

 <h1>Risk Assessment</h1>	<b>Department:</b>	School of Geography, Geology and the Environment, CSE, ECS, DS & Contractors
	<b>Location:</b>	Bennett & Physics Buildings
	<b>Process being assessed:</b>	Accessing the Bennet and Physics Buildings during the structural work

This document describes the hazards, risks and controls associated with continued access to the Bennett and Physics Buildings during the project work running from 30/08/2024 and lasting approximately two years. It must be noted that the continued access is entirely dependent on the professional opinion of structural engineers.

Access to the building will be granted to a small number of university key workers identified by the Head of School, Head of Department or Director of operations, as well as authorised contractors. Before access is granted, individual key workers and contractors must complete relevant training and inductions.

This is an overarching general risk assessment and any contractor work must be assessed separately. The project will be dynamic and hazards and risks may change as the project progresses. This may drive the need for a further risk assessment or modifications to work processes and safe systems of work.

**Risk [R] = Likelihood [L] x Impact [I]**

Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain	Impact	1 Insignificant [Scratch, bruise]	2 Minor [First-aid]	3 Moderate [Medical treatment]	4 Major [Broken bones, serious injury, disease]	5 Severe [Death, permanent loss]
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Risk 1 - 4	<b>LOW</b> [Maintain Controls]	Risk 5 - 9	<b>Medium</b> [Consider Improving]	Risk 10 - 15	<b>High</b> [Seek to Improve]	Risk 16 - 25	<b>Critical</b> [Stop / Actions Required]
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Who could be affected?						
Employees <input checked="" type="checkbox"/>	Students <input type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Visitors / Public <input type="checkbox"/>	Young persons <input type="checkbox"/> (Under 18)	Pregnant women <input type="checkbox"/>	Persons with impairments <input type="checkbox"/>

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Item no.	Significant Hazards & Hazardous Event	Risk before controls			Existing Measures to Control Risk	Residual Risk			Further action required Y/N?
		L	I	R		L	I	R	
1	Uncontrolled access to affected buildings	4	5	20	<ul style="list-style-type: none"> <li>Buildings divided into three zones</li> <li>Access only granted to specific zones (not contractor controlled areas) for the key workers &amp; contractors who completed the necessary training and gained approval.</li> <li>Relevant doors will have Salto control.</li> </ul>	2	3	6	Y
2	Emergency evacuation	3	3	9	<ul style="list-style-type: none"> <li>Revised building evacuation plan.</li> <li>New arrangements will be communicated to authorised building users</li> <li>SafeZone use mandated (communicated in training)</li> <li>Security takes the responsibility for lead fire warden</li> </ul>	2	3	6	Y
3	Incidents requiring first aid lack of response	3	3	9	<ul style="list-style-type: none"> <li>All technicians working on the LGR floor of Bennett are trained first aiders.</li> <li>SafeZone use mandated required for the floor access (summoning &amp; identifying location of) first aiders.</li> </ul>	2	3	6	
4	Environmental factor – temperature	4	2	8	<ul style="list-style-type: none"> <li>The buildings heating to be retained on the areas where staff are working.</li> <li>Reduced level of heating to be retained elsewhere in the buildings</li> </ul>	2	2	4	
5	Welfare facilities	2	2	4	<ul style="list-style-type: none"> <li>Access to the existing toilets and kitchens are available</li> </ul>	1	1	1	
6	Noise/dust/vibration from contractors' work	3	2	6	<ul style="list-style-type: none"> <li>Contractor work schedule to be shared in advance.</li> <li>Noise defenders to be provided if needed.</li> <li>University key workers are only authorised to access the University-controlled areas where the effect of the project work should be minimum.</li> </ul>	2	2	4	
7	Loss of power, leading to unsafe working conditions, negative effects on equipment, etc.	2	3	6	<ul style="list-style-type: none"> <li>The project manager to inform relevant people of any upcoming work and disruptions.</li> <li>Emergency incidents will be notified by the ECS Services.</li> </ul>	2	2	4	

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		L	I	R		L	I	R	
					<ul style="list-style-type: none"> <li>Individuals to ensure they carry a torch or their mobile phones charged in case of the building lighting going off/not working.</li> </ul>				
8	Damages to the internal fabric of the buildings, including breaches in floors or ceilings	3	4	12	<ul style="list-style-type: none"> <li>Access to the buildings is controlled; the building areas divided into 3 zones of control.</li> <li>Any damages/breaches will be clearly marked.</li> <li>Framework contractors used as principal contractors.</li> <li>Contractor management in place through the project management team.</li> </ul>	1	4	4	
9	Lone working/out-of-hours working	4	3	12	<ul style="list-style-type: none"> <li>Use of SafeZone.</li> <li>Out-of-hours work only allowed on exceptional basis. Specific RA and prior agreement required.</li> </ul>	3	2	6	
10	Hazardous process in labs	3	4	12	<ul style="list-style-type: none"> <li>Not entering labs unless authorised and received specific inductions.</li> </ul>	2	3	6	
11	Exposure to asbestos	4	5	20	<ul style="list-style-type: none"> <li>R&amp;D survey to be undertaken by licensed asbestos contractors in advance</li> <li>Asbestos only carried out in the contractor-controlled zones which have restricted access and require approval.</li> </ul>	1	5	5	

**\*\* Where there are unacceptable risks you should first consider whether the procedure or activity can begin or continue**

Item no	Additional risk control measures needed <i>[guards, emergency stops, servicing, PPE, systems of work, training, supervision, access restrictions, emergency plan, cleaning etc.]</i>	Person responsible	Target date	Date completed
1	Confirm the overview of access control (who/where/when) and Salto control	CSE HSBP; Rick Sturgess		
2	Agree contractors' actions in regards to fire (e.g. large scale alarm impairment)	Alison Balderson, James Geddes and HSBP Fire		

**Where it would aid understanding, detail any relevant regulations, guidance or standards which informed your choice of control measure**

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<b>Assessment carried out by:</b>	Miki Sugaya, Chris Bruce, Mubin Chowdhury and Matt Taylor	<b>Assessment shared with :</b>	
<b>Position:</b>	HSBP		
<b>Date written/reviewed:</b>	16/9/2024	<b>Date of next review:</b>	As required

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