**All QMUL managers / supervisors must ensure work tasks are risk assessed. The significant findings of the risk assessment must be recorded.**

**QMUL General Risk Assessment Record**

We have started this risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based environment). Look at how this might apply to your work and workplace, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

**School/Institute/Directorate name: Location (Campus / Building / Room or Area):**

**Task / work process being assessed and protocol document ref:**

| **What are the hazards?** | **Who might be harmed and how?** | **Risk****H/M/L** | **What are you already doing?****(Risk Controls)** | **Residual****Risk****H/M/L** | **Do you need to do anything else to manage this risk? (If risk is still medium or high)** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Slips and trips* | *Staff and visitors may be injured if they trip over objects or slip on spillages* |  | *We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening* |  | *Better housekeeping is needed in staff kitchen, e.g. on spills* | *All staff, supervisor to monitor* | *01/10/2013* | *01/10/2013* |
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As QMUL is an employer with five or more employees it must have written risk assessments for work tasks creating risk/s.

It is important that the assessor discusses the assessment and proposed actions with colleagues, staff and/or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. **QMUL policy is for risk assessments to be reviewed at a minimum at least once in three years and annually for medium to high residual risk.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: (Assessor) |  | Date: |  |
| Subject to review, monitoring and revision by: |  | ReviewDate |  | (or sooner if work activity changes or there has been an accident) |

**User declaration**

I have read this risk assessment and I understand the risks and the controls that must be taken to control such risks.

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I have read this **revised** risk assessment, and I understand the risks and the controls that must be taken to control such risks.

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