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| **University Health and Safety Hazard and Risk Profile 24-25** | | | | | | | | | |
| Under the Health and Safety at Work Act 1974, the University has a legal duty 'to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others’. The Management of Health and Safety at Work Regulations (1999) also place a legal duty on the University, through risk assessment processes, to examine workplace hazards, identify those at risk and take measures to control risks.  This document is a register of the overall profile of university hazards and risks, designed as a guide to ensure that hazards and risks are identified, captured, evaluated, mitigated and controlled within schools, departments, buildings, specific areas, research and specific activities. Line Managers, Researchers, Safety Coordinators and Supporting Staff, should use this document to inform local risk profiling and risk assessment. Hazards are presented in broad categories, and it must be considered that more specific/focused assessment will be needed in local area assessment, including examining the activity or area, breaking down the activity/event into logical steps and thinking about what could cause harm and how. Please see the Risk Assessment Guide PPT for further information on how to identify hazards and how to conduct a suitable and sufficient risk assessment.  ***NB:*** *Specific area/activity risk assessments may use the University Risk Assessment Template to record the assessment and* [*University Risk Evaluation Guidance*](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Risk%20Evaluation%20Guidance%20(5).docx) *to assess the level of risk.* | | | | | | | | | |
| **Hazard** | **University School/department/area subject to relevant hazard and links to relevant guidance** | **University Suggested Control Measure and Guidance Information**  **(RAs produced using this profile will need to specifically consider local control measures against the event or activity)** | | | | | | | |
| ***A*** | | | | | | | | | |
| ***Accidents, incidents and Injuries*** | *All areas, event planning and research*  [Reporting an accident, incident or near miss](https://www.hope.ac.uk/gateway/staff/governance/healthandsafety/reportinganaccidentincidentornearmiss/)  [HSE Accident Reporting - INDG453](file:///C:\Users\fahye\Downloads\HSE%20Accident%20Reporting%20-%20INDG453) | Accidents, Incidents, near miss, dangerous occurrence, crime and suspicious activity must be reported internally to the University Health and Safety Advisor for investigation or to external duty holders if the activity is off campus and under the duty of others.  Any incidents resulting in an injury to a must be recorded and reported to the University Health and Safety Advisor for investigation.  Near miss incidents must be recorded and reported. A suitable number of first aiders and first aid materials are available at Campus Security on 3800 at Hope Park / 3700 at Creative Campus. Staff know to contact Campus Operatives for assistance in the event of a first aid incident. University procedures are in place to contact emergency services when necessary. The University operates defibrillators at mapped strategic places. First aiders are trained in their use. The nearest defibrillator is at: Ensure the nearest defib location to your activity or event is known. | | | | | | | |
| ***Animals on Campus*** | *Specific events involving animals on Campus* | *Animals and pets are not permitted on campus other than as therapy animals for specific events or working animals for a disability need. A specific risk assessment must be completed for any animal related therapy or wellbeing event.*  *Example risk assessment* | | | | | | | |
| ***Asbestos*** | *All university buildings pre-2000.*  *Overarching management by Estates with ITS considerations and other areas during contractor works and refurbishments.*  *External research locations.* | *The University has procedures in place in compliance with Control of Asbestos Regulations, 2012.*  *All areas, departments and buildings are regularly surveyed by estates services and external expert asbestos contractors on an annual basis. Asbestos registers and plan locations are in place.*  *Any areas of asbestos are clearly marked, and all persons who work in areas with asbestos receive training on the hazards of asbestos.*  *Information on asbestos containing material locations on campus are available to anyone from the University Health and Safety Advisor.* | | | | | | | |
| ***Accessibility*** | *All buildings and areas, specific event planning, travel and fieldwork and research.*  [*HSE Best-Practice for Workers with Disabilities*](https://www.hse.gov.uk/disability/best-practice/workplace-culture.htm) | *All University buildings comply with Approved document M of the Building Regulations.*  *Risk assessment and prior planning for visitors to events should specifically evaluate any person with accessibility needs, access to and from venues, support required, emergency arrangements and any equipment needed to ensure safety.*  *A PEEP or GEEP may be required to ensure the safety of individuals during an emergency and LSP information should be checked for university students. Procedures are in place with refuge point, refuge call button and Evac chair in stairwells.*  *Building has passenger lift with access to all floors.*  *Deaf Alerter Group system or Scope System (Creative Campus) has been applied to t new building for alerter pager use.*  *Staff using the building to be given information on refuge areas, refuge call points and Evac chair locations.*  *Rooms are provided with wheelchair access and facilities, induction loops, other hearing assistive devices, and arrangements for assistive guide dogs on requested*  *Where possible plan for those with mobility issues to use rooms/events on the ground floor.* | | | | | | | |
| ***B*** | | | | | | | | | |
| ***Biological Activity*** | *Health Sciences, GES, Creative Arts and specific research activity.* | *Specific risk assessment is required when working with biological substances. These could be in a lab environment such as animal blood or other bodily fluids with ethical considerations, or any other biological organisms.*  *Biological hazards can also occur as locations hazards bird or animal droppings. Discarded needles, for example from recreational drug use - needlestick injuries can lead to exposure to blood borne viruses including Hepatitis B&C and HIV.*  *Rat infestation and exposure to rat urine - rat urine or water contaminated with it can cause Leptospirosis / Weil's disease if it enters a cut or gets into the nose, mouth or eyes.*  *Contamination with sewage or animal faeces - this can lead to infection with E.coli, a bacterium which can cause stomach problems or more serious ill health - sewage could also be contaminated with Hepatitis A.*  *Water systems that have not been drained or disinfected, containing stagnant water - these could contain bacteria which can cause Legionnaires' disease if spray / fine droplets contaminated with the bacteria are inhaled.* | | | | | | | |
| ***C*** | | | | | | | | | |
| ***Clinical Waste*** | *Health Sciences, Estates Team* | *The management of clinical waste is an essential part of ensuring that activities do not pose a risk of infection. To manage clinical waste effectively, it is important to consider.*  *Infection control, health and safety legislation and environment and waste legislation.*  *Particular attention should be given to: (1) Managing the waste and ensuring compliance, (2) Types and classification of waste and how it should be safely stored, (3) Transportation of waste.* | | | | | | | |
| ***Confined Spaces*** | *Estates Team and Contractor use.* | *A confined space is one which is both enclosed or largely enclosed and has a reasonably foreseeable specified risk to workers of: fire, explosion, loss of consciousness, asphyxiation, drowning.*  *Avoid work in confined spaces. Assess the risks and plan how these will be controlled. If:*  *A confined space has harmful fumes, you should consider how these can be ventilated or removed, there is a risk of liquids or gases flooding in, you should establish whether the valves can be locked shut, someone is going into a confined space and there is not enough oxygen to breathe properly, you must provide breathing apparatus or ventilate the space to increase oxygen levels before entering*  *Staff should have emergency arrangements. If someone is working in a confined space, think about the following:*  *How will you know they are okay and have not been overcome by fumes? how will you get them out if they are overcome? (It’s not enough to rely on the emergency services)*  ***Do -*** *be aware of the risks that may occur within a confined space, make sure the person doing the work is capable and trained in both the work and the use of any emergency equipment*  ***Do not -*** *work in confined spaces unless it's essential to do so, ignore the risks – just because a confined space is safe one day does not mean it will always be, let others enter a confined space until you are sure it's safe to do so* | | | | | | | |
| ***Compressed Gas*** | *Estates, Catering, Creative Arts, Health Sciences*  [*Compressed Gas for Welding, Flame and Cutting - HSG139*](file:///C:\Users\eddiefahy\Desktop\ra%20in%20research\Compressed%20Gas%20for%20Welding%20and%20Flame%20-%20HSG139) | *Compressed gases pose significant hazards such as fire, explosion, toxicity, and physical injuries from high pressure.* ***Segregate gases****: Store incompatible gases separately (e.g., flammable gases away from oxidizers).* ***Ventilation****: Ensure adequate ventilation in storage areas to prevent the accumulation of gases, especially toxic or flammable types.* ***Secured cylinders****: Always secure gas cylinders upright with chains or straps to prevent falling.* ***Temperature control****: Store cylinders in cool, dry, and well-ventilated areas away from direct sunlight or heat sources.* ***Cap cylinders****: Ensure protective caps are in place when cylinders are not in use.*  ***Use proper equipment****: Always use regulators, gauges, and hoses rated for the specific gas.* ***Training****: Train personnel on proper handling, storage, and emergency procedures.* ***Leak detection****: Regularly check for leaks using soapy water or gas-specific detectors.* ***Transport safely****: Use trolleys designed for cylinders during transportation.*  ***Use of Personal Protective Equipment (PPE)*** *Wear appropriate PPE (gloves, goggles, or face shields) when handling compressed gases, particularly corrosive or toxic types.*  *Clearly label all cylinders with the gas type and hazard symbols. Display appropriate safety signs in storage and work areas, including emergency contact numbers.*  ***Emergency Preparedness -*** *Ensure that all work areas have appropriate fire extinguishers, spill kits, and first-aid materials. Establish and practice emergency response procedures for gas leaks, fires, or other accidents.* | | | | | | | |
| ***Control of Contractors*** | *Estates Team, Catering, IT, Health Sciences, Creative Arts, Events.* | *Consult with the University Health and Safety Advisor, consider if rules fall under CDM Regulations, review the University Code of Practice for Contractors, University CDM Guidance and Contractor Induction handbook. (add links)*  *Contractors must provide RAMS, Contractors must be subject to Permit to Work where appropriate (consult Health and safety Advisor if unsure). Contractors must be monitored for safety compliance during their works. Contractors must be registered under the Safe Contractor SSIP accreditation process.* | | | | | | | |
| ***Control of Substances Hazardous to Health***  ***(COSHH)*** | *Estates team, Maintenance, Gardening Team, Domestic Services, GES, Health Sciences, Creative Arts and research projects. Potential for low level in other areas*  Further Information:  [*How to carry out a COSHH risk assessment*](https://www.hse.gov.uk/coshh/basics/assessment.htm)  [*A brief guide to COSHH (INDG136)*](https://www.hse.gov.uk/pubns/indg136.htm)  [*COSHH Essentials*](https://www.hse.gov.uk/coshh/essentials/index.htm)  [*Ventilation*](https://www.hse.gov.uk/ventilation/index.htm)  [*Simple checks to prevent skin damage*](https://www.hse.gov.uk/skin/index.htm)  [*Simple checks to control dust and mist*](https://www.hse.gov.uk/dust/simple-checks.htm) | *Prevent or reduce exposure to hazardous substances by: finding out what the health hazards are, deciding how to prevent harm to health (*[*risk assessment*](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)*), providing control measures to reduce harm to health, making sure they are used, keeping all control measures in good working order, providing information, instruction and training for workers and others, providing monitoring and*[*health surveillance*](https://www.hse.gov.uk/coshh/basics/surveillance.htm)*in appropriate cases and planning for emergencies.*  *Ensure the SDS for the substance is obtained and specifically consider the SDS information against the activities intended. Ensure appropriate COSHH storage and handling with safe quantities and amendment to COSHH cabinet contents list.*  Retain all substances in original containers including hazardous substances, to ensure proper handling and storage.  Staff using substances are subject to departmental risk assessment and will ensure secure storage in locked rooms.  Domestic staff have been subject to COSHH training in June 24.  All routine substances to be used within I3 Building have been assessed.  Monitor substances brought into use within the building. If any potentially harmful substances, or chemicals items with H&S warning symbols are introduced, these must be subject to RA by relevant persons. | | | | | | | |
| ***Construction, Design and Management Regulations, 2015*** | *Estates, Catering, Research and any other activity involving construction.* | *As per Contractor Management Procedures, follow the University Guidance on Construction, Design and Management Regulations, 2015 (CDM) and distinguish between construction activity and maintenance activity. Ensure appropriate designers, principles designers and contractors are appointed.*  *Whatever the*[*role*](https://www.hse.gov.uk/construction/cdm/2015/responsibilities.htm)*, CDM aims to improve health and safety in the industry by helping you to:*  *HSE has published*[*Legal Series guidance*](https://www.hse.gov.uk/pubns/books/l153.htm)*that supports CDM 2015 and explains it in more detail.* | | | | | | | |
| ***D*** | | | | | | | | | |
| ***Display Screen Equipment (workstations)*** | *All office areas, teaching spaces, areas of workstation and computer use, homeworking.*  *[Workstation set up guide available on Safety webpages](https://www.hope.ac.uk/gateway/staff/governance/healthandsafety/displayscreenequipmentandhomeworking/).*  [*Workstation self- assessment checklist available on Safety webpages.*](https://www.hope.ac.uk/gateway/staff/governance/healthandsafety/displayscreenequipmentandhomeworking/) | *Conduct a*[*DSE workstation assessment*](https://www.hse.gov.uk/msd/dse/assessment.htm)*,*[*take breaks from DSE work*](https://www.hse.gov.uk/msd/dse/eye-tests.htm)*,* [*provide training and information*](https://www.hse.gov.uk/msd/dse/training-information.htm)  *Incorrect use of DSE can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. Controls apply to fixed workstations, agile and* [*home workers*](https://www.hse.gov.uk/msd/dse/home-working.htm)*, and hot-desking.*  *Ensure the workstation is set up adequately with an ergonomic fit to the staff member. Take not of injuries and medical conditions and obtain sufficient DSE equipment to support the DSE user.*  *The University Health and Safety webpage provides information on correct workstation setup and DSE checklist for staff self-assessment where necessary.*  *Eye tests are available from People Services for staff who may need the use of eyewear for screen use.*  *Staff to be aware of the need to adopt a comfortable posture while working with computer equipment.*  *Regular time doing other tasks away from screen for 5-10 minutes per hour when working for long periods with DSE.*  *Where necessary staff, including those with a diagnosed MSD should request a workstation assessment from Health and Safety.* | | | | | | | |
| ***Driving at Work*** | *All departments and staff required to drive as part of their work, fieldwork, trips and offsite activity.*  [Driving at Work Code of Practice](https://www.google.com/url?client=internal-element-cse&cx=008811769411239284689:ifvar2lvrdw&q=https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Driving%2520at%2520Work%2520Code%2520of%2520Practice%2520V3.docx&sa=U&ved=2ahUKEwiO1_fpvYmJAxUWMRAIHX94I9QQFnoECAMQAQ&usg=AOvVaw28kchdIKLLh61Q_Vmq-2qG) | *Risk Assessment should consider:* ***Safe Driver – Safe Vehicle – Safe Environment***  *All drivers must ensure a driver declaration form is completed annually, ensure that private vehicles used for university business are roadworthy, carry out daily vehicle pre-use safety checks on university vehicles. Drive in a safe and competent manner, in accordance with UK driving laws. Report any vehicle accidents or incidents that occur whilst driving at work.*  *Inform their manager of licence withdrawals, endorsements, collisions or health problems which may affect their ability to drive. Attend any training arranged for them and practice the safe driving methods identified. Not consume alcohol or other mind-altering substances as prohibited by law. (Some prescription drugs could adversely affect a person’s ability to drive. In such cases drivers need to be guided by the prescribing doctor). Not use a mobile phone whilst driving. Promptly report all vehicle defects to management (University vehicles) or to the Hire Company (hire vehicles), and cease/not commence driving any vehicle that they believe is unfit or not road worthy.* | | | | | | | |
| ***DSEAR*** | *Creative Arts Workshops, Health Sciences compressed gas storage.*  [*A quick guide to DSEAR*](https://www.hse.gov.uk/fireandexplosion/dsear.htm#quick)  [*DSEAR in detail*](https://www.hse.gov.uk/fireandexplosion/dsear-background.htm)  [*Publications*](https://www.hse.gov.uk/fireandexplosion/resources.htm)  [*ATEX and DSEAR Frequently asked questions*](https://www.hse.gov.uk/electricity/atex/index.htm) | *The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) require employers to control the risks to safety from fire, explosions and substances corrosive to metals.*  *A DSEAR Risk Assessment is in pl ace for activity at Creative campus, Cornerstone Building and Creative Arts Activity. Ducting within the Woodwork shop is the only area subject to DSEAR zoning. DSEAR activity is subject to audit by the University Health and Safety Advisor. Staff should ensure flammable, highlight flammable an compressed gas sources are controlled and stored in compliance with the DSEAR risk assessment. Should any staff believe that their activity involved DSEAR risks, consult with the Health and Safety Advisor.* | | | | | | | |
| ***E*** | | | | | | | | | |
| ***Electrical Safety*** | *All areas, Estates team*  [*HSE Guidance on Electrical Safety*](https://www.hse.gov.uk/electricity/) | *The main hazards of working with electricity are: electric shock and burns from contact with live parts, injury from exposure to arcing (when electricity jumps from one circuit to another), fire from faulty electrical equipment or installations, explosion caused by unsuitable electrical apparatus.*  *Portable and fixed electrical items in the building or used for activity or event must be electrically safe.*  *Any equipment over 12 months old should be made electrically safe by means of PAT at an agreed frequency.*    *Staff should conduct a periodic visual check of portable electrical equipment to ensure it remains in a suitable condition.*  *Any equipment identified as damaged must be removed and brought to standard or disposed of.*  *There must be no ‘daisy chaining’ of leads that would promote electrical overloads at any time.*  *All staff are informed of the need to report any defective plugs, discoloured sockets, damaged cables and on/off switches and to take defective equipment out of use.*    *Any cables will not cross walkways within event/session layout.*  *Staff to report any defective electrical items to the Estates helpdesk or area building safety coordinator.*  *Fixed wiring tests are conducting by Estates every 5 years.* | | | | | | | |
| ***Emergency Arrangements*** | *All areas with specific consideration of events* | *University Preparedness plans are in place including Major and Serious Incident Plan, Lockdown, invacuation and Evacuation procedures. Posters carrying emergency contact numbers and run-hide-tell message are situated around campus.*  *Relevant staff are subject to training in: SCaN, Act Awareness, Education and Security.*  *Preparedness plans include:*  *Bomb Threats*  *Suspicious items and packages*  *Run-Hide-tell*  *Evacuation, Invacuation and Emergency Lockdown* | | | | | | | |
| ***Events (staff, students and public)*** | *Graduation, Conferencing, Capstone Theatre, Student Life, Any/all University events* | *Staff should follow the Safety in Events Code of Practice, ensuring adequate and early planning, producing the specific event risk assessment and plans as specified in the COP and ensuring communication with stakeholders and event approvers.*  *The COP outlines potential hazards and risk considerations for events that should be followed.* | | | | | | | |
| *F* | | | | | | | | | |
| ***Fire Hazards*** | *All areas* | *All building have been subject to building control approval and sign off and provided with fire strategy and FRA. FRA is conducted every 2 years at teaching buildings and annually at student halls.*  *Fire safety signage and fire action notice with assembly point is checked as in place with assembly point designated.*  *Fire extinguishers are appropriately placed and in-service date.*  *Warning is provided by use of an L1 fire alarm system, smoke detectors and fire alarm call points.*  *Refuge points with EVC and Evac chairs are in place in the escape stairwells.*    *Measures to mitigate fire are in place with housekeeping separation of fuel, heat/ignition and oxygen as per FRA.*  *University staff attend Fire Awareness Training every 3 years. Fire Marshals receive fire marshal training every 3 years and lists are maintained annually.*  *Fire evacuation practice is conducted annually at University non-residential buildings and twice during the academic year at halls.*  *PEEP/GEEP and emergency evacuation procedures are in place. Any person requiring a PEEP should be brought to attention of the health and safety advisor for staff or student support for students.*  *Staff must inform new staff and visitors of fire alarm procedures, fire exit signage and exit routes/points, fire assembly point.*  *Staff should ensure the safe evacuation to the fire assembly point in the event of a fire alarm activation.*  *Staff must ensure that fire exit routes and fire doors are not obstructed and always accessible. Fire doors, other than auto held open must be closed unless in exceptional short-term circumstances.*  *Equipment should not be placed on fire exit routes, in stairwells or in front of fire exit doors.*  *Any instances were fire doors need to be held open for short periods must be planned/risk assessed, not left unattended and returned to original position.*  *Rubbish and combustible items must not accumulate in circulating areas..*  *Staff must ensure sensible areas for storage of equipment to minimise fire hazards.*  *Extinguishers and fire alarm call points are not to be obstructed.* | | | | | | | |
| ***First Aid Requirements*** | *Estates, Campus Operatives, Domestic Services all schools/departments*  [*HSE First Aid Guidance*](file:///C:\Users\fahye\Downloads\HSE%20First%20Aid%20Guidance)  [*INDg214 INDG347 and L74 AcOP*](file:///C:\Users\fahye\Downloads\INDg214%20INDG347%20and%20L74%20AcOP) | *The University has an overarching First Aid Needs Assessment for University wide First Aid Considerations in place. Local first aid needs should be considered. Any local first aid kits should be audited to ensure relevant contents are adequate and in date.*  *The University maintains 3-day FAW trained staff, and 1-day emergency first aid trained staff. A list of these can be provided by the Health and Safety Advisor.*  *Specific events should consider first aid needs. Larger events, particularly off site may require externals such as St Johns Ambulance to support the event.*  *Under Martyn’s Law it is expected that PAcT Kits and trauma related materials and equipment will be introduced.*  *Know the emergency procedures, know the emergency numbers, internal and external and know the University accident reporting procedures.* | | | | | | | |
| *G* | | | | | | | | | |
| ***Gas Hazards*** | *Estates Team, GES, Creative Arts, Health Sciences, events and research.*  [*HSE Gas Safety Information*](https://www.hse.gov.uk/gas/employers.htm) | *Gas sources must be labelled and stored correctly in accordance with manufacturer information. External gas storage is available at Health Sciences and Creative Arts Kiln yard. A Gas safety checklist is available from the University Health and Safety Advisor and gas sources must form part of your area or activity risk assessment. Gas sources will be subject to inspection and audit for compliance with COSHH and DSEAR legislation and must be maintained and suitable intervals.*  *The University has emergency procedures in place for gas leak or small of gas -* [*Gas Leak Procedure*](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Gas_Leak_Procedure_23-24.pdf) | | | | | | | |
| ***LPG Use*** | *Estates Team, GES, Creative Arts, Health Sciences, events and research.* | LPG cylinders should be stored in the external ventilated compound. This should be securely fenced, shaded from the sun and segregated from presenting a hazard to the main University building. Warning signs must be displayed boldly at the entrance to the LPG store. LPG must not be stored internally above quantities of 50 litres or half a day’s supply, whichever is the lesser.  The internal temporary storage area must be adequality ventilated. Cylinder caps must be in place at all times when not in use.  Empty or non-compatible cylinders must not be stored together with LPG cylinders, both indoors and outdoors. Both internal and external storage areas must be kept clear of all ﬂammable or sparking materials, weeds and rubbish. Any electrical ﬁttings in the storage area, lights and switches, must be intrinsically safe. Tools and equipment must be suitable for the relevant zone. Movement and transport of cylinders must be by means of specific cylinder trolly with securing chain. Staff should be trained in the handling of LPG and the above control measures. | | | | | | | |
| ***H*** | | | | | | | | | |
| ***Hazardous Waste*** | *Estates Team, Creative Arts, GES, Health Sciences*  [*HSE Hazardous Waste Information*](https://www.hse.gov.uk/waste/hazardouswaste.htm) | *Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment.*  *Hazardous waste must be stored, transported and disposed of in accordance with legislation by specialist contractors. If you create or work with hazardous waste and are unsure of your duty for disposal, please contact he University Health and Safety Advisor.* | | | | | | | |
| ***Homeworking*** | *All staff subject to homeworking, hybrid and flexible working*  [*HSE Guidance - Home Working*](file:///C:\Users\fahye\Downloads\HSE%20Guidance%20-%20Home%20Working)  [*Lone working – protect those working alone*](https://www.hse.gov.uk/lone-working/index.htm)  [*Home working – work safely with display screen equipment*](https://www.hse.gov.uk/msd/dse/home-working.htm)  [*Work-related stress*](https://www.hse.gov.uk/stress/index.htm)  [*ACAS guidance on working from home and hybrid working*](https://www.acas.org.uk/working-from-home-and-hybrid-working) | Agile or hybrid working at home requires consideration of workplace risks just as those health and safety risks posed while on Campus.  Complete the **‘Home Working’ checklist** to be agreed and signed by Line Managers.  Complete a DSE self-assessment of remote workstation, using the ‘**Workstation Assessment’ checklist** and implement any required changes.  notify if you feel any discomfort due to working remotely (such as back pain) or you believe that there are any work-related health and safety hazards or any work-related accidents occur in your home. Your line manager will escalate the matter to the H&S Advisor who will discuss if appropriate, to look into what action can be taken.  Access to home working guidance, **home working and workstation assessment checklists** and information from HSE, ROSPA and UK Fire Service is available on the Health and Safety webpage at: [LHU DSE and Homeworking Guidance.](https://www.hope.ac.uk/gateway/staff/governance/healthandsafety/displayscreenequipmentandhomeworking/) | | | | | | | |
| ***H&S Housekeeping*** | *All areas and buildings* | *Ensure all areas remain tidy and free of visible hazards. No doors should be wedged open.*  *Ensure floors are kept clean, dry, and free from obstructions.*  *Ensure regular collection and disposal of waste to prevent accumulation.*  *Keep rooms and spaces uncluttered and remove unnecessary items.  Store materials and equipment securely to prevent them from falling or causing obstructions.*  *Use shelving and storage units that are appropriate for the weight and size of the items being stored.*  *Use clear signage to indicate hazards, safety equipment, and emergency exits.  Ensure that emergency exits are accessible and unobstructed.* | | | | | | | |
| ***I*** | | | | | | | | | |
| ***Induction, Training and Competency*** | *All school/departmental new starters, all staff H&S training* | *Ensure that staff are subject to a health and safety induction and aware of all relevant safety information for their school/department and role. Ensure that the* [*Health and Safety Induction Checklist*](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Health_and_Safety_Induction_Checklist.pdf) *is completed.* | | | | | | | |
| ***L*** | | | | | | | | | |
| ***Ladder use*** | *Estates, Campus Services, Capstone Theatre, Cornerstone and engineering workshops*  [*Ladder Association Guidance*](https://ladderassociation.org.uk/guidance/)  [*HSE - Using Ladders Safely*](https://www.hse.gov.uk/construction/safetytopics/ladders.htm) | *Staff should avoid the need to use ladders / Examine ways to perform task from ground level / Prefer the use of a low-level working platform where possible / Work at height must be adequately planned and supervised on each occasion.*  *Ladders should conform to EN131 and be maintained and inspected as part of a managed scheme. A visual inspection should take place before each occasion of use.* ***Inspection should look for:*** *Mechanical damage to metal ladders, splits, cracks, warping or bruising to timber ladders, movement or wear and tear to rungs, missing rungs, tightness of wedges and tie rods, split or damaged feet, wear to ropes and pulleys on extension ladders and brackets or latching hooks that are not soundly fixed and operational. Any ladders found to be defective should be removed from use.*  *Ladders should be erected on a firm and level base, supported by the stiles only. The top of the ladder should rest on a firm, solid surface. The ladder slope should be about 75° to the horizontal, i.e. 1m out to every 4m of height (****1:4 rule****). Ladders should be secured at the top or secured near the base. Securing is necessary to prevent slipping. If it is not possible to secure the ladder, someone must hold the ladder at the base. Only effective with short ladders. Only one person should be on a ladder at any given time with 3 points of contact at all times. Metal ladders should not be used where any electrical hazard exists. The same applies to timber ladders with metal stile reinforcement. Timber ladders should be stored correctly to prevent warping and rungs loosening. Painting timber ladders is not permitted.* | | | | | | | |
| ***Step Ladder Use*** | *Estates, Campus Services, Capstone Theatre, Cornerstone and engineering workshops*  [*Safe Use of Ladders and Stepladders*](https://ladderassociation.org.uk/la455/) | *Avoid the need to use step ladders. Examine ways to perform task from ground level. Only industrial grade, EN131 ladders should be used. Only use ladders for tasks of short duration of 30 minutes or less. All step ladders must be inspected for damage prior to each occasion of use. If damage is identified ladders must not be used. Ladders should only be used for short term use or access only and not for task duration of beyond 30 minutes. Users should maintain 3 points of contact at all times when using step ladders. Ladders should be placed on a firm, level surface and checked for stability prior to use. Users should ensure the top of a step ladder is not used for access or standing.* | | | | | | | |
| ***Laser Use*** | *Health Sciences with potential for other areas, presentation use in form of laser pens.*    [*HSE guidance*](https://www.hse.gov.uk/../radiation/nonionising/optical.htm)*about optical radiation safety and associated legislation.*  [*HSE Guidance - Non Ionising Radiation*](https://www.hse.gov.uk/radiation/nonionising/index.htm) | *Laser use must be subject to a specific risk assessment with evaluation of the classification of laser used. Control measures must seek to control the use of lasers and ensure that they are never presenting exposure to other people’s eyes. It is not likely that more powerful lasers that can damage the skin will be in use at the University, however if such are introduced, consult with the Health and Safety Advisor.*  *An example laser use risk assessment is available from Health Sciences or the University Health and Safety Advisor.* | | | | | | | |
| ***Legionella*** | *All areas hazard, however managed and owned by Estates Team and H&S.*  [*Legionnaires' disease: a brief guide for duty holder*](https://www.hse.gov.uk/pubns/indg458.htm)  [*The control of legionella bacteria in water systems*](https://www.hse.gov.uk/pubns/books/l8.htm) | *The risk of Legionella at Liverpool Hope University is managed in accordance with the Approved Written Scheme for Legionella in accordance with the Legionella ACoP. This is supported through building risk assessment and water treatment by external contractors and internal water flushers.*  *Legionella logbooks are in place for ever building and emergency response procedures are in place for any outbreak.*  *The procedure for water management at the University is subject to internal audit and inspection.*    *For any legionella related enquires or perceived need for risk assessment, please contact the University Health and Safety Advisor.* | | | | | | | |
| ***Lighting*** | *All areas, events*  [*Lighting at Work Guidance HSG38*](https://www.hse.gov.uk/pubns/books/hsg38.htm) | Workplace Lighting Regulations apply, and sufficient lighting must be in place during at location, room, building or event. Staff should act on any issues with insufficient lighting that presents a hazard. Report any defective lights to the Estates Team.  Rooms (with windows) and common spaces should be well-lit by natural daylight or subject to sufficient lighting while in use.  Lecture theatres are not subject to natural light. Lead room users should be aware of light switch location and ensure lights are illuminated before room is occupied.  Emergency lighting is interim tested and subject to annual contractor testing. Emergency lights will activate during a power failure. | | | | | | | |
| ***Lightning*** | *Specific to Estates Team*  *BS:EN62305 applies.*  [*Elec at Work Regs - HSR25*](https://www.hse.gov.uk/pubns/books/hsr25.htm) | *Lightning protection is a specific duty of the University Estates Team on certain University Buildings. Electricity at Work Regulations, 1989 state that we must have considered risks posed by lightning. Any solar panels placed on roof areas that would not ordinarily have lightning protection are subject to earthing to ground and surge protecting.*  *University wide Fire Risk Assessment also consider and evaluate the risks posed by lightning.* | | | | | | | |
| ***Local Exhaust Ventilation (LEV)*** | *Creative Arts, GES, Health Sciences*  [*HSE Guidance on LEV*](https://www.hse.gov.uk/lev/)  [*HSE HSG258*](https://www.hse.gov.uk/pubns/books/hsg258.htm) | *LEV is required as an engineering control for certain COSHH related activity such as fume cupboards and machinery extraction of harmful substances. LEV must be subject to external specialist inspection every 14 months. Consult with the University Health and Safety Advisor if you are undertaking any related activity or using related machinery that may require LEV.*  *LEV procedures are audited by the Health and Safety Advisor.* | | | | | | | |
| ***Lone Working*** | *All areas, off campus, agile and home worming, research projects.*  [HSE lone Working Guidance](https://www.hse.gov.uk/lone-working/)  [University Lone Working COP](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Lone%20Working%20Code%20of%20Practice.pdf) | Lone working should be avoided where possible.  If lone working cannot be avoided a specific RA and suitable control measures are required, such as CCTV monitoring, comms and buddy system to check-in, increased assurance and security, secure doors during lone working period. (specific RA required). Those with a PEEP or medical conditions potentially leading to an emergency should not be subject to lone working unless specifically planned and agreed. | | | | | | | |
| ***Lyme Disease*** | *Geography Fieldtrips in rural, woodland, long grassed areas.* | Lyme disease is a potentially serious bacterial infection transmitted via tick bites. There are around 900 reported cases of Lyme disease in the UK each year, although there may actually be 2000–3000 cases. Lyme disease is not spread from person to person.  Lyme disease is spread by tick bites. The ticks feed on birds and mammals that carry the bacterium in their blood and then transmit the bacterium to a human when they have a blood meal. The tick needs to be attached to a person for about 24h before the disease can be transmitted. In the UK, the risk of tick bites is highest from April to October, when the ticks are most active.  Ticks are common in forested areas, heathland, moorland and suburban parks, although infected ticks are more common in certain regions of the UK. Lyme disease is most commonly acquired in the following areas: New Forest; Exmoor; South Downs; Thetford Forest; woodland and heathland in Southern England; Lake District; North York moors; and Scottish Highlands and Islands.  Activities and processes where Lyme disease may present a risk, may occur in those who:   * work outdoors in high risk areas of the UK; or * are in contact with animals in high risk areas   **Clinical Information**  Incubation time is 3–30 days. The first symptom is usually a rash, which spreads from the site of the tick bite. It is not generally painful or itchy. There are often accompanying flu-like symptoms. In a small number of more serious cases there is infection of the nervous system (symptoms include viral-like meningitis, facial palsy, nerve damage).  Anyone with these symptoms who has been in a high-risk area or exposed to a tick bite should seek medical attention. Early treatment with antibiotics is generally effective.  **Control Measures**  The following control measures reduce the risk of infection:   * It is important to be ‘tick aware’ in high risk areas. * In areas of long grass, wear long trousers tucked in to socks. * Check exposed skin for ticks (they are very small and therefore difficult to see) and remove immediately with tweezers. * Check clothing and animals for ticks. * Use insect repellents. | | | | | | | |
| *M* | | | | | | | | | |
| ***Manual Handling Activity*** | *All areas, events and research.*  ***Related content***  [*Manual handling leaflet*](https://www.hse.gov.uk/pubns/indg143.htm)  [*Legal guidance on the Manual Handling Operations Regulations*](https://www.hse.gov.uk/pubns/books/l23.htm)  [*External help on manual handling*](https://www.hse.gov.uk/msd/external-help.htm)  [*Making the best use of lifting and handling aids*](https://www.hse.gov.uk/pubns/indg398.htm)  [*MAC tool leaflet*](https://www.hse.gov.uk/pubns/indg383.htm)  [*RAPP tool leaflet*](https://www.hse.gov.uk/pubns/indg478.htm) | *Staff must stop, assess and plan hazardous/heavy manual handling tasks. Assessment must consider the manual handling* ***Task, Load, Environment and the individual.***  *Wherever possible use mechanical means or Campus Services support to transport heavy equipment.*  *Campus Services Staff undertake regular lifting and handling training, aiding all tasks that involve significant manual handling.*  *Larger items, post and deliveries managed by Reprographics staff and suitable manually operated equipment (i.e. post trolleys) used or external couriers aid with substantial deliveries.*  *Store heavy items at waist height and only light items above shoulder height.*    *Filing cabinets to be filled correctly with heavier files in the middle drawers for retrieval at waist height.*  *Storage of items should be monitored to ensure that heavy articles are not stored on shelving beyond the reach of staff.*  *Manual Handling training can be provided by the University Health and Safety Advisor on request.* | | | | | | | |
| *N* | | | | | | | | | |
| ***Noise at Work*** | *Estates Team, Maintenance and Grounds Maintenance, Creative Arts activity and research.*  [*HSE Noise at Work Guidance*](https://www.hse.gov.uk/noise/)  [*Noise exposure calculator*](https://www.hse.gov.uk/noise/assets/docs/noise-exp-calc.xlsm)  [*Hearing protection calculators*](https://www.hse.gov.uk/noise/assets/docs/hearingcalc.xlsm) | *Noise at Work Regulations, 2005 apply.* T*he level requirement for hearing protection and hearing protection zones is 85 dB(A) (daily or weekly average exposure) and the university must assess the risk to health and provide information and training is 80 dB(A). workers must not be exposed.*  *If potential for excessive noise is considered a hazard and subsequent risk as part of the work or activity you are risk assessing, consult with the University Health and Safety Advisor. A Noise assessment can be conducted. Noise levels must be below the 8-hour time weighted action and limit level and peak sound level. If Noise is above the action level, control measures compliant with noise hierarchy of control are required and a noise protection zone with a requirement to wear hearing protection must be designated.*  *The correct noise protection PPE must be used and for this you must consult with the Health and Safety Advisor to ensure proper and suitable noise attenuation.*  *Check manufacturer information related to certain perceived noisy equipment and machinery. You may be required to wear noise protective PPE.*  *If wearing PPE for noise, it must be ensured that this does not impact con other related safety measures or hazards with effective communication required.*  *Training and information may be required by certain staff working with noisy machinery or in noisy areas. As part of your risk assessment, you must decide if this is needed.*  *Health surveillance may be a requirement as per Noise at Work Regulations and again considerations surrounding this must form part of your risk assessment.* | | | | | | | |
| *P* | | | | | | | | | |
| ***Permit to Work or Access*** | *Estates Team, ITS, Catering and any other area making use of contracted works.*  [*HSE Guidance on PTW*](https://www.hse.gov.uk/comah/sragtech/techmeaspermit.htm) | *PTW is required for: Hot Works / Working at height / Confined Spaces / machine maintenance.*  *Consult with the University Health and Safety Advisor or Estates team if you are planning activity or contractor works that may require a PTW.* | | | | | | | |
| ***Photocopier Use*** | *All areas and buildings*  [*HSE Guidance*](https://www.hse.gov.uk/electricity/electricequip.htm) | *Photocopier is to be operated in accordance with the manufacturer’s instructions and maintenance. Toner renewal, maintenance and repairs only to be carried out by qualified contractors/IT staff. Photocopier to be appropriately positioned away from staff desk areas to prevent ozone are harmful emission or fire risk. Potential for excess paper and waste to be monitored. Excess paper should be discarded safely. Boxed paper should be positioned appropriately so as not to cause obstruction or fire hazard. Visual checks must be in place to ensure that the machine is well maintained. The machine must be maintained as electrically safe and subject to PAT at agreed interval.* | | | | | | | |
| ***Pregnant workers, students and visitors*** | *All areas*  [*HSE Guidance - New and Expectant Mothers*](file:///C:\Users\fahye\Downloads\HSE%20Guidance%20-%20New%20and%20Expectant%20Mothers) | *Follow the New and Expectant Mothers Code of practice and HR Maternity Policy for staff. Ensure that a risk assessment is conducted for the member of staff with consideration of their work environment and working hours.*  *A risk assessment must be completed for student pregnancy and for their return to study. Consultation with the Health and Safety Advisor is recommended.* | | | | | | | |
| ***Power Tools and Portable Tools*** | *All workshop areas*  [*HSE Guidance - Power tools*](https://www.hse.gov.uk/electricity/electricequip.htm) | *Portable tools should only be used in accordance with manufacturers guidance. Power tools must not be used beyond their capacity or speed limits. Students must be made aware of hazards associated with portable tools and precautions that should be taken during use.*  *Portable tools should be immobilised when changing cutters or blades. Moving parts are likely to produce hazardous material. Long hair and loose clothing should be secured and jewellery should be removed. Students and staff should wear appropriate PPE to the relevant BS, eye protection including safety glasses, goggles and face shields around tools that may cause an object to become airborne. Staff should ensure that protective guards on tools are present, observed and maintained in a good condition.*  *The work area must be subject to adequate lighting and temperature. Electrically powered tools must be subject to pre-use checks, formal checks and PAT at appropriate intervals. Battery powered or reduced voltage tools should be used where possible. All students must be trained and instructed in the safe use of each power tool before use. Staff and students must be trained to operate powder-actuated tools before use. Staff will hold regular safety conversations with students to promote safe use.* | | | | | | | |
| *R* | | | | | | | | | |
| ***Radiation – Ionising*** | *GES, ITE Sciences and Health Sciences*  [*Ionising Radiation Regulations 2017. Approved Code of Practice*](https://www.hse.gov.uk/pubns/books/l121.htm)  [*INDG334 Working safely with ionising radiation : \guidelines for expectant or breastfeeding mothers. (PDF)*](https://www.hse.gov.uk/pubns/indg334.pdf) | *Ionising Radiation at The University is present in the form of x-ray electronics at Health Sciences and GES.*  *Low level physical sources are also present at Health Sciences for Radiation Protection Supervisor (RPS) training with CLEAPS and use in ITE Science classes.*  *The x-ray sources are subject to local rules, risk assessment, inspection and audit. All staff connected to this must be subject to training and understand the local rules and risk assessment.* | | | | | | | |
| ***Radiation – non-ionising*** | *Health Sciences (laser use), Estates Team (sun light and working outdoors).* | *Non-ionising radiation (NIR) is the term used to describe the part of the electromagnetic spectrum covering 2 main regions:*  *Optical radiation - ultraviolet (UV), visible and infrared and Electromagnetic fields (EMFs) - power frequencies, microwaves and radio frequencies.*  ***Optical radiation***  [*Optical radiation*](https://www.hse.gov.uk/radiation/nonionising/optical.htm)*is another term for light, covering: ultraviolet (UV) radiation, visible light and Infrared radiation*  *The greatest risks to health are probably posed by: UV radiation from the sun - exposure of the eyes to UV radiation and the misuse of powerful lasers*  ***Electromagnetic fields***  [*Electromagnetic fields (EMFs)*](https://www.hse.gov.uk/radiation/nonionising/emf.htm)*arise whenever electrical energy is used. For example, EMFs arise in: from electrical appliances in the kitchen, work processes such as radiofrequency heating and drying and the world at from radio, TV and Telecoms broadcasting masts and security detection devices. The guide to the*[*Control of Electromagnetic Fields at Work Regulations 2016*](https://www.hse.gov.uk/pubns/books/hsg281.htm)*and*[*information on exemptions*](https://www.hse.gov.uk/radiation/nonionising/emf-exemptions.htm)*is available.* | | | | | | | |
| *S* | | | | | | | | | |
| ***Safeguarding of young people, children and vulnerable people*** | *All areas, events and research.* | The safeguarding of people under 18, children and vulnerable adults must form part of risk assessment.  Children on University Campus must be supervised at all times.  DBS for certain staff routinely connected with children and vulnerable people are in place.  Others not subject to DBS should ensure accompanied procedures and understanding of University  [Safeguarding Policy](https://www.hope.ac.uk/media/gateway/studentgateway/supportandwellbeing/studentadministrationdocuments/Safeguarding%20Policy%20Feb2023.pdf) and followed at all times.  Staff should ensure safe evacuation during emergencies with specific care taken with children, young people and vulnerable people. | | | | | | | |
| ***Smoking and Vaping*** | *All areas, events* | *Smoking is not permitted in buildings or anywhere on University Campus other than designated smoking areas. Vaping is not permitted within 7.5 metres of any building entrance or window.* [*University Smoking and Vaping Policy*](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Smoking%20and%20Vaping%20Policy.pdf) | | | | | | | |
| ***Slips, Trips and Falls*** | *All areas, events* | *Slips, trips, and falls are among the most common causes of workplace injuries. Implementing effective control measures can significantly reduce these risks.*  ***Clean spills promptly****: Ensure that any spilled liquids are cleaned up immediately to prevent slippery surfaces.*  ***Clear walkways****: Keep walkways, corridors, and work areas free from obstructions such as cables, boxes, or debris.*  ***Proper waste management****: Regularly dispose of clutter, materials, and waste that could create tripping hazards.*  ***Fix uneven surfaces****: Repair any cracks, potholes, or uneven floor surfaces that could cause tripping.*  ***Lighting****: Ensure adequate lighting in work areas, stairways, and corridors to help people see potential hazards.*  ***Use wet floor signs****: Display appropriate signage (e.g., “Wet Floor” signs) when floors are being cleaned or when spills occur.*  ***Ensure clear pathways****: Design workspaces so that walkways are wide enough and free from hazards.*  ***Educate staff****: Provide training on slip, trip, and fall hazards and how to avoid them.*  ***Raise awareness****: Conduct regular safety briefings or signage updates to remind employees about potential risks.*  ***Conduct regular checks****: Periodically inspect floors, walkways, and work areas for hazards.*  ***Report hazards****: Encourage employees to report potential hazards immediately.*  *Rooms (with windows) and common spaces within the building are assessed as well-lit by natural daylight or subject to sufficient lighting while in use.*  *Lecture theatres are not subject to natural light. Lead room users should be aware of light switch location and ensure lights are illuminated before room is occupied and exited.*  *Flooring/carpet is of suitable and sufficient construction and checked and maintained in a good condition.*  *Recycle bins are available and well positioned for all waste to be discarded.*  *Housekeeping policy is in place and domestic staff aware of procedures.*  *Good housekeeping standards must be maintained with bags, boxes and paper kept away from walkways.*  *Any cables will not cross walkways within room and space layout unless managed.*  *Any spills/liquid spills must be cleaned up as soon as practicable with warning signage put in place until safe.*  *Spill kits are available for use if necessary.* | | | | | | | |
| ***Stress at Work*** | *All staff* | *See new Stress and Wellbeing Policy, related School/Departmental Stress Risk Assessment, Individual Stress Risk Assessment and Managers Guidance. Actions by departmental and school leads towards stress management should be proactive to prevent and mitigate stress.*  *All schools and departments are required to produce a stress risk assessment/action plan as per new policy in 24-25.* | | | | | | | |
| ***Soldering Activity*** | *Maths and Computer Engineering, Creative Arts, Research activity* | *Classroom soldering can pose risks such as burns, fumes, and fire hazards, especially when conducted with inexperienced students.*  ***Work in well-ventilated areas****: Ensure the classroom has adequate general ventilation to disperse any residual fumes.*  ***Personal Protective Equipment (PPE)***  ***Safety goggles****: Require students to wear safety goggles to protect their eyes from solder splashes or fumes.*  ***Heat-resistant gloves****: Provide heat-resistant gloves to prevent burns when handling hot soldering irons or components.*  ***Aprons or lab coats****: Use flame-resistant aprons or lab coats to protect against accidental burns or splashes.*  ***Respiratory protection****: If fume extraction is inadequate, consider the use of dust masks or respirators to reduce exposure to fumes.*  ***Soldering Tools and Equipment***  ***Use appropriate soldering irons****: Ensure students use low wattage soldering irons appropriate for educational use, which can reduce the risk of excessive heat and burns.*  ***Tool inspection****: Regularly inspect soldering irons, stands, and electrical cords for damage, and remove faulty equipment from use.*  ***Soldering stations****: Equip each soldering station with a sturdy, heat-resistant stand for the iron and heatproof mats to protect the work surface.*    ***Safe Handling and Use of Materials***  ***Lead-free solder****: Encourage the use of lead-free solder to minimize the risk of exposure to toxic lead vapours.*  ***Flux safety****: Use fluxes with low fume emission and educate students on the safe handling of chemicals.*  ***Proper disposal****: Provide specific containers for the disposal of solder scraps, wires, and used materials.*  ***Fire Prevention and Emergency Preparedness***  ***Fire extinguishers****: Ensure that fire extinguishers, especially those rated for electrical fires, are available in the classroom.*  ***Emergency procedures****: Train students on what to do in case of an emergency, such as a fire or burn incident, and ensure clear access to exits and fire alarms.*  ***Heat management****: Instruct students to always return the soldering iron to its stand when not in use, and never leave it unattended while powered on.*  ***Provide safety training****: Before soldering activities, train students on the safe use of soldering irons, handling of materials, and hazard awareness.* | | | | | | | |
| ***Solvent Use*** | *Laboratories, Estates Team, Creative Campus Workshops* | *Individual substances must be subject to a COSHH assessment with examinations of SDS for instruction and guidance. A register of used substances must be recorded. Strictly follow the manufacturer’s guidance for use of substances. Ventilate the area with appropriate change of air during use of solvents. Lecturing and Technician staff must supervise students when using solvents and glues. Use of appropriate PPE such as relevant BS gloves and eye protection should be used if the SDS or Manufacturer guidance requires it. Staff must collect leftover glue, solvents, and other chemicals at the end of the activity and store/dispose of appropriately.*  *Caps on substance containers should be kept in place when not in use.* | | | | | | | |
| *T* | | | | | | | | | |
| ***Temperature, Weather and Environment***  ***Hot and Cold extremes*** | *Estates team, events, any outdoor working, research activity, trips and travel.*  [*HSE Guidance - Workplace Temperature*](https://www.hse.gov.uk/temperature/employer/managing.htm) | *Room temperature should achieve an ambient level that is comfortable for at least 80 percent of those in the room or space.*  *A minimum of 16 degrees c must be achieved, however 21-22 would provide reasonable comfort.*  *There is no upper limit room temperature, however air conditioning or a through draft will aid in cooling and promote thermal comfort if necessary.*  *For extreme of heat or exposure to sun, ensure regular breaks, regular cold drinks and fluid are taken in with skin covered for protection with regular application of sunscreen. Avoid exposure during the hottest part of the day.*  *For cold weather ensure added layers of clothing to keep warm and provide hot drinks. The travel risk assessment template also contains detailed control measures for hot and cold environments.* | | | | | | | |
| ***Terrorism*** | *All areas, buildings, events, travel, fieldtrips and research* | *University Preparedness plans are in place including Major and Serious Incident Plan, Lockdown, invacuation and Evacuation procedures. Posters carrying emergency contact numbers and run-hide-tell message are situated around campus. Relevant staff are subject to training in: SCaN, Act Awareness, Education and Security.*  *Preparedness plans include:*  *Bomb Threats*  *Suspicious items and packages*  *Run-Hide-tell*  *Evacuation, Invacuation and Emergency Lockdown* | | | | | | | |
| ***Travel Risks*** | *All areas and research.*  [*Travel Risk Assessment, Fieldwork and International Travel Webpage*](https://www.google.com/url?client=internal-element-cse&cx=008811769411239284689:ifvar2lvrdw&q=https://www.hope.ac.uk/gateway/staff/governance/healthandsafety/fieldworkandinternationaltravel/&sa=U&ved=2ahUKEwimrLmtnImJAxWUCRAIHXlJFB0QFnoECAkQAQ&usg=AOvVaw2aE9-a3xIRsDomk8Kv_tNI) | *Follow advice contained within the University Travel Risk Assessment, Fieldwork and International Travel Webpage. Use the templates provided to build your risk assessment and ensure effective planning, travel itinerary and proper contingency.*  ***Essential Documents for UK Trips, Fieldwork and International Travel***  [*UK Fieldwork Guide*](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/USHA_Safety-in-Fieldwork-Guide.pdf)  [*Driving at Work Code of Practice*](file:////www.hope.ac.uk/media/gateway/staffgateway/financedocuments/Driving%20at%20Work%20Code%20of%20Practice%20V4.docx)  [*Risk Evaluation Guidance*](file:////www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Risk%20Evaluation%20Guidance%20(5).docx)  [*Travel Risk Evaluation Tool-Kit & Calculator*](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/USHA-Travel-Risk-Toolkit.pdf)  [*International Trip and Fieldwork Risk Assessment*](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/Fieldwork_Travel_Plan_and_Risk_Assessment_LIVE_141123.pdf)  [*UK Fieldwork and Trip Risk Assessment E-Template*](file:////www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/UK%20Fieldwork%20and%20Trip%20Risk%20Assessment%20E-Template.pdf)  [*UK Staff Travel - Health and Safety Checklist*](https://www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/UK_Travel_Health_and_Safety_Checklist_LIVE_190424.pdf)*(Staff travel to events and conference)*  [*International Fieldwork Travel - Example Template*](file:////www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/International%20Fieldwork%20Travel%20-%20Example%20Template%20-%20Oct%202023.docx)  [*UK Fieldwork Risk Assessment - Example Template*](file:////www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/UK%20Fieldwork%20Risk%20Assessment%20-%20Example%20Template%2023-24.docx)  [*UK Fieldwork Risk Assessment - Plas Caerdeon Example*](file:////www.hope.ac.uk/media/gateway/staffgateway/governance/healthandsafetydocuments/UK%20Fieldwork%20Risk%20Assessment%20-%20Plas%20Caerdeon%20Example.docx) | | | | | | | |
| *V* | | | | | | | | | |
| ***Vending Machines*** | *Chapters at SWL, I3 Building* | Machines must be installed in a stable position to avoid toppling. Ensure safe from moving or toppling or secure machines to walls or floors if necessary to enhance stability. Schedule maintenance checks at agreed intervals. Clean the exterior and interior of the vending machine regularly to maintain hygiene. Domestic staff to disinfect touchpoints, buttons and screens frequently. Ensure acceptable standards of food hygiene. Check that perishable items are stored at the correct temperatures. Regularly check expiration dates and remove expired products promptly. Hot drinks to be provided with safe lids. | | | | | | | |
| ***Violence, personal safety and Security*** | *All staff, students, visitors.*  [*HSE Guidance on Violence at Work*](https://www.hse.gov.uk/violence/employer/the-law.htm) | *The Health and Safety Executive (HSE) defines work-related violence as: ‘Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Violence at work is HSE RIDDOR reportable. Any instance of workplace violence or threats must be reported to the University Health and Safety Advisor.*  *As part of the University’s efforts towards ‘Martyn’s Law’ Security and emergency procedures are being improved and tightened.*  *Example Violence at Work Risk Assessment (to follow)* | | | | | | | |
| ***Vibration***  ***(Hand, arm and whole body)*** | *Estates Maintenance and Grounds Maintenance Team, potential for some activities at Creative Arts*  [*HSE Vibration Guidance*](https://www.hse.gov.uk/vibration/hav/advicetoemployers/index.htm#effects) | *Any use of vibratory machinery, equipment or plant should be assessed for its vibration properties and calculations against duration of work activity should be conducted to ensure action levels are not triggered and that harm from vibration is maintained as low. This should be reviewed regularly as part of risk assessment process.*  *Avoid high vibratory equipment and machinery and related tasks requiring such use. Consider health surveillance for staff as part of pre calculations and evaluation. Train and inform relevant staff on the dangers of vibratory machinery and symptoms of developing harm and disease such as VBW, whole body vibration and white finger etc.* | | | | | | | |
| *W* | | | | | | | | | |
| ***Welfare of Visitors, young people, Vulnerable people*** | *All areas, visitors and research projects.*  [*Guidance on Welfare Regulations at Work - Indg293*](https://www.hse.gov.uk/pubns/indg293.PDF) | Visitors to be managed by receiving staff and subject to basic induction information and safety information as fire action, fire assembly point, fire refuge areas and building exit routes. Staff will advise visitors of toilet locations, water fountains, rest and vending areas. Sufficient people management must be in place, particularly with large numbers. Staff must know building and room capacity and ensure this is managed as part of planning. Spaces must not be over occupied, or subscribed and staff should react to and alleviate any instances of overcrowding. | | | | | | | |
| ***Weil’s Disease (Leptospira Bacteria)*** | *Geography fieldtrips or any area conducting field trips around water with exposure to rats or cattle.* | *Leptospira* bacteria are found in the kidneys of infected rats and cattle. Infection usually occurs following contact with fresh rat urine or water that has been urinated into. The bacteria enter the body through damaged skin and through the mucous membranes of the mouth.  **Preventive measures include:**   * Good pest control, such as getting rid of rats and avoiding rat infestations through good housekeeping. * Washing cuts and grazes immediately with soap and running water. * Covering cuts and broken skin with waterproof plasters before and during work. * Wearing protective clothing (and laundering it). * Good hand-washing after handling animals or contaminated material. * Good hand-washing before eating, drinking or smoking. * Early reporting of symptoms to a doctor. * Carrying an alert card to provide additional information to the doctor about the risk. | | | | | | | |
| ***Working at height***  ***including***  ***Ladders***  ***MEWP***  ***Scaffold***  ***Roof work*** | *Estates team, Contractors, however, could occur in other areas*  [*HSE Working at Height - A brief guide - INDG401.pdf*](file:///C:\Users\fahye\Downloads\HSE%20Working%20at%20Height%20-%20A%20brief%20guide%20-%20INDG401.pdf)  [*Safe use of ladders and stepladders: A brief guide LA455*](https://ladderassociation.org.uk/la455/)  [*Health and safety in roof work, Guidance HSG33*](https://www.hse.gov.uk/pubns/books/hsg33.htm)  [*Work at height*](https://www.hse.gov.uk/work-at-height/index.htm)  [*The Ladder Association*](https://ladderassociation.org.uk/)  [*MEWP Safety - HSE*](https://www.hse.gov.uk/construction/safetytopics/mewp.htm) | *Work at height must be subject to planning and specific risk assessment. Consult with the University Health and Safety Advisor where necessary. Follow the below principles:*   * 1. *Avoid work at height where it is reasonably practicable to do so; ,(2) where work at height cannot be avoided, (3) prevent falls using either an existing, place of work that is already safe or the right type of equipment, (4) minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.*   *Ensure that any use of ladders is done in accordance with good practice and for short duration of 30 minutes or less.*  *Use of MEWP must be in accordance with training and good practice.*  *Use of scaffold should favour fixed scaffold to building and be erected by specialised contractors with PASMA. Scaffold should be inspected weekly or any other reason such as poor weather, and use of tower scaffold must be justified and of short duration.*  *Apply a Permit to Work and Safe System of Work for working at height including roof work. Consult with Estates and University Health and Safety Advisor as necessary.* | | | | | | | |
| ***Work Equipment*** | *All areas with work equipment*  [*HSE - Work Equipment and Machinery Guidance*](file:///C:\Users\fahye\Downloads\HSE%20-%20Work%20Equipment%20and%20Machinery%20Guidance)  [*PUWER Regulations 1998*](file:///C:\Users\fahye\Downloads\PUWER%20Regulations%201998) | *The Provision and Use of Work Equipment Regulations 1998 (PUWER) defines work equipment as any machinery, appliance, apparatus, tool, or installation used at work. Work equipment must be maintained in a safe working condition and those using such equipment must be trained and instructed in use to a level of safe competence. Machine skills training is available.*  *Staff must ensure a visual check on each occasion of use to ensure that work equipment remains in a safe condition, undamaged and in a suitable working order. All guarding and equipment safety features must be in place and in good order. Any machine maintenance must be properly planned with relevant energy isolations and subject to permit to work. Staff must be competent and trained in the use of work equipment, relevant to its use. Where equipment requires statutory inspection, such as portable appliances and lifting*  *equipment, staff will ensure that inspections have been conducted. Any non-compliance will be identified by means of audit.* | | | | | | | |
| ***Working off Campus*** | *All staff, research activity*  [*HSE Lone Working Info*](https://www.hse.gov.uk/lone-working/employer/manage-the-risks-of-working-alone.htm) | *Consider the University Lone Working COP against your offsite activity. Let colleagues and managers know where you are, apply a buddy system and check in regularly with your colleagues. Ensure the relevant procedure or checklist has been completed and gather any information about your offsite activity or people you may be engaging with offsite for risk assessment evaluation and communication of this information to colleagues.* | | | | | | | |
| ***Zoonoses*** | *Contact with animals, visit to farms, agriculture or any other trip or research involving contact with animals*  [*HSE - Zoonoses Information*](file:///C:\Users\eddiefahy\Library\Containers\com.apple.mail\Data\Library\Mail%20Downloads\63020B5F-818E-4F8A-B0D6-546D12063FDA\HSE%20-%20Zoonoses%20Information) | *Infection and zoonotic diseases connected with animals should form part of your risk assessment with good hygiene, handwashing and personal protective equipment evaluation.* | | | | | | | |
| Risk Profile Produced by | Eddie Fahy | Title | Health and Safety Advisor | Signature |  | Date Produced | July 24 | Date of Review | July 25 |