**General Risk Assessment Form**



| **Date:** (1) | **Assessed by:** (2) | **Checked / Validated\* by:** (3) | **Location:** (4) | **Assessment ref no:** (5) | **Review date:** (6) |
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| **Task / premises:** (7)  **This is an individual risk assessment**  **A risk assessment must be completed for each out of hour’s worker and must be modified to include your specific activities.**  **Whilst working out of hours, a buddy must be in place i.e. another lab/workshop/cleanroom users in the same area at the same time to ensure that lone working does not occur. This RA does not cover lone working and any lone working must complete the lone working RA also.**  Extra consideration is required when working out of hours (OOH) as limited first aid, fire provisions are available along with the added risks of personal safety. Any OOH worker & buddies need to be competent. Emergencies may relate directly to their work, or it may relate to other areas of their building and surroundings. An experimental protocol doesn’t necessarily change between core hours and OOH, but the environment changes significantly. **This must be captured in this individual OOH risk assessment.**  ONLY activities previously assessed by a valid, approved and verified general and/or experimental risk assessment as low risk are permitted whilst working out of hours, the details of such assessment should be included within the relevant section of this out of hours risk assessment. This out of hours risk assessment must be regularly reviewed by the applicant/PI/Supervisor/Manager to ensure it remains suitable for the activity and to control the additional risks involved with working out of hours.  Business case description for out-of-hours access:  Write summary here. | | | | | |

| **Activity** (8) | **Hazard** (9) | **Who might be harmed and how** (10) | **Existing measures to control risk** (11) | **Risk rating** (12) | **Result** (13) |
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| Working on campus out of hours – access and emergency procedures | Fire, personal injury, bomb and other emergency situations, walking across campus late at night | Staff, students, visitors and anyone else in the building e.g. contractors and security  Being trapped in an emergency situation, personal injury, being unable to call for help, violence | Out of hours workers must be experienced and have permission from their Supervisor / Line Manager in order to work out of hours.  **They must sign in using the SafeZone app on arrival the building. This will ensure in an emergency situation that their presence and exact location is known.**  <https://www.welcome.manchester.ac.uk/get-ready/health-wellbeing-safety/safezone/>  All those in the building must have had a Physics H&S induction and must be aware of the emergency control measures, e.g. fire evacuation procedures, how to call for a first aider, location of first aid box, gas alarms out of hours. **Ref 1**  If out of hours working is occurring, then limited fire and first aid provisions exist. Security are all trained first aiders and must be called on **0161 306 9966** as no first aiders will be present within the building. It is the responsibility of the individual to evacuate the building on the activation of a fire alarm, no fire wardens will be present to assist with this.  The risk of out of hours working is reduced to as low a level as possible by adjusting working practices and abiding by the control measures identified in this risk assessment. All out of hours workers must ensure they have at least one other person present within their area to ensure lone working doesn’t occur. **Ref 2**  Those with certain health conditions that put them at a higher risk e.g. epilepsy, diabetes or mobility impairment must have a personal risk assessment in place. **Ref 3**  All those out of hours workers must have easy access to a phone. | Low | A |
| Travel to and from campus and working in a building out of hours | Personal safety and security | Staff, students, visitors and anyone else in the building e.g. contractors and security leaving work late at night / in the dark | The main perceived risk is to personal safety and security, either from intruders in the building, or from walking alone to the car park or public transport, particularly if this is late at night or in the dark.  People are advised to take basic precautions, such as arranging to walk to the car park with a colleague, keeping to well-lit areas and not taking short cuts.  Campus security can be contacted for assistance at any time whilst on campus – internal phone  X 69966 internal or 0161 306 9966 external phone. | Low | A |
| Working in areas with restricted access/restricted visibility | Hazard is dependent on the work conducted within the lab/workshop r cleanroom – chemical hazards, biological hazards, etc | User  Effect will depend on hazard encountered. | There are areas within the Physics which have restricted access or have restricted visibility into the area.  Anyone working in these areas must ensure they are working with another individual to ensure no lone working is possible and in the case of an emergency assistance can act quickly.  All users must have access to a phone, in case they need to call for emergency assistance. | Low | A |
| Out of hours working within the laboratories/workshops/clean rooms | Flammable, liquids, flammable gases, asphyxiants,  toxic substances, poisons  corrosive substances, some biological agents, radioactive substances and any chemicals that present a risk to health | User  Chemical burns, irreversible eye damage, aspiration, suffocation, thermal and cryogenic burns, death | **Prohibited Out of Hours Working ‘High Risk’ Activities:**  No high risk activities are be undertaken; this includes work involving:  1. Use of HF, poisons, toxins, explosive materials, and CMR substances. Please refer to individual COSHH forms to verify that you are not using these classes of chemicals.  2. Radioactive materials  3. Dispensing of cryogenic gases such as liquid nitrogen.  4. Some biological agents – please refer to individual GM / BioCOSHH risk assessments.  5. Working on open high voltage systems.  6. This is not an exhausted list and a discussion should occur with the out of hour’s workers line manager/PI to determine any other high risk activities that should not occur when out of hours working.  All users planning to undertake any form of out of hours working must discuss the proposed work with their Supervisor/ Line Manager, and must complete the following section of the out of hours working risk assessment before the work is undertaken. | Low | A |
| Out of hours working in the lab/workshop or cleanroom |  |  | This section must be altered to include your specific out of hours working activities. The work must be discussed with your Supervisor/line manager and the assessment must reflect control measures necessary to ensure safe out of hours working. |  |  |
| On-campus out of hours working |  |  | Electrical items in labs, workshops and cleanrooms are PAT tested on an annual basis. Electrical items in offices are PAT tested every 3 years. All electrical cables etc. are regularly visually inspected for damage. Cables noticed be damaged will not be used and taken out of use.  No work on open high voltage systems is allowed when working out of hours. | Low | A |

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| **Action plan** (14) | | | | |
| **Ref No** | **Further action required** | **Action by whom** | **Action by when** | **Done**  **(tick Y/N)** |
| 1. | All staff students and visitors must receive a full induction which includes all emergency procedures. The Line manager/PI’s must decide if the person is competent to work out of hours and are capable of dealing with any emergency situation. | Manager / Supervisor | First day of work |  |
| 2. | All out of hours workers have a “buddy system” in place i.e. have arrange to meet with another users to ensure lone working doesn’t occur. | Manager / Supervisor | First day of work |  |
| 3. | Those with health conditions that put them at a higher than usual risk e.g. must have a personal risk assessment. All those with a mobility impairment or other impairment likely to delay them in evacuating a building should have a PEEP. | Manager / Supervisor | First day of work |  |
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| **Authorisation by PI / Line Manager**  **I confirm that I have considered the hazards of lone working. I am satisfied that following the control measures will reduce the risks to as low as is reasonably practicable.** |
| **Print name: Signed:**  **Date:** |
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| ***Declaration by Out of Hours Worker***  ***I confirm that I have read all risk assessments and have a ‘buddy system’ in place. I confirm that I have read this Risk Assessment and that I understand the hazards and risks involved and will follow all of the safety procedures stated.*** |
| **Print name: Signed:**  **Date:**  **Telephone No. (to reach you at the lab): Email address:** |
| **Emergency contact name:**  **Telephone No.:**  *This document will be stored securely and accessible to the management team only. Your emergency contact details will only be used in case of emergency.* |