



## COMPLETION SHEET

Ref.	Risk Rating (BS 8800)	Actions to be Taken	Responsible Person	Target Date
7.1	MR	Remind staff that they can be referred to occupational health and provide details of the Employee Assistance Programme.		
8.1	MR	Communicate local fire procedures (eg. Fire assembly areas, what to do in the event of a fire etc) to staff.		
9.1	MR	Make staff aware of the arrangements with security and the departmental procedures.		
		Inform staff that travel advice can be obtained from the Occupational Health Department.		

*Departmental Manager -*

*Signed:*

*Title:*

*Date:*

**DATE OF NEXT ASSESSMENT**

## PART 1. LIST OF SUBJECTS

Subject Ref. No	List of Subjects (Activity, Process, Location, etc.)
1	▪ Slips, Trips and Falls
2	▪ Manual Handling
3	▪ Display Screen Equipment
4	▪ Working at Height
5	▪ Stress
6	▪ Electrical
7	▪ Fire
8	▪ Lone Working
9	▪ Foreign Travel

## PART 2. RECORD OF RISK ASSESSMENT

Subject Ref. N <sup>o</sup>	Hazard Ref. N <sup>o</sup>	Hazard Description (i.e. potential causes of injury/damage)	Potential Injury/Damage	Persons at Risk  <i>(Include numbers if more than 1)</i>	Current Preventative and Protective Measures (more detail on training and PPE in Part 4)	Severity	Likelihood	Risk Rating (BS 8800)	Further Action Required
1	1.1	Slip, trips and falls	Staff and visitors may be injured (eg. Cuts, bruising, sprains, fracture, puncture wound) if they trip over objects or slip on spillages.	Staff Students Visitors	H&S Policy and Guidance for Safety in the Workplace, H&S No. 8/00.  FMD inspection and maintenance arrangements.  General good housekeeping.  All areas well lit, including stairs.  No trailing leads or cables.  Cabinet doors and drawers kept closed when not in use.  Staff keep work areas clear eg. No boxes left in walkways, deliveries stored immediately.  Offices cleaned by Domestic Services staff.	H	U	<b>MR</b>	Conduct departmental inspections on a .... Frequency.  Contact FMD to arrange for loose carpet tile to be repaired/replaced.
2	2.1	Manual Handling of paper, office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects eg. Deliveries of office paper, equipment etc.	Staff	H&S Policy and Guidance for Manual Handling, H&S No. 6/03.  Paper delivered by Print Design Services direct to area.  High shelves for light objects only.	H	U	<b>MR</b>	Train staff on the correct manual handling techniques.  Remind staff that they should not try to lift objects that look too heavy to handle.

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3	3.1	Display Screen Equipment	Staff risk posture problems and pain, discomfort or injuries, eg. To their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg. If the lighting is poor.	Staff	HR Policy for Display Screen Equipment, OH No. 7.  Departmental procedure.	H	U	<b>MR</b>	<p>Cardinus – online DSE training and assessment of workstation to be carried out by all staff and new starters early on in induction. Any actions to be carried out asap.</p> <p>Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting.</p> <p>Check that the identified actions from self-assessments are followed up.</p>
4	4.1	Working at Height Filing on top shelves etc	Falls from any height can cause bruising and fractures.	Staff	Internal windows cleaned by contractor using a stepladder.	H	U	<b>MR</b>	An appropriate stepladder will be bought and staff shown how to use it safely.

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5	5.1	Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Staff	HR Policy and Guidance for Stress, OH No. 2.	H	U	<b>MR</b>	<p>Remind staff that they can speak confidentially to manager or supervisors if they are feeling unwell or ill at ease because of work.</p> <p>Remind staff that they can be referred to occupational health and provide details of the Employee Assistance Programme.</p>
6	6.1	Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. Fatality.	Staff	<p>FMD maintenance arrangements for fixed installations.</p> <p>Inspection/testing programme for portable electrical equipment coordinated by FMD.</p> <p>Staff informed that any defective plugs, discoloured sockets or damaged cable/equipment should be reported to the Facilities Management Help Desk.</p>	H	HU	TR	Conduct departmental inspections on a .... Frequency.

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7	7.1	Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Staff Visitors	<p>Defective equipment taken out of use safely and promptly replaced.</p> <p>Staff informed not to bring in their own appliances, toasters fans etc.</p> <p>GCU Fire Safety Management Procedure.</p> <p>Fire risk assessments have been carried out for individual University buildings and include details of fire safety precautions.</p> <p>Departmental Fire Procedure.</p>	H	U	<b>MR</b>	Communicate local fire procedures (eg. Fire assembly areas, what to do in the event of a fire etc) to staff.
8	8.1	Lone Working	Staff could suffer injury or ill-health while out of the office, eg. When visiting clients' offices, or while working alone in the office.	Staff	<p>H&amp;S Policy and Guidance for Lone Working, H&amp;S No. 7/03.</p> <p>On campus: FMD security arrangements with School/PSD local health and safety arrangements.</p>	H	U	<b>MR</b>	Make staff aware of the arrangements with security and the departmental procedures.

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9	9.1	Foreign Travel	<ul style="list-style-type: none"> <li>• Major injury</li> <li>• Fatality</li> </ul>	Staff	HR Policy and Procedures for Overseas Medical Travel, Ref: OH No. 4.	H	U	<b>MR</b>	Inform staff that travel advice can be obtained from the Occupational Health Department.

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