**DEPARTMENT OF MATHEMATICS OFFICE HAZARD INVENTORY/RISK REGISTER**

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| **Hazard** | **Hazard applicable** | | **Risk calculation\*** | | | **Specific Risk Assessment required** | | **PCI** | **If no specific risk assessment required, provide generic guidance in code of practice. Those with high risk calculation scores should be clearly identified in the code.** |
| **YES** | **NO** | **C** | **L** | **R** | **YES** | **NO** |
| Access/egress | **\*** |  | **1** | **1** | **2** |  | **\*** |  | All access/ egress routes and doors are checked monthly by the Building Managers. All faults are reported ASAP to FRCS |
| Asbestos | **\*** |  | **1** | **2** | **3** |  | **\*** | **\*** | Staff to be given annual reminder about asbestos risks. See A-Z page, “Asbestos” for asbestos reminder document. Procedure to take for asbestos incident to be included in COP/emergency plans. |
| Bomb threat | **\*** |  |  | **1** | **1** | **2** | **\*** |  | Procedure to take for bomb threat to be included in COP/emergency plans. |
| Building damage/collapse | **\*** |  |  | **1** | **1** | **2** | **\*** |  | Procedure to take for partial and significant building damage and collapse to be included in COP/emergency plans. |
| Chemicals (e.g. cleaning) | **\*** |  | **1** | **1** | **2** |  | **\*** |  | Refer to COSHH Code of Practice. Low risk environments should take note of guidance on chemical container. Procedure to take for chemical spill to be included in COP/emergency plans. |
| Civil disorders | **\*** |  | 1 | 1 | 2 |  | **\*** |  | Procedure to take for civil disorders to be included in COP/emergency plans. |
| Classrooms, lecture theatres and teaching rooms | **\*** |  | **1** | **1** | **2** |  | **\*** |  | Code of practice should refer to generic risk assessment on this topic. |
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| Community visiting/survey work | **\*** |  | 1 | 1 | 2 | **\*** |  |  | Refer to “Community visits” on A to Z pages for guidance and link to community visit assessment form. See Fieldwork Code of Practice for further guidance. |
| Computer system failure | **\*** |  | 1 | 1 | 2 |  | **\*** |  | Procedure to take for computer system failure to be included in COP/emergency plans. |
| Disabilities | **\*** |  | 1 | 1 | 2 | **\*** |  |  | Refer to Code of Practice “Means of escape for disabled persons” on safety website. If required, a specific Personal Emergency Evacuation Plan (PEEP) will need to be prepared. Where evac chairs used, people need to be trained in evac chair use (arrange training with SAO). |
| Display screen equipment/laptops | **\*** |  | 1 | 1 | 2 | **\*** |  |  | Refer to “Display Screen Equipment” Code of Practice on the safety website for guidance. All workstations used by staff need a DSE assessment. Code of practice should refer to generic laptop risk assessment. |
| Electricity | **\*** |  | **1** | **2** | **3** | **\*** |  | **\*** | Refer to “Portable Electrical Equipment Safety Checks” Code of Practice. Generic statement on electricity should be part of local Code of Practice. Procedure to take for loss of electricity to be included in COP/emergency plans. |
| Events/unusual activities | **\*** |  | **1** | **1** | **2** | **\*** |  |  | Refer to “Hazardous and Unusual Activities” Code of Practice. Use checklist on “event safety” web page to create assessment for non-standard events. |

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| Expectant/pregnant mothers | **\*** |  | **1** | **1** | **2** | **\*** |  |  | Refer to Safety Circular SC66 on the safety website for guidance. Assessments required for all pregnant staff and students. |
| Explosions |  | **\*** |  |  |  |  | **\*** |  | Procedure to take for explosions to be included in COP/emergency plans. |
| Fire | **\*** |  | **1** | **2** | **3** | **\*** |  |  | Refer to “Fire Safety” Code of Practice. Fire risk assessment required for all buildings. |
| First aid | **\*** |  | **1** | **1** | **2** | **\*** |  |  | Refer to SCR13 for basic guidelines on first aid. First aid assessment carried out by Occupational health. Contact Occupational health if assessment required. |
| Flooding | **\*** |  | **1** | **1** | **2** |  | **\*** |  | Procedure to take for flooding in building to be included in COP/emergency plans. |
| Furniture |  | **\*** | **1** | **1** | **2** |  | **\*** |  | General checks to be carried out as part of 6 monthly inspections. |
| Gases |  | **\*** |  |  |  |  | **\*** |  | Procedure to take for gas leak to be included in COP/emergency plans. |
| Home working |  | **\*** |  |  |  | **\*** |  |  | Refer to “Homeworking” on A to Z pages for guidance. Where homeworking takes place, use generic risk assessment form on “forms and checklists” pages. |
| Kitchen equipment |  | **\*** |  |  |  |  | **\*** |  | General checks to be carried out as part of 6 monthly inspections. |

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| **YES** | **NO** | **C** | **L** | **R** | **YES** | **NO** |
| Late working | **\*** |  | **1** | **1** | **2** | **\*** |  |  | Refer to “late working” under the “A to Z pages” on the safety website. If significant risk, use generic risk assessment to assess. If not a significant issue, include general statement in Code of Practice. |
| Legionella | **\*** |  | **1** | **2** | **3** | **\*** |  | **\*** | Refer to “Legionella” Code of Practice for guidance. |
| Lone working | **\*** |  | **1** | **1** | **2** | **\*** |  |  | Refer to “lone working” under the “A to Z pages” on the safety website. If significant risk, use generic risk assessment form to assess. If not a significant issue, include general section in local Code of Practice. |
| Manual Handling |  | **\*** |  |  |  | **\*** |  |  | Refer to SC44 on the safety website for guidance. Some high risk tasks will require specific risk assessment. Generic risk assessment exists that covers low risk repetitive tasks (to be brought to the attention of staff). |
| Medical epidemics |  | **\*** |  |  |  |  | **\*** |  | Procedure to take for medical epidemics to be included in COP/emergency plans. |
| Noise |  | **\*** |  |  |  | **\*** |  |  | Noise assessments carried out by Safety Advisers Office. Contact the office in the first instance. |

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| **YES** | **NO** | **C** | **L** | **R** | **YES** | **NO** |
| Non employees (visitors, students, contractors, undesirables, etc.) |  | **\*** |  |  |  |  | **\*** |  | Where applicable, refer to control of contractors generic risk assessment under “forms and checklists” on the safety website. Students to be provided with basic safety information when starting course. If low risk, include generic statement in Code of Practice to cover visitors and undesirables. |
| Office equipment | **\*** |  | **1** | **1** | **2** |  | **\*** |  | Refer in code of practice to the office work generic risk assessment. |
| Open days | **\*** |  | **1** | **1** | **2** |  | **\*** |  | Refer in code of practice to University generic risk assessment on open days. |
| Overseas work | **\*** |  | **1** | **2** | **3** | **\*** |  |  | Refer to Fieldwork Code of Practice – some activities will require specific assessment. Procedure to take for radiation incidents to be included in COP/emergency plans. |
| Radiation (microwaves) | **\*** |  | **1** | **2** | **3** |  | **\*** |  | Inform the Radiation Protection Office about the type and location of all microwave ovens. |
| Repetitive strain |  | **\*** |  |  |  |  | **\*** |  | Refer to “repetitive strain” under the “A to Z pages” on the safety website. Either include a general comment in Code of Practice of prepare a specific assessment if significant risk. |
| Severe weather |  | **\*** |  |  |  |  | **\*** |  | Procedure to take for severe weather to be included in COP/emergency plans. |
| Sharps |  | **\*** |  |  |  |  | **\*** |  | Refer to “Sharps” on A to Z for guidance and see the link to the ONUS document on sharps. |
| **Hazard** | **Hazard applicable** | | **Risk calculation\*** | | | **Specific risk assessment required** | | **PCI** | **If no specific risk assessment required, provide generic guidance in code of practice. Those with high risk calculation scores should be clearly identified in the code.** |
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| Slips and trips | **\*** |  | **1** | **2** | **3** |  | **\*** |  | See slips and trips checklist under “forms and checklists” on the safety website. Specific assessment to be carried out. |
| Stress | **\*** |  | **1** | **1** | **2** |  | **\*** |  | Refer to “Stress” Codes of Practice on the safety website. Specific stress risk assessment to be competed as required. |
| Temperature extremes |  | **\*** |  |  |  |  | **\*** |  | Refer to “Temperature” under the A to Z pages for guidance. |
| Vehicles and pedestrian safety | **\*** |  | **1** | **1** | **2** | **\*** |  |  | If significant risk in work area, use generic risk assessment under “forms and checklists” on the safety website. Low risk areas should refer to generic risk assessment on pedestrians and vehicles. |
| Violence |  | **\*** | **1** | **1** | **2** | **\*** |  |  | If high potential, use generic risk assessment under “forms and checklists” on the safety website. Low risk areas should include a section in their Code of Practice. |
| Waste disposal | **\*** |  | **1** | **1** | **2** |  | **\*** |  | Refer to “Waste disposal” under the A to Z pages on the safety website. |
| Work placements of students | **\*** |  | **1** | **1** | **2** | **\*** |  |  | Refer to “Work experience” links on the A to Z pages on the safety website. |

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| Working at/falls from height (procedures and equipment) |  | **\*** |  |  |  | **\*** |  |  | If significant risk, use working at height risk assessment under “forms and checklists” on the safety website. If low risk, include general comment in Code of Practice. |
| Young persons at work/work experience | **\*** |  | **1** | **1** | **2** | **\*** |  |  | Refer to “Young workers” under the A to Z pages for guidance. |

\*Risk calculation

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| **Likelihood** | |  | **Consequence** | |  | **Consequences** | **5** | 5 | 10 | 15 | 20 | 25 |
| 1 | Very unlikely |  | 1 | Insignificant – no injury |  | **4** | 4 | 8 | 12 | 16 | 20 |
| 2 | Unlikely |  | 2 | Minor – minor injuries needing first aid |  | **3** | 3 | 6 | 9 | 12 | 15 |
| 3 | Fairly likely |  | 3 | Moderate – up to seven days absence |  | **2** | 2 | 4 | 6 | 8 | 10 |
| 4 | Likely |  | 4 | Major – more than seven days absence; major injury |  | **1** | 1 | 2 | 3 | 4 | 5 |
| 5 | Very likely |  | 5 | Catastrophic – death; multiple serious injury |  |  | **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  |  | **Likelihood** | | | | | |