

School of Design

Faculty of Performance, Visual Arts and Communications



UNIVERSITY OF LEEDS

| RISK ASSESSMENT DETAILS | | DEGREE OF RISK | | RISK RATING MATRIX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Faculty/School/Service | PVAC/Design | <table border="1"> <thead> <tr> <th colspan="2">LIKELIHOOD (L)</th> </tr> </thead> <tbody> <tr><td>5</td><td>Inevitable</td></tr> <tr><td>4</td><td>Highly Likely</td></tr> <tr><td>3</td><td>Possible</td></tr> <tr><td>2</td><td>Unlikely</td></tr> <tr><td>1</td><td>Remote Possibility</td></tr> </tbody> </table> | | LIKELIHOOD (L) | | 5 | Inevitable | 4 | Highly Likely | 3 | Possible | 2 | Unlikely | 1 | Remote Possibility | <table border="1"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5">SEVERITY</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <th rowspan="5">LIKELIHOOD</th> <th>1</th> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <th>2</th> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <th>3</th> <td>3</td> <td>6</td> <td>9</td> <td>16</td> <td>15</td> </tr> <tr> <th>4</th> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <th>5</th> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> </tbody> </table> | | | | | | | | SEVERITY | | | | | 1 | 2 | 3 | 4 | 5 | LIKELIHOOD | 1 | 1 | 2 | 3 | 4 | 5 | 2 | 2 | 4 | 6 | 8 | 10 | 3 | 3 | 6 | 9 | 16 | 15 | 4 | 4 | 8 | 12 | 16 | 20 | 5 | 5 | 10 | 15 | 20 | 25 | | | | | | | | | | | |
| LIKELIHOOD (L) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Inevitable | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Highly Likely | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Possible | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Unlikely | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Remote Possibility | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | SEVERITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LIKELIHOOD | 1 | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 | 2 | 4 | 6 | 8 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3 | 3 | 6 | 9 | 16 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 4 | 4 | 8 | 12 | 16 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5 | 5 | 10 | 15 | 20 | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Team | All staff | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Risk Assessment Title | Generic risk assessment for staff on external visits and travelling. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Risk Assessment Log Reference | RA 165 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | 23 rd February 2009 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Assessors | Les Johnson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Manager Responsible | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location | Visits to anywhere away from University of Leeds premises. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of Activity. Staffs travel/working outside of the university on approved business. | | <table border="1"> <thead> <tr> <th colspan="2">SEVERITY (S)</th> </tr> </thead> <tbody> <tr><td>5</td><td>Very High - Multiple Deaths</td></tr> <tr><td>4</td><td>High - Death, serious injury, permanent disability</td></tr> <tr><td>3</td><td>Moderate - RIDDOR over 3 days</td></tr> <tr><td>2</td><td>Slight - First Aid treatment</td></tr> <tr><td>1</td><td>Nil - Very Minor</td></tr> </tbody> </table> | | SEVERITY (S) | | 5 | Very High - Multiple Deaths | 4 | High - Death, serious injury, permanent disability | 3 | Moderate - RIDDOR over 3 days | 2 | Slight - First Aid treatment | 1 | Nil - Very Minor | <table border="1"> <thead> <tr> <th colspan="6">PERSONS AT RISK</th> </tr> </thead> <tbody> <tr> <td colspan="6">PERSONS AT RISK</td> </tr> <tr><td colspan="6">Employees</td></tr> <tr><td colspan="6">Students</td></tr> <tr><td colspan="6">Clients</td></tr> <tr><td colspan="6">Contractors</td></tr> <tr><td colspan="6">Members of the public</td></tr> <tr><td colspan="6">Work Experience students</td></tr> <tr><td colspan="6">Other Persons</td></tr> </tbody> </table> | | | | | | PERSONS AT RISK | | | | | | PERSONS AT RISK | | | | | | Employees | | | | | | Students | | | | | | Clients | | | | | | Contractors | | | | | | Members of the public | | | | | | Work Experience students | | | | | | Other Persons | | | | | |
| SEVERITY (S) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Very High - Multiple Deaths | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | High - Death, serious injury, permanent disability | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Moderate - RIDDOR over 3 days | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Slight - First Aid treatment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Nil - Very Minor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERSONS AT RISK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERSONS AT RISK | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Students | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clients | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contractors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Members of the public | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Experience students | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Persons | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other assessments which might also be required, <input checked="" type="checkbox"/> if needed: <ul style="list-style-type: none"> Manual Handling <input type="checkbox"/> REF COSHH <input type="checkbox"/> REF Personal Protective Equipment (PPE) <input type="checkbox"/> REF Noise <input type="checkbox"/> REF Other <input type="checkbox"/> REF | | <table border="1"> <thead> <tr> <th>RISK RATING SCORE</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>1 - 4</td> <td>Broadly Acceptable - No action required</td> </tr> <tr> <td>5 - 9</td> <td>Moderate - Reduce risks if reasonably practicable</td> </tr> <tr> <td>10 -15</td> <td>High Risk - Priority Action to be undertaken</td> </tr> <tr> <td>16 -25</td> <td>Unacceptable -Action must be taken IMMEDIATELY</td> </tr> </tbody> </table> | | RISK RATING SCORE | ACTION | 1 - 4 | Broadly Acceptable - No action required | 5 - 9 | Moderate - Reduce risks if reasonably practicable | 10 -15 | High Risk - Priority Action to be undertaken | 16 -25 | Unacceptable - Action must be taken IMMEDIATELY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RISK RATING SCORE | ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 - 4 | Broadly Acceptable - No action required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 - 9 | Moderate - Reduce risks if reasonably practicable | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 -15 | High Risk - Priority Action to be undertaken | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 -25 | Unacceptable - Action must be taken IMMEDIATELY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| REVIEW DATES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| HAZARD AND RELATED ACTIVITIES e.g. trip, falling objects, fire, explosion, noise, violence etc. | PERSONS AT RISK e.g. Employees, Customers, Contractors, Members of the public | POSSIBLE OUTCOME | RISK RATING BEFORE CONTROLS (LxS) | EXISTING CONTROLS e.g. Guards, Safe Operating Procedures, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE) | RISK RATING AFTER CURRENT CONTROLS (LxS) |
|---|---|--|--|---|---|
| Visit to another workplace or site. | Staff member | This could compromise personal safety and security. Without correct insurance cover serious financial loss. | (3*2) 6 | Make a mental assessment of the risks involved, in a lot of cases a mental risk assessment is all that is needed but if you are in any doubt ask. Assess the risk and hazards involved In the visit. If specific hazards are identified complete a separate risk assessment. The responsibility for you on a site or premises rests with the host. The host is responsible to make sure you are not harmed by any process or activity being undertaken as part of their business. Therefore prior to travelling, contact the host to see if they can pass on any health and safety information relevant to your visit. On site follow all health and safety guidance given. Make a mental note of the fire exits etc. | 1 |
| Travel to and from. | | This could compromise personal safety and security. | (2*4) 8 | Check out the safest mode of transport. Is the vehicle suitable for travel? Does it comply with all necessary regulations? If travelling with your own car make sure to have insured it for business use. If this is not your for the visit reassess the risk of using new modes of transport. | 4 |
| Location of site to be visited. | | This could compromise personal safety and security. | (3*2) 6 | Are there any particular or specific risks in travelling to the location of the visit or in the location itself? Check the area before travelling. | 1 |
| The time of day you travel and visit. | | This could compromise personal safety and security. | (2*4) 8 | Does the visit involve late travel, if so assess this risk. Does the visit involve overnight stays? Find out where the safest accommodation is located if necessary. | 2 |
| Any disability issues. | | | | Are you physically able to travel? | |

| | | | | | |
|-----------------------------|--|---|---------|---|---|
| Use of laptops. | | Posture problems, backache, wrist ache, eye strain | (3*4)12 | If you use a laptop on your visits please make sure you do the online DSE assessment from health and safety services. This can be found at www.leeds.ac.uk/safety | 4 |
| Travelling outside UK | | This could compromise personal safety and security. | (2*4) 8 | When travelling outside the UK it is essential that you take out the University of Leeds travel insurance This can be obtained from Louise McCunniff in the secretariats office on ext 36029. If you do not take out this insurance a separate risk assessment is needed for the trip. It might be necessary to check with the foreign office that the country or area to be visited is a safe destination. | 2 |
| On sick leave. | | | | If you are on sick leave from the university you must not travel. | |
| Travelling alone | | This could compromise personal safety and security. | (2*4) 8 | Are you travelling alone? For personal security if possible carry a mobile phone with you at all times. If you can not get a signal use public phones if necessary. Tell a colleague/family member or friend what your expected schedule is. Check in with them when you return home. | 2 |
| Adverse weather conditions. | | | (2*4) 8 | If necessary check the weather forecast before the visit. Have you got adequate clothing and footwear for the trip? | 2 |
| Manual handling | | From severe back injuries to permanent injury. | (1*4) 4 | If you are going to be involved in any manual handling e.g. carrying heavy loads or carrying loads on a regular basis during your visit then it is essential that a manual handling risk assessment is also carried out. | 4 |
| Accidents | | | | Always report any accidents or near misses you are involved in when travelling on University business. | |

| MANAGEMENT AGREED | | ACTIONED BY | | | ACTION COMPLETE | |
|--------------------------------------|--|-------------|------|------|-----------------|------|
| ADDITIONAL CONTROL MEASURES REQUIRED | | POSITION | NAME | DATE | MANAGER SIG | DATE |
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| COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF | | | | |
|--|--|-----|------|----------|
| REFERENCE OF FORMAL COMMUNICATION TO STAFF | METHOD | YES | DATE | COMMENTS |
| | Copy of risk assessment issued to staff | Yes | | |
| | Controls covered in team procedure issued to staff | | | |
| | Staff Handbook issued to staff | Yes | | |
| | Other - | | | |
| ADDITIONAL METHODS OF COMMUNICATION | Induction | | | |
| | Toolbox Talk | | | |
| | Team Meeting | | | |
| | E-mail circulation | | | |
| | Other - | | | |

COMMENTS AND INFORMATION

(Use this section to record any dynamic risk assessment comments and information)

This form is not to be used for post or undergraduate students work, travel, visits or field trips.

Visits to any site where specific risk are known will need a separate risk assessment to be undertaken.

When travelling abroad the universities travel insurance must be purchased or a separate specific risk assessment must be undertaken.

| Name of staff member | Signature of staff member | Date |
|----------------------|---------------------------|------|
| | | |

| | | | |
|---|---|---|--|
| Do additional controls adequately lower high risk activities to an acceptable level? | YES If NO explain in comments box above | SIGNATURE OF MANAGER "The risks identified in this assessment are controlled so far as is reasonably practicable" | |
| | Signature: | Date: | |

| DATE OF REASSESSMENT (Every two years minimum) | ARE THERE ANY CHANGES TO THE ACTIVITY SINCE THE LAST ASSESSMENT? | SIGNATURE OF MANAGER |
|--|---|-----------------------------|
| | | |
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|---|---|
| LOCATION OF CURRENT SIGNED RISK ASSESSMENT | Safety Supervisor, Room 2-07, School of Design |
|---|---|