intended. For example, a generic assessment for an office environment may have to be amended to also cover specialised equipment present in a specific room.

Health Surveillance is the use of suitable techniques to check the health of a worker for adverse changes (identifiable disease or health effect) caused by their residual exposure.

4 RESPONSIBILITIES

All staff

assessment for the work activity or area. Only significant findings, not trivial ones, are required to be recorded on the assessment form .

All stages of work require risk assessment. This may include

- travel
- receipt of and storage of materials

5.3 Requirements for communicating findings

The findings of the risk assessment must be communicated to all those affected by the work, so they can understand how to work safely. Communication may take many forms and should be delivered in a relevant way to the target audience and the level of detail should be proportionate to the risks and the

Maternity – Assessments should consider the risk of harm to the mother and child (including during breast feeding) from the work conditions, physical requirements of the role, risks from hazardous substances and identify how these can be eliminated by temporary adjustments, alternative work or paid leave (see Code of Practice 57) (Management of Health and Safety at Work 1999).

Manual handling and lifting - Assessments should consider the manual handling and lifting of items at work and identify whether alternatives can be put in place to reduce the risk (see Code of Practice 37). (Manual Handling Operations Regulations 1992).

Noise – Exposure to noise at work must be assessed where it is likely to exceed 80 dB(A) (as a rough guide this is when you struggle to hold a conversation at 2 metres). H&S Services will assist managers, supervisors, researchers who control the noisy space in making the assessment. Where noise levels exceed 85 dB(A) measures are required to reduce the noise e.g. by engineering means, but where there is no alternative, by the provision of suitable hearing protection (see Code of Practice 42). (Control of Noise at Work Regulations).

Radiation - Any work with ionising radiation including X-rays, sealed and unsealed sources requires a specific risk assessment. Assessments include calculations of radiation dose and control measures to reduce exposure as low as reasonably practicable (see Codes of Practice 16-20). (Ionising Radiations Regulations 2017).

Genetic Modification – Any work which will involve the genetic modification of organisms including plants, animals or microorganisms must be assessed to identify scope of work, the likely effect of the proposed modification and any potential effect on human health or the environment (see Code of Practice 15). (Genetically Modified Organisms (Contained Use) Regulations 2015).

Confined Spaces – Assessments must be made for any work that involves entering a substantially enclosed space where there are conditions (e.g. engulfment and collapse) or hazardous substances (e.g. asphyxiant gases, oxygen depletion, toxic atmospheres, flammable substances) that present serious risk. Where possible entry should be avoided by alternative work practice defined by the risk assessment (see Code of Practice 39) (Confined Spaces Regulations 1997).

6 GUIDANCE

A step-by step guide on completing a risk assessment in a logical manor is shown in section 6.1 and it is recommended that risk assessors familiarise themselves with this guide. Below is a list of example activities and areas that require risk assessing. A fuller guide covering actives and areas and who might be expected the carry out the risk assessment is given in Appendix 1. However, it remains for School or Function management to decide who controls activities or areas and therefore holds the associated risk assessing responsibilities. Section 6.2 gives guidance on form selection for when recording the risk assessments, consult with the local HSC if unclear.

Example activi595.32 m24 Tf1 0 0 1 132.98 208c G[,)1167 182.66 Tm0 g0 G[ )]TJETQ0.000008871 0 595.32 841.9

Safety Code of Practice 04: Risk Assessment,

Area or type of work	Recommended Person allocated responsibility for ensuring risk assessments are carried out	Forms
Research involving human intervention and clinical trials	Research supervisor or principal investigator	RA2 form
Preparation of food for human consumption	Research supervisor or principal investigator	RA1 for general safety issues; HACCP for food safety & hygiene risks
Central bookable teaching areas (e.g. seminar / lecture theatres)	Nominated person, Campus Services (Estates)	RA1
School teaching areas	Nominated person in School (e.g. Module Convenor)	RA1
Administrative/ office areas and other low risk work	Manager/ supervisor	RA1
Workshops, store rooms etc	Nominated person responsible for the workshop (e.g. workshop manager, stores Manager, Technician (e.g. Technical Services or School/function)	RA1
Chemical Waste stores	Nominated person for the waste store e.g. lab manager or H&S Coordinator	RA1 form for a general assessment of the laboratory
Common areas within departments (e.g. meeting rooms, corridors with departmental access only)	Senior Administrative Officer / Health & Safety Co-ordinator	RA1

If lifting and carrying is a routine occurrence, staff have to attend training in correct lifting techniques (available through H&S Services)

Additional controls that may be required:

Alternative arrangements need to be made for the moving of X

Store room needs to be re-organised to stop items being stored on the floor – install additional shelving

4. Working at height – step ladders, kick stools, mobile access steps

Appropriate step ladder and/or footstools are available for use if necessary

Stable platforms available for staff to store items on high shelves

Pre-use checks of ladders and footstools are undertaken by the user

Regular inspection (freq.) carried out by X

Additional controls that may be required:

- New staff shown how to use the safe access equipment by X

5. Health of workers - environmental conditions, work related stress

Occupational Health management referral process is available to managers

Staff have regular 1-2-1 meetings where issues such as their responsibilities, duties and workload can be discussed

Stress survey has been carried out in dd/yy and all recommendations are being acted upon. Review in 3 months time by X

Managers or HR are available for staff to discuss confidential issues

Information is communicated to staff by team meetings a gs 3 e u 0 Æ

All new equipment is checked before first use to ensure there are no obvious accessible dangerous moving parts or its location in the office does not cause additional hazards

Staff are trained in use of the equipment where necessary (photocopier, shredder)

9. **Defective equipment is taken out of use safely and promptly repaired/replaced**
10. **Lone working**

Staff leave a contact number and location (in their outlook diary/ on office whiteboard/ with administrative staff) if they leave the office or go off campus for a period of time

If the risk is assessed as high, additional measures may be needed e.g. phone call to confirm visit has been completed safely, have a buddy, make alternative arrangements for a place to meet

If travelling abroad a university on-line insurance form is completed and contact details and itinerary are copied to X

11. **Vulnerable workers (including under 18's, disabled or pregnant workers, employment agency workers)**

Where necessary a personal evacuation plan will be implemented. This will be done by X