

Risk Assessment Title	<b>Office based activities</b> (computer work, paperwork, filing, reading, writing etc) <b>ALL STAFF<sup>1</sup></b> Generic	Assessment No:	EGRA 1	Ref:	ESSL – Generic School / Area ..... (Insert School or Site detail)
<b>PROCESS/ACTIVITY</b>	<b>LOCATION</b>	<b>ASSESSED BY</b>	<b>DATE (S)</b>		
General Office based activities i.e.admin, research, meetings etc (covers general offices and individual academic offices)	Cross Faculty – Of relevance to <b>ALL</b> staff <sup>1</sup> (i.e. support staff; academic staff & some PGR students)	LL (Health and Safety Manager)	January 14 <sup>th</sup> 2011		

**Important Note – this Generic Risk Assessment (GRA) is intended to be primarily a management tool and reference document; the associated Aide Memoire is the key document for staff and is intended for inclusion in School Handbooks and as a guide for induction and information for all new and existing members of staff.**

HAZARD/ (S)	Who may be harmed and how? e.g. Employees, Students, Public, Contractors <b>Staff, PGR Students</b>	Risk Level Likelihood X Severity (LxS)		MINIMUM CONTROL MEASURES  <b>These are the minimum controls that must be in place</b>	ALL CONTROLS IN PLACE ?	MORE DETAIL COMMENTS / ADDITIONAL CONTROLS OR FURTHER ACTION REQUIRED?
		No control	With Controls		Y or N	
<b>Important Note</b>				<p><b>This Risk Assessment does NOT cover the following:</b></p> <ul style="list-style-type: none"> <li>Off campus activities- Fieldwork - refer to <a href="http://www.essl.leeds.ac.uk/for-staff/health-safety/">http://www.essl.leeds.ac.uk/for-staff/health-safety/</a></li> <li>Teaching / Lecturing Activities</li> <li>High risk areas e.g. laboratories</li> <li>Technician activities</li> <li>Placements of UoL students with other “employers” or organisations e.g. Teacher Training, Study Abroad</li> <li>Events e.g. open days; seminars; summer schools etc</li> <li>Work at home/from home</li> <li>Contractors i.e. building or maintenance personnel working on our premises</li> </ul>		<p>Please refer to the appropriate GRA's for these situations / activities: <b>TO FOLLOW</b></p> <p>Or seek advice from HSM</p>
<b>Display Screen Equipment – PC &amp; Laptop use</b>	Muscular skeletal disorders, pain, discomfort and injury due to over use or incorrect set up. Headache, eye fatigue, and stress.	Moderate	Tolerable	<p>*University Standards and guidance in place for DSE <a href="http://www.leeds.ac.uk/safety/dse/intro.htm">http://www.leeds.ac.uk/safety/dse/intro.htm</a>.</p> <p>* All employees must complete the <b>DSE Risk Assessment AND</b> the <b>DSE online Training package</b> see link <a href="http://89.234.2.27/cwleedsuni/">http://89.234.2.27/cwleedsuni/</a>.</p> <p>* Concerns flagged automatically to HSM who alerts the local Health &amp; Safety Co-ordinator (HSC)</p> <p>*Concerns are resolved locally by the HSC where possible or referred to Occupational Health/HSM for more in depth assessment</p> <p>* The guidance, training and RA package provides staff with information about their entitlement to a free eye test; and the importance of taking regular breaks away from the screen.</p> <p>*Staff encouraged to complete the on line training and RA by Heads of School, Line Managers and local HSC's</p> <p>*Completion rates and follow up actions are monitored by the HSM and the HSC</p> <p><b>Key Aspects of safe DSE Use:</b></p> <ul style="list-style-type: none"> <li>Self help and taking regular short breaks from DSE work</li> <li>Good posture and desk layout</li> <li>Adjustable chair and under desk space</li> <li>Using a DSE compliant chair and ensuring it is correctly adjusted</li> <li>Staff to report illness , injury or health concerns, at an early stage to their line manager</li> </ul>		<p><b>INDUCTION TOPIC</b></p> <p>Applies to all employees unless they <b>never</b> use a PC or Laptop whilst working for the University.</p>

<sup>1</sup> Staff = University of Leeds employees and some PGR's (i.e. PGR's who undertake work for and on behalf of the University)

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		No control	With Controls		Y or N	
DSE contd;				<ul style="list-style-type: none"> <li>Staff to report defects and problems with equipment / furniture etc</li> <li>Individual responsibility to keep a safe and tidy office environment</li> <li>Keep Laptop use to a minimum – excessive incorrect use can be problematic (seek advice from HSM)</li> <li>Home working / work at home – may require a specific DSRA (seek advice from HSM)</li> <li>Purchasing policy should aim to ensure suitable and well designed workstation equipment is provided e.g. desks, chairs, foot rests, document holders etc</li> <li>During new build or refurbishments consideration should be given to good ergonomic design of office spaces</li> <li>The on line <b>DSE Risk assessment</b> element can be repeated as necessary e.g. moving offices , receipt of new equipment , health concerns etc (seek advice from HSM)</li> </ul>		
<b>Verbal and Physical</b> Violence and Aggression (in the office environment)	Harm due to physical & verbal violence. Stress related to the situation.	Variable	Variable	<p>*All incidents and concerns (physical and verbal) are reported to the line manager, Security (if appropriate) &amp; the Health and Safety Coordinator <b>and</b> recorded on Sentinel.</p> <p>* The potential for violence and aggression is considered and if a risk is identified a specific risk assessment may be needed taking into account the following control measures:</p> <ul style="list-style-type: none"> <li>* Staff briefing /training on recognising challenging / risky situations and diffusing the situation e.g. conflict management / personal skills</li> <li>*Panic buttons / management system / provide back- up/ Security involvement etc</li> <li>*If necessary (based on the level of risk) avoid lone working</li> <li>* Where appropriate (risk level dependant) physical barriers are put in place; ideally at the point of design</li> </ul>		<i>INDUCTION TOPIC</i>  <i><b>Realistically assess</b> the level of risk of violence and aggression occurring. If the risk is insignificant then the majority of this section will not apply.</i>
Handling money, petty cash, banking etc	Personal safety	Variable	Variable	*Assess the risk locally and if necessary conduct a specific risk assessment / develop a safe system of work.		<i>If no (or minimal ) money handling is carried out this section can be disregarded</i>
Lone Working (or isolated working)	Injury or ill health with no assistance available * Potential violence or injury from a third party / intruder	Variable	Variable	<p>* The risks of lone working are assessed locally to ensure that the activity can be carried out by an individual <b>without significant additional risk</b> to them. Considerations include:</p> <ul style="list-style-type: none"> <li>*Security of the location</li> <li>*Activity hazardous? E.g. machinery or interviewing strangers likely to pose a risk?</li> <li>*Access to method of communication / raising the alarm?</li> <li>*Account taken of personal issues e.g. medical condition, disability, gender related?</li> <li>*Any supervision necessary?</li> <li>*Agreed schedule of working hours communicated to all staff?</li> <li>* <b>Practical</b> local arrangements can be put in place e.g. buddy system / checking system i.e. a safe system of work</li> </ul> <p>*If risks are significant it may be necessary conduct a specific risk assessment; first seek advice from HSM.</p>		<i>INDUCTION TOPIC</i>  <i>Seek advice from HSM</i> <i><b>Requires Local assessment</b> with workable / sensible arrangements in place</i>

HAZARD/ (S)	Who may be harmed and how? e.g. Employees, Students, Public, Contractors <b>Staff, PGR Students</b>	Risk Level Likelihood X Severity (LxS)		MINIMUM CONTROL MEASURES  <b>These are the minimum controls that must be in place</b>	ALL CONTROLS IN PLACE ?	MORE DETAIL COMMENTS / ADDITIONAL CONTROLS OR FURTHER ACTION REQUIRED?
		No control	With Controls		Y or N	
Office Equipment & Furniture	Contact with hot surfaces - burns / scalds. Contact with electricity - shock. Increased heat and poor air quality - Contact with moving parts entrapment, injury.	Moderate	Tolerable	<ul style="list-style-type: none"> <li>* Staff instructed in the use of equipment and the hazards and risks associated with it, also to identify any obvious defects e.g. defective plugs, overloaded or unstable shelving.</li> <li>* Equipment is used in accordance with manufacturer's instructions</li> <li>* Equipment &amp; furniture periodically inspected ( at the formal annual inspection) for condition, if any concerns it is removed from use and this is reported to the Health and Safety Coordinator or other nominated person for repair etc</li> <li>* Staff are expected to report any defects of damage immediately (as above) e.g. faulty filing cabinets where more than one drawer can be opened at a time.</li> <li>* Equipment is maintained in accordance with Manufacturers guidelines.</li> <li>* Where appropriate equipment has interlocking guards to prevent access to moving parts.</li> <li>* Loose clothing and hair is kept away from any moving part.</li> <li>* Where possible it is beneficial to site some items of equipment away from permanently occupied offices in a separate well ventilated area e.g. high volume photocopiers / printers (seek advice from HSM)</li> </ul>		INDUCTION TOPIC  <i>Formal annual inspections and staff to report defective equipment to a named individual</i>
Electrical and Use of Electrical Equipment	Electric shock, burns, potential for fire.	Moderate	Tolerable	<ul style="list-style-type: none"> <li>* University standard and guidance in place for electrical safety see: <a href="http://www.leeds.ac.uk/safety/electrical/index.htm">http://www.leeds.ac.uk/safety/electrical/index.htm</a></li> <li>* Staff made aware of process for reporting any defective equipment, all defective equipment is removed from use immediately.</li> <li>* All electrical equipment undergoes routine visual inspection and testing as appropriate to the equipment i.e. Portable Appliance Testing. Health &amp; Safety Co-ordinators arrange this locally with a University approved contractor.</li> <li>* Staff to be aware / ensure all electrical items they use are in date (see stickers).</li> <li>* Sockets are not overloaded. * Block adapters are not used.</li> <li>* Staff are instructed not to bring in their personal electrical items</li> <li>* Estates Services responsible for the 5 yearly Electrical System Safety Check</li> </ul>		INDUCTION TOPIC  <i>Also see ESSL PA Test - Guidance note <b>TO FOLLOW</b></i>
Asbestos and Asbestos containing materials	Asbestosis or other asbestos related ill health effects.	High	Tolerable	<ul style="list-style-type: none"> <li>* Staff advised to report any damaged walls, floors and ceilings to Estates (ext 35555) immediately.</li> <li>* No one is permitted to carry out work that interferes with the fabric of the building e.g. putting up shelves without permission from Estates Services.</li> <li>* The University has an Asbestos register, identifying asbestos and its locations- this is maintained by Estates Services.</li> </ul>		INDUCTION TOPIC  <i>Contractor management GRA – <b>TO FOLLOW</b></i>
Chemicals (Office Only)	Various depends on the chemical, e.g. potential irritation, allergy etc	Tolerable	Tolerable	<ul style="list-style-type: none"> <li>* Manufacturer instructions on use, storage and disposal are followed; for office environments this means simply following the instructions on the containers.</li> <li>* The use of chemicals is minimised wherever possible</li> <li>* The necessity of the chemical is also considered, where possible the amount is reduced to a minimum, so large volumes are not stored.</li> <li>* Staff are discouraged from bringing in their own chemical products</li> <li>* Staff should raise any health concerns (e.g. allergies) relating to chemicals with their line manager</li> </ul>		INDUCTION TOPIC  <i>Office chemicals are low risk if used correctly &amp; for intended purpose</i>

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Work at height or accessing high level storage	Falls, resulting in bruises, fractures, strains, cuts, abrasions or concussion.	High	Moderate	<ul style="list-style-type: none"> <li>* Where possible working at height is eliminated by storing materials at a height which is accessible without using foot stools or stepladders i.e. access equipment.</li> <li>* Where use of access equipment is unavoidable items stored at height are limited to items that are not accessed frequently and are not bulky or heavy.</li> <li>* Secure &amp; robust shelves/ bookcases etc are firmly fixed to wall &amp; not overloaded</li> <li>* Safe access provided – e.g. enough space for maneuvering</li> <li>* If necessary appropriate access equipment is supplied and is readily available e.g. steps/ kick stools/ library steps etc, those needing to use it are instructed in correct use, equipment is maintained in a good state of repair.</li> <li>* Staff asked to report faulty access equipment so it can be removed from use immediately</li> </ul>		INDUCTION TOPIC  Seek advice from HSM about suitable access equipment
Fire	Entrapment, burns, smoke inhalation, death loss or damage to the building.	High	Tolerable	<ul style="list-style-type: none"> <li>* University Standard and guidance in place for fire safety see: <a href="http://www.leeds.ac.uk/safety/fire/index.htm">http://www.leeds.ac.uk/safety/fire/index.htm</a></li> <li>* Local induction in Fire Safety is provided to all staff by trained Fire Wardens /HSC (or other nominated individual)</li> <li>* All areas have adequate numbers of named trained Fire Wardens – staff informed who they are</li> <li>* Staff informed of the procedures in event of discovering a fire or in event of a fire alarm,</li> <li>* Blue fire instruction notices are in place in all locations.</li> <li>* Staff undertake online fire safety training package annually (e mail reminders are also triggered automatically) <a href="http://89.234.2.27/cwleedsuni/">http://89.234.2.27/cwleedsuni/</a></li> <li>* PEEP's &amp; other more generic arrangements are in place for disabled staff where necessary</li> <li>* All areas are included in an Annual Fire Risk Assessment completed by the local Fire Wardens.</li> <li>* Regular 6 weekly checks are carried out by designated trained Fire Wardens and these are recorded.</li> <li>* Fire evacuation drills take place annually and are recorded.</li> <li>* The use of individual electrical heaters is minimized; staff aware of safe operation and keeping away from combustibles</li> <li>* Appliances should be turned off at the end of the working day.</li> <li>* The use of soft furnishings is kept to a minimum e.g. throws/ cushions</li> <li>* Use of naked flames is prohibited and there is no smoking allowed on the premises</li> </ul>		INDUCTION TOPIC  <b>Important topic</b> local information & arrangements must be communicated to new staff  Seek Advice from Harry Sumner Fire Safety Manager
Kitchen - Food / drink preparation areas	Scalding, burns - contact with hot drinks or surfaces. Spills - slips trips and falls. falls- carrying drinks.			<ul style="list-style-type: none"> <li>* Hot surfaces are identified; kitchen areas safe design &amp; layout</li> <li>* Drink making areas must be kept clean and uncluttered.</li> <li>* Ideally trays shouldn't be used for transporting a number of drinks between floors, where possible lifts and trolleys should be used.(seek advice from HSM)</li> <li>* All spillages must be cleaned up immediately.</li> <li>* Kitchen areas kept clean and hygienic to minimise risk of infections</li> </ul>		INDUCTION TOPIC

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Slips, Trips and Falls	Bruising, cuts, grazes, more severe injuries such as fractures or concussion	Moderate	Tolerable	<ul style="list-style-type: none"> <li>* Good housekeeping practices, including regular removal of rubbish.</li> <li>* Small spillages to be cleaned up immediately.</li> <li>* Large spillages to be reported appropriately e.g. to cleaning services.</li> <li>* Damaged surfaces are reported to Estates helpdesk for attention.</li> <li>* Consider cleaning out of 'peak traffic' times.</li> <li>* Consider highlighting changes in levels.</li> <li>* Corridors and staircases well lit</li> <li>* Trailing cables not left in walkways, and fixed with cable covers where possible.</li> <li>* Work areas kept clear e.g. no boxes left in walkways.</li> <li>* Deliveries are stored immediately wherever possible.</li> <li>* Any rugs etc are checked by their "owners" to ensure they do not present a trip hazard</li> </ul>		INDUCTION TOPIC
Working Environment / Workplace	Uncomfortable working environment, due to poor lighting, poor ventilation, inadequate temperature control, excessive noise.	Moderate	Tolerable	<ul style="list-style-type: none"> <li>* University Standard and guidance in place <a href="http://www.leeds.ac.uk/safety/environment/index.htm">http://www.leeds.ac.uk/safety/environment/index.htm</a>.</li> <li>Some key aspects are: <ul style="list-style-type: none"> <li>* Means of heating, ventilation and cooling to be provided.</li> <li>* Reasonable ambient working temperature to be maintained above 16°C</li> <li>* Additional task lighting is provided where needed.</li> <li>* Space allocation is adequate</li> <li>* Access to drinking water</li> <li>* Toilet facilities</li> <li>* Good standard of housekeeping maintained /waste removal etc</li> </ul> </li> <li>* Individual members of staff are responsible for keeping their work area tidy and in good order and for reporting any concerns to their Line Manager and local Health and Safety Coordinator in the first instance.</li> </ul>		INDUCTION TOPIC
Manual Handling	Muscular skeletal injury, injury to back due to lifting and carrying equipment, boxes of stationary and water cooler bottles.	Moderate	Tolerable	<ul style="list-style-type: none"> <li>* University Standard and Guidance in place see: <a href="http://www.leeds.ac.uk/safety/handling/index.htm">http://www.leeds.ac.uk/safety/handling/index.htm</a>.</li> <li>* Staff instructed to carry out the online manual handling training <a href="http://89.234.2.27/cwleedsuni/">http://89.234.2.27/cwleedsuni/</a> which is mandatory for those staff whose job entails manual handling and is deemed good practice for all other members of staff.</li> <li>* A lifting aid is to be used where appropriate e.g. the use of a trolley for moving catering equipment rather than a tray.</li> <li>* Heavy items are not stored on high level shelving.</li> <li>* Specific manual handling assessments are to be carried out for any significant manual handling activities e.g. movement of exam papers cross campus.</li> <li>* Assistance from Estates Service ('heavy gang') and or professional removal companies is requested for significant amounts of manual handling e.g. office moves.</li> <li>* Where necessary the advice of Occupational Health is sought for staff with pre-existing medical conditions.</li> </ul>		INDUCTION TOPIC  <i>Major removals / relocations must be risk assessed separately.</i>

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Stress	Excessive pressure leading to stress, anxiety / other mental health issues	Variable & subjective	Variable & subjective	<ul style="list-style-type: none"> <li>* University undertaken wellbeing survey – local HRM lead on Stress implementation / health check actions etc</li> <li>*Policy on bullying and harassment is in place <a href="http://www.equality.leeds.ac.uk/DMR/DMR-policy.htm">http://www.equality.leeds.ac.uk/DMR/DMR-policy.htm</a></li> <li>*Good communication between managers and their staff is essential; staff are encouraged to raise issues with line managers / supervisors / in first instance if feasible.</li> <li>*Line Managers / Supervisors should be aware and responsive to stressors that may affect their staff and respond to any issues brought to their attention – seeking help and support from relevant departments e.g. HR, Occupational Health, Well being etc</li> <li>*Well being and other supporting services e.g. mediation, counselling are available for all staff see: <a href="http://www.wellbeing.leeds.ac.uk/">http://www.wellbeing.leeds.ac.uk/</a> <a href="http://www.wellbeing.leeds.ac.uk/for-staff/occupational-health.htm">http://www.wellbeing.leeds.ac.uk/for-staff/occupational-health.htm</a> <a href="http://www.hr.leeds.ac.uk/policies/Default.aspx?PGId=16">http://www.hr.leeds.ac.uk/policies/Default.aspx?PGId=16</a></li> </ul>		INDUCTION TOPIC
First Aid	Consequence of First aid delayed or not provided	Moderate	Tolerable	<ul style="list-style-type: none"> <li>*Staff aware of local First Aider – First aid notices in place</li> <li>*Adequate numbers of First aiders in each area - responsibility of Heads of Schools to ensure adequate cover is maintained locally ;</li> <li>*Training kept up to date – managed locally</li> <li>*Boxes stocked – checked by First Aiders regularly</li> </ul>		INDUCTION TOPIC
Interviewing , meeting with staff students / members of the public etc	Potential exposure to personal risk e.g. violence / abuse	Variable	Variable	<ul style="list-style-type: none"> <li>*Where interaction with students, visitors, or members of the public is part of the members of staff role, consideration must be given to whether there are any risks to the individuals personal safety e.g. risk of violence/ assault / ability to summon help etc .</li> <li>* if necessary a specific assessment might be required seek advice from HSM</li> <li>*Consider also the need for privacy and confidentiality etc</li> </ul>		INDUCTION TOPIC
New members of staff	Inexperience and lack of local knowledge = more vulnerability	High	Tolerable	<ul style="list-style-type: none"> <li>*New members of staff and PGR students must receive an induction to the University (which includes basic health and safety information) for further details see: <a href="http://www.leeds.ac.uk/sddu/new_staff/newstaff.html">http://www.leeds.ac.uk/sddu/new_staff/newstaff.html</a> <b>ADD ESSL Web address</b></li> <li>*The University induction process requires that staff receive local Health and Safety information pertinent to their School / area; this can be provided by line managers in conjunction with HSC's subject to local arrangements.</li> <li>*Staff should be provided with the <b>aide memoire</b> as a supplement to the induction as it summarises the relevant control measures from this generic risk assessment.</li> <li>*Further information can be found at : <a href="http://www.leeds.ac.uk/safety/training/index.htm">http://www.leeds.ac.uk/safety/training/index.htm</a></li> </ul>		Very Important  The aide memoire can be presented in different mediums to suit local preferences e.g. handbook, H&S book etc

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		No control	With Controls		Y or N	
Young persons, work experience trainees, Staff with a disability new/expectant mothers (employees)	Inexperience and lack of local knowledge = more vulnerability. Physical condition limitations	High	Tolerable	<p>*Some individuals <b>may</b> potentially be more vulnerable in some aspects of work &amp; will often require individual risk assessments (or adaptation of existing ones) to be completed e.g. <b>young persons</b></p> <p>*<b>Disabled members of staff</b> will often require a PEEP (Personal Emergency Evacuation Plan) – seek advice from local HSC, Fire Wardens</p> <p>*A risk assessment must be completed for <b>new and expectant mothers</b> in order to identify any significant additional risks to the individual either as a consequence of the work or their condition. <a href="http://www.hr.leeds.ac.uk/policies/Default.aspx?PGId=9">http://www.hr.leeds.ac.uk/policies/Default.aspx?PGId=9</a></p> <p>*There are specific guidelines in respect of <b>work experience students</b> - in most cases they are likely to be under the age of 18 (seek advice from HSC) <a href="http://www.hr.leeds.ac.uk/policies/Default.aspx?search=work+placement">http://www.hr.leeds.ac.uk/policies/Default.aspx?search=work+placement</a></p>		INDUCTION TOPIC  Seek advice from HSM
Students & Visitors	Inexperience and lack of local knowledge = more vulnerability	Moderate	Tolerable	<p>*All staff represent the University and so must take reasonable care of students (and fellow staff and visitors). This means they must co-operate with the University on health and safety and implement the standards and procedures found at <a href="http://www.leeds.ac.uk/safety">www.leeds.ac.uk/safety</a>.</p> <p>*<b>Emergency procedures</b> – If a student becomes unwell or has an accident, you should call a First Aider or Security, and report accidents using local procedures through Sentinel (the online system). If emergency alarms sound, you should guide students (and visitors) to the appropriate assembly point and report any issues that may arise to the Fire Wardens or University Fire Safety Managers.</p> <p>*Staff who supervise students acquire certain health and safety responsibilities; primary amongst these is the need to ensure that risks to students are controlled in line with the general duty of care.</p> <p>*The best way to ensure this is by doing an effective risk assessment and putting in place any control measures you identify as necessary. In particular, students must receive supervision and induction that is appropriate to the nature of their work, the risks involved and their experience.</p> <p>*Induction arrangements must be in place for <b>all students</b> covering basic H&amp;S information also see: <a href="http://www.leeds.ac.uk/safety/training/index.htm">http://www.leeds.ac.uk/safety/training/index.htm</a></p> <p>*The above paragraphs are an abridged extract from the University's statement of practice "Staff responsibilities for student health and safety in activities related to academic work" which should be referred to for more detail. <a href="http://www.leeds.ac.uk/safety/staff_responsibilities/index.htm">http://www.leeds.ac.uk/safety/staff_responsibilities/index.htm</a></p>		INDUCTION TOPIC  Also refer to Teaching and Lecturing GRA <b>TO FOLLOW</b>
<b>Location Specific</b>	Any location specific hazards? Not identified above?	Variable	Variable	Local H&SC to complete this section by identifying any local issues not covered above; e.g. narrow corridors / twisting staircase;		HSC's to identify with HOS any local hazards / risks and add to this document

**Important Note – this GRA is intended to be a management tool and reference document only; the associated Aide Memoire is intended for inclusion in School Handbooks and as a guide for induction / information for new and existing members of staff. Additional supporting information is available at <http://www.essl.leeds.ac.uk/for-staff/health-safety/>(work in progress); and the University Health and Safety pages <http://www.leeds.ac.uk/safety/>**

Other specific assessments which might also be required,  if needed: (Append to this document)

- Manual Handling  REF (Possible)
- COSHH  REF (Unlikely)
- Personal Protective Equipment (PPE)  REF (Unlikely)
- Noise  REF (Unlikely)
- Other  REF

Signature Risk Assessor: Linda Lock -Generic RA .....(local HSC – added School / Site specifics)	Date: 18/11/2010 Date:	Signature Head of School: (Print and sign)	Date:
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**Details of Communication of Risk Assessment to Staff**

Each School to provide details about how the contents of this assessment have been (will be) communicated to all staff and PGR students.	
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Review date/s	
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LIKELIHOOD (L)		SEVERITY	
5	Inevitable	5	Very High – Multiple deaths
4	Highly Likely	4	High – Death, serious injury, permanent disability
3	Possible	3	Moderate – RIDDOR over 3 days
2	Unlikely	2	Slight – First Aid treatment
1	Remote Possibility	1	Nil – Very minor

RISK RATING SCORE	ACTION
1 - 4	Tolerable – dependent upon minimum control measures being in place
5 - 9	Moderate – Reduce risks if reasonably practicable
10 - 15	High Risk – Priority action to be undertaken
16 - 25	Unacceptable – Action must be taken immediately

LIKELIHOOD	SEVERITY				
	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15
4	4	8	12	16	20
5	5	10	15	20	25