioned in Reception to minimise the amount of water trailed into the building. At all times, any spillages or slip hazards, wet caution signs MUST be used and the hazard contained.	Prior to and during the event all staff must be vigilant for and rectify potential trip hazards e.g. trailing cables or uneven surfaces.

Continued overleaf....

List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when.
Housekeeping	Poor housekeeping prior and during the event can result in items being left around on the floor or benches whereby visitors and other staff could injure them.	Medium	To reduce the likelihood of injury, all staff should regularly ensure that their area on Open Day is free from obvious hazards e.g. spillages, broken glass or heat sources.	Additional, a member of the Open Day team or Fire Warden carries out a tour of the areas used in the Open Day prior to the event commencing and rectifying immediately any potential hazards.

Important: Water spillages on the vinyl flooring around the Institute are very hard to detect due to colour of flooring. Should you notice any spillages or observe someone spilling water, please make the area safe immediately.

Important: It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice. Any specialist emergency or first aid procedures should be specified here.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here

- Those members of staff carrying out work in the Laboratory during the Open Day must have an up to date risk assessment for the work(s) being carried out.

Is special monitoring (e.g. hearing test, eye test, and health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.

N/A

What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose.

TBC

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

Name of assessor:	Signature:	Date:	Name of supervisor:	Signature:	Date:
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This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

Reviewed by (name)	Signature	Date	Indicate changes here ⁵

¹ A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

High or low temperatures Ionising radiations Magnetic fields Falling objects	High pressures Lasers Machinery hazards Collapsing structures	Chemical hazards Sharp objects Electricity Flooding	Biological hazards Dusts Manual Handling Slips, trips and falls	Genetically Modified Organisms Work at heights Noise Asphyxiant gases	Animal houses Vibration Flammable gases
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² Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

³ Please see the health and safety risk assessment handbook for further guidance on levels of risk.

⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

⁵ If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.

