

Risk Assessment

Summary

Reference: RA001639/4

Sign-off Status: Authorised

Date Created:	17/05/2021	Confidential?	No
Assessment Title:	General Risk Assessment for Disability and Dyslexia Service shared spaces.		
Assessment Outline:	Includes General Risk Assessment for Potential Hazards in the spaces covered (trips, slips, fire safety, manual handling, DSE, etc)		
Area Responsible (for management of risks)		Location of Risks: All main campuses	
Division, School, Faculty, Institute:	PROFESSIONAL SERVICE DIRECTORATES	Campus:	Mile End Campus
Department:	STUDENT AND ACADEMIC SERVICES	Building/Area:	Bancroft Building
Group/Unit:	DISABILITY & DYSLEXIA	Sub Area:	Disability and Dyslexia Service
Further Location Information:	Francis Bancroft Building (third floor): - Reception and waiting area (shared area) in room 3.06. - Offices 3.06 A-H, 3.02 A-D, 3.02, 3.04 and 3.11. - Kitchen Room 3.01 (shared area). Francis Bancroft Building (second floor): - Assistive Technology Rooms 2.12 and 2.13. - Offices 2.43 and 2.43A		
CountryLabel:			
Assessment Start Date:	13/05/2022	Review or End Date:	13/05/2025
Relevant Attachments:	UPDATES TO ALL SAS RAS JANUARY2021.docx (Maps, Diagrams & Photographs) Uploaded: 17/05/2021 Description of attachments: Previous Updates to DDS Risk Assessment Location of non-electronic documents:		
Assessor(s):	MURRAY, CHRISTINE SETCHELL, SADIE		
Approver(s):	SIMON JARVIS		

Reason fo Review

Type:

Periodic Review

Reason:

Removal of Covid mitigations/hazards at expiry of RA

Signed Off: SIMON JARVIS (24/05/2022 09:47)

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

CATEGORY

Employees
 Post-Graduates
 Undergraduates
 Contractors
 Members of the Public
 Visitors
 Disabled Persons
 Inexperienced Workers/Trainees
 Women of Child-bearing Age
 Young Persons
 Other Vulnerable Persons

Risk Assessment

Who Made By	Date/Time Received	Comments
MURRAY, CHRISTINE	26/05/2021	To also include general risk assessment as requested by the SAS Health, Safety, and Security Management Group, which is covered in the Workplace activity.

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1. The Workplace

Description of Activity:

The workplace includes but is not limited to QMUL campuses and buildings.

Hazard 1. Slips and Trps

Staff and visitors may be injured if they trip over objects or slip on spillages.

Uncontrolled Risk:
C - Medium

Existing Control Measures

- Signage in place immediately once a spillage has occurred
- Areas regularly checked for obstructions on floor which can lead to a trip
- EAF tickets raised where a trip hazard is identified
- Lighting throughout building is adequate
- Cabinet drawers and doors are kept closed when not in use
- Floor cleaning undertaken regularly by Cleaning team

With Existing Controls:

A - Very Low / Trivial

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Hazard 2. Electrical Safety

Trailing cables, Photocopier-related issues, heaters, fans and other portable appliances

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Regular inspections of under desks carried out
- All office equipment is used in accordance with the manufacturer's instructions and staff are training to use it.
- Photocopier faults reported to ITS for investigation
- Toner spillages reported to ITS
- Lighting regularly checked by EAF
- Heaters turned off at end of day by staff
- PAT testing undertaken annually, or as required
- Staff discouraged in bringing their own electrical items into the office
- Sufficient power sockets are provided to reduce the need for extension cables
- Defective plugs, cables, sockets, etc are reported to the EAF Helpdesk

With Existing Controls:

A - Very Low / Trivial

Hazard 3. Fire Safety

Unsafe electrical equipment may cause fire in building

Uncontrolled Risk:

C - Medium

Existing Control Measures

- Annual PAT testing undertaken in department of all electrical appliances
- Fire drills undertaken
- New Staff H&S inductions includes emergency evacuation procedure and how to raise the alarm
- Fire alarm regularly tested
- Smoking not permitted throughout campus apart from smoking sheds
- Staff undertaken Fire Safety Awareness training on QMPlus (Mandatory)
- Fire doors are not propped open
- Regular removal of combustible waste by Cleaning team
- Fan or convector heaters are not permitted
- All staff provided with fire evacuation training and procedure
- Daisy chaining of cables is not permitted
- Annual emergency evacuation drill undertaken
- Stickers placed on all desk phones with QMUL Security emergency number

With Existing Controls:

A - Very Low / Trivial

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Hazard 4. Security

Staff/Students could be assaulted by breaches in security

Uncontrolled Risk:
B - Low / To

Existing Control Measures

- QMUL Security number listed on each phone and via signage
- QMUL Security details available on SAS Intranet
- Panic alarms are regularly tested
- QMUL officers undertake out of hours patrols of the building
- Emergency phone available for students working in Assisted Technology Room
- DDS doors access controlled

With Existing Controls:

A - Very Low / Trivial

Hazard 5. Kitchen Safety

Usual kitchen hazards including spills, hot water, electrical equipment and housekeeping applies

Uncontrolled Risk:
B - Low / To

Existing Control Measures

- Kitchen cleaned daily by EAF cleaning team
- Portable appliances PAT tested annually (ie kettle, microwave)
- Signage placed next to hot water tap
- Spillages reported to EAF immediately
- Fridge kept tidy, and deep cleaned regularly
- Boiler and chill tap is regularly serviced and faults reported immediately
- New boiler installed to supply water to staff for hand washing

With Existing Controls:

A - Very Low / Trivial

Hazard 6. Housekeeping and Storage

Untidy worksurfaces and lack of storage can lead to obstructions and create fire hazards

Uncontrolled Risk:
B - Low / To

Existing Control Measures

- Regular inspections of department undertaken to ensure good housekeeping is in place
- Storage rooms provided for surplus items such as stationery and cleaning materials
- Clear desk policy in place

With Existing Controls:

A - Very Low / Trivial

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Hazard 7. Display Screen Equipment

Staff may have unsuitable equipment to undertake their duties safely

Uncontrolled Risk:

C - Medium

Existing Control Measures

- DSE training is mandatory and will help to identify any additional equipment required by individuals dependant on their personal requirements.
- Workplace assessment undertaken within four weeks of joining QMUL
- Faulty IT kit removed and taken out of service immediately
- Privacy screens available to help with confidentiality and security if required
- Self-referral or Managers' referrals to the Occupational Health service is available where physical or visual discomfort is experienced
- Training of new software is available where required
- Free eye screening provided through the HSD
- Work scheduled so that staff have regular breaks from the computer

With Existing Controls:

B - Low / Tolerable

2. Emergency or incident response situation (e.g. fire evacuation)

Description of Activity: Fire safety evacuation

Hazard 1. Fire and Smoke Inhalation

Staff, students and visitors may be injured due to fire or smoke inhalation

Uncontrolled Risk:

C - Medium

Existing Control Measures

Student and Academic Services emergency response and incident policies in place. Reporting mechanisms in place.

Staff working in DDS follow the QMUL Fire Safety Guidance.

Personal Emergency Evacuation plans for students are reviewed and amended where appropriate.

With Existing Controls:

B - Low / Tolerable

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3. Psychological wellbeing of staff returning to campus / continuing to work from home

Description of Activity:

Ensuring staff and students good mental health is maintained and concerns are addressed in a proactive and understanding manner.

Hazard 1. Psychological wellbeing of staff returning to campus / continuing to work from home

A reduction in un-managed good mental health.

Uncontrolled Risk:

C - Medium

Existing Control Measures

Engaging with staff to explain and consult on any changes in working arrangements.

Developing communications / checklists for staff prior to returning to site, especially around new procedures for arrival at work.

Awareness and focus on the importance of mental health at times of uncertainty with regular provision of Mental Health information, guidance on wellbeing when working remotely and maintaining connections with colleagues.

Continued access to occupational health services and mental health first aid provision

Ongoing - engagement with staff to monitor and understand any unforeseen impact of changes to working environments.

Student and Academic Services provides support for student mental health through the following ways:
 - Advice and Counselling provides a wide range of support for students with anxiety and related issues through both group therapy and individual therapeutic counselling

- The university has student support embedded in each School, normally with the provision of a student support officer

- QM Mental Health First Aiders available

With Existing Controls:

B - Low / Tolerable

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4. Lone working

Description of Activity:

Lone working out of office hours in the DDS offices.

Hazard 1. Lone Working

Staff working in isolation may become ill or be involved in an accident

Uncontrolled Risk:

C - Medium

Existing Control Measures

Any DDS staff who are working outside of normal office hours will continue to follow the QMUL Lone Working Procedure here:
<http://www.hsd.qmul.ac.uk/a-z/lone-working>

With Existing Controls:

B - Low / Tolerable

5. Student areas on second floor in Bancroft Building.

Description of Activity:

DDS has 2 areas that are used by students registered by the service on the second floor of the Francis Bancroft Building - Assistive Technology Rooms in 2.12 and 2.13 and a suite of lockers which are located outside room 2.39.

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Hazard 1. Accident or Illness

Students may become ill or be subject to accident/injury

Uncontrolled Risk:

C - Medium

Existing Control Measures

The Assistive Technology Rooms are based in rooms 2.12 and 2.13 in the Bancroft Building and house a number of computers and equipment for the use of students.

An emergency phone is available to call for help.

The rooms are monitored by staff, who are aware when they are being used by students.

Inspections undertaken regularly to check equipment is fully functional.

PAT testing undertaken on electrical equipment.

Notices available with emergency instructions.

With Existing Controls:

B - Low / Tolerable