

DE MONTFORT UNIVERSITY LEICESTER		RISK ASSESSMENT FORM			Form Number: GWB001 Version: 1.0 Date: July 2018 Procedure: SP 3-2
Location:	Leicester Campus	Assessment Date:	26/04/2019	Assessor(s):	Gaia Evans Sharma
Activity:	Minor maintenance works, including building work, M&E and building services	Approved On:	09/05/2019	Approving Manager:	Mick Jelley
Dept.:	Estates	Risk Assessment Rating: Low: <input type="radio"/> Medium: <input checked="" type="radio"/> High: <input type="radio"/> Travel Risk Assessment Rating: Low: <input type="radio"/> Medium: <input type="radio"/> High: <input type="radio"/> World Regions:			
Sect.:	Estates - Maintenance	Next Review Due:	07/05/2020	Status: Risk Assessment Approved	
Who might be harmed?		Employee: <input type="checkbox"/>	Student: <input type="checkbox"/>	Contractor: <input type="checkbox"/>	Public: <input type="checkbox"/>
		Minor: <input type="checkbox"/>			

Activity Risk Assessment Form																																																					
Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom																																																
Slips and Trips - Please select	<ul style="list-style-type: none"> Tools, plant and equipment from contractor can be a slip and trip hazard. Trailing cables Uneven floor surface Spilled liquids Poor housekeeping 	<table border="1" style="width: 100%; text-align: center; font-size: x-small;"> <tr><th colspan="2">S</th><th colspan="2">L</th></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td><td><input type="radio"/> U</td><td><input type="radio"/> H</td></tr> <tr><td><input type="radio"/> L</td><td><input checked="" type="radio"/> U</td><td><input type="radio"/> P</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input checked="" type="radio"/> H</td><td><input type="radio"/> L</td><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="4" style="background-color: #f2f2f2;">Medium</td></tr> </table>	S		L		<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> U	<input type="radio"/> H	<input type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> P	<input type="radio"/> L	<input type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium				<ul style="list-style-type: none"> Site / work zone to be appropriately segregated with barriers / heras fencing No trailing cables at any time, Floor to be maintained in good condition throughout project. Spills to be cleaned up immediately, Contractor to keep work area tidy. 	<table border="1" style="width: 100%; text-align: center; font-size: x-small;"> <tr><th colspan="2">S</th><th colspan="2">L</th></tr> <tr><td><input type="radio"/> I</td><td><input checked="" type="radio"/> R</td><td><input type="radio"/> U</td><td><input type="radio"/> H</td></tr> <tr><td><input type="radio"/> L</td><td><input type="radio"/> U</td><td><input type="radio"/> P</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input checked="" type="radio"/> H</td><td><input type="radio"/> L</td><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="4" style="background-color: #e6ffe6;">Low</td></tr> </table>	S		L		<input type="radio"/> I	<input checked="" type="radio"/> R	<input type="radio"/> U	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> U	<input type="radio"/> P	<input type="radio"/> L	<input type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Low				
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Sharps	<ul style="list-style-type: none"> Puncture injuries from needles (In public areas such as grounds, toilets etc) 	<table border="1" style="width: 100%; text-align: center; font-size: x-small;"> <tr><th colspan="2">S</th><th colspan="2">L</th></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td><td><input type="radio"/> U</td><td><input type="radio"/> H</td></tr> <tr><td><input type="radio"/> L</td><td><input checked="" type="radio"/> U</td><td><input type="radio"/> P</td><td><input type="radio"/> L</td></tr> <tr><td><input checked="" type="radio"/> M</td><td><input type="radio"/> P</td><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="4" style="background-color: #f2f2f2;">Medium</td></tr> </table>	S		L		<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> U	<input type="radio"/> H	<input type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> P	<input type="radio"/> L	<input checked="" type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium				<ul style="list-style-type: none"> Needle resistant gloves to be provided for "rip out" stage of project in public areas 	<table border="1" style="width: 100%; text-align: center; font-size: x-small;"> <tr><th colspan="2">S</th><th colspan="2">L</th></tr> <tr><td><input type="radio"/> I</td><td><input checked="" type="radio"/> R</td><td><input type="radio"/> U</td><td><input type="radio"/> H</td></tr> <tr><td><input type="radio"/> L</td><td><input type="radio"/> U</td><td><input type="radio"/> P</td><td><input type="radio"/> L</td></tr> <tr><td><input checked="" type="radio"/> M</td><td><input type="radio"/> P</td><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="4" style="background-color: #f2f2f2;">Medium</td></tr> </table>	S		L		<input type="radio"/> I	<input checked="" type="radio"/> R	<input type="radio"/> U	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> U	<input type="radio"/> P	<input type="radio"/> L	<input checked="" type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium				
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Noise - Please select	<ul style="list-style-type: none"> Nuisance noise from contractor 	<table border="1"> <tr> <td>S</td> <td>L</td> </tr> <tr> <td><input checked="" type="radio"/> -</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> -</td> <td><input checked="" type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> ---</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> --</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> ---</td> <td><input type="radio"/> -</td> </tr> <tr> <td colspan="2" style="text-align: center;">Low</td> </tr> </table>	S	L	<input checked="" type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	<input checked="" type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low		<ul style="list-style-type: none"> Work to be conducted and programmed to minimise noise levels and disruption DMU staff in surrounding area to be notified Allowable noise levels will depend on time of day, day of week, neighbours, internal or external work, residential area etc 	<table border="1"> <tr> <td>S</td> <td>L</td> </tr> <tr> <td><input checked="" type="radio"/> -</td> <td><input checked="" type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> -</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> ---</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> --</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> ---</td> <td><input type="radio"/> -</td> </tr> <tr> <td colspan="2" style="text-align: center;">Low</td> </tr> </table>	S	L	<input checked="" type="radio"/> -	<input checked="" type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low		
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Electrical Work	<ul style="list-style-type: none"> Electrocution Loss of local services (lighting or power) Fire 	<table border="1"> <tr> <td>S</td> <td>L</td> </tr> <tr> <td><input type="radio"/> I</td> <td><input type="radio"/> R</td> </tr> <tr> <td><input type="radio"/> L</td> <td><input checked="" type="radio"/> U</td> </tr> <tr> <td><input checked="" type="radio"/> M</td> <td><input type="radio"/> P</td> </tr> <tr> <td><input type="radio"/> H</td> <td><input type="radio"/> L</td> </tr> <tr> <td><input type="radio"/> VH</td> <td><input type="radio"/> C</td> </tr> <tr> <td colspan="2" style="text-align: center;">Medium</td> </tr> </table>	S	L	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input checked="" type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium		<p>See EMS 'Electrical Activities'</p> <ul style="list-style-type: none"> Also refer to safe system of working statement reference EMS SS0010 SSOW 	<table border="1"> <tr> <td>S</td> <td>L</td> </tr> <tr> <td><input type="radio"/> -</td> <td><input checked="" type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> -</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input checked="" type="radio"/> ---</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> --</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> ---</td> <td><input type="radio"/> -</td> </tr> <tr> <td colspan="2" style="text-align: center;">Low</td> </tr> </table>	S	L	<input type="radio"/> -	<input checked="" type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	<input checked="" type="radio"/> ---	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low		
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Site Set Up	<ul style="list-style-type: none"> Restricted access / egress for DMU staff Unauthorised access to site Lack of security of site 	<table border="1"> <tr> <td>S</td> <td>L</td> </tr> <tr> <td><input type="radio"/> I</td> <td><input type="radio"/> R</td> </tr> <tr> <td><input type="radio"/> L</td> <td><input checked="" type="radio"/> U</td> </tr> <tr> <td><input type="radio"/> M</td> <td><input type="radio"/> P</td> </tr> <tr> <td><input checked="" type="radio"/> H</td> <td><input type="radio"/> L</td> </tr> <tr> <td><input type="radio"/> VH</td> <td><input type="radio"/> C</td> </tr> <tr> <td colspan="2" style="text-align: center;">Medium</td> </tr> </table>	S	L	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium		<p>See EMS 'Site Set Up (Contract Work)'</p> <ul style="list-style-type: none"> Staff to be relocated if safe access cannot be gained, if access / egress routes are changed faculty / dept lead to be informed before the change and notices posted Barriers / heras fencing / hoarding to be erected in accordance with the nature of the project On arrival the contractor must report to the ESB reception and 'sign in' Upon 'signing in' the contractor and all employees will be issued with site rules On departure the contractor and their employees must report to the ESB reception and 'sign out'. All keys must be returned when signing out 	<table border="1"> <tr> <td>S</td> <td>L</td> </tr> <tr> <td><input type="radio"/> -</td> <td><input checked="" type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> -</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> ---</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input checked="" type="radio"/> --</td> <td><input type="radio"/> -</td> </tr> <tr> <td><input type="radio"/> ---</td> <td><input type="radio"/> -</td> </tr> <tr> <td colspan="2" style="text-align: center;">Low</td> </tr> </table>	S	L	<input type="radio"/> -	<input checked="" type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low		
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Confined Spaces - Working in confined spaces.		<table border="1"> <tr> <td>S</td> <td>L</td> </tr> <tr> <td><input type="radio"/> I</td> <td><input type="radio"/> R</td> </tr> <tr> <td><input type="radio"/> L</td> <td><input checked="" type="radio"/> U</td> </tr> <tr> <td><input type="radio"/> M</td> <td><input type="radio"/> P</td> </tr> <tr> <td><input checked="" type="radio"/> H</td> <td><input type="radio"/> L</td> </tr> <tr> <td><input type="radio"/> VH</td> <td><input type="radio"/> C</td> </tr> <tr> <td colspan="2" style="text-align: center;">Medium</td> </tr> </table>	S	L	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium		<p>See EMS 'Confined Spaces'</p> <ul style="list-style-type: none"> Also refer to safe system of working statement EMS SS0002 SSOW Ideally enter confined spaces by using remote access methods. Consider duration, the tasks being performed, training requirements, physical effort required, suitability of those carrying out the work (i.e. their health) and the number of those within the confined space. You should also consider the work environment: access, lighting, lack of oxygen, by-products of the tasks being performed, communication methods for raising the alarm. Work materials also need to be considered: fire or spark risk, waste removal, fume ventilation, tools needed and their access. More complex work should have its own method statement. 	<table border="1"> <tr> <td>S</td> <td>L</td> </tr> <tr> <td><input type="radio"/> I</td> <td><input checked="" type="radio"/> R</td> </tr> <tr> <td><input type="radio"/> L</td> <td><input type="radio"/> U</td> </tr> <tr> <td><input type="radio"/> M</td> <td><input type="radio"/> P</td> </tr> <tr> <td><input checked="" type="radio"/> H</td> <td><input type="radio"/> L</td> </tr> <tr> <td><input type="radio"/> VH</td> <td><input type="radio"/> C</td> </tr> <tr> <td colspan="2" style="text-align: center;">Low</td> </tr> </table>	S	L	<input type="radio"/> I	<input checked="" type="radio"/> R	<input type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Low		
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	<ul style="list-style-type: none"> Work in confined spaces can create a risk of death or serious injury. Examples include: pits and trenches, sewers and drains, vats, silos and tanks, chambers and ducting and unventilated or poorly ventilated rooms. Hazards include: lack of oxygen, lack of natural light, dusts in high concentrations, liquids and solids suddenly filling the space and hot working conditions / body heat. Confined space working can lead to a loss of consciousness caused by an increase in body temperature or loss of consciousness or asphyxiation caused by gas, fumes, vapours or the lack of oxygen Drowning from inflowing liquids or asphyxiation or entrapment by free flowing solid (e.g. lime, polyelectrolyte etc) 																																				
Temperature - Please select	<ul style="list-style-type: none"> Weather conditions (For outside contractors) 	<table border="1"> <thead> <tr> <th>S</th> <th>L</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Low</td> </tr> </tbody> </table>	S	L	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Low		<ul style="list-style-type: none"> Contractor to keep a diary of daily weather conditions, when working outside External works to be reviewed / suspended in adverse weather conditions 	<table border="1"> <thead> <tr> <th>S</th> <th>L</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Low</td> </tr> </tbody> </table>	S	L	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Low						
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Fire - Combustible materials coming into contact with or in close proximity to heat sources.	<ul style="list-style-type: none"> Combustible materials coming into contact with or in close proximity to heat sources. Hot works 	<table border="1"> <thead> <tr> <th>S</th> <th>L</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Medium</td> </tr> </tbody> </table>	S	L	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Medium		<ul style="list-style-type: none"> The storage of combustible materials such as empty cardboard boxes in DMU Buildings will only be permitted on application to the DMU project officer in approved locations and should be kept to an absolute minimum Equipment should be switched off when not in use for long periods All hot works will require a hot works permit to be issued 	<table border="1"> <thead> <tr> <th>S</th> <th>L</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Medium</td> </tr> </tbody> </table>	S	L	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Medium		
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	<ul style="list-style-type: none"> Excavations: Contact with underground cables 	<table border="1"> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input checked="" type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="2" style="text-align: center;">Medium</td></tr> </table>	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium		<ul style="list-style-type: none"> All work areas must be inspected for overhead and underground cables before work commences 	<table border="1"> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> -</td></tr> <tr><td><input checked="" type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Low</td></tr> </table>	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	Low		
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Manual Handling - Please select	<ul style="list-style-type: none"> Musculoskeletal injuries 	<table border="1"> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input checked="" type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="2" style="text-align: center;">Medium</td></tr> </table>	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input checked="" type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium		<ul style="list-style-type: none"> Contractor to train operatives in Manual Handling techniques and safe practice Manual Handling Assessments and inform operatives of personal limits Contractor to consider all methods of alternative handling to reduce risk of injury by provision of lifting aids 	<table border="1"> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input checked="" type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Low</td></tr> </table>	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	Low		
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Substances - Please select	<ul style="list-style-type: none"> Lead - lead pigments (old paint mediums, old solvent mediums) 	<table border="1"> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input checked="" type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="2" style="text-align: center;">Medium</td></tr> </table>	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input checked="" type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium		<ul style="list-style-type: none"> If the presence of hazardous materials is suspected report to the DMU project officer Tests to be conducted ascertain if hazard is present Carry out the work in such a way as hazard is avoided or minimised. (e.g. stripping of paint with chemical strippers instead of burning off DMU will notify contractor of any known or suspected hazardous materials likely to be encountered during the contract before work commences 	<table border="1"> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input checked="" type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Low</td></tr> </table>	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	<input type="radio"/> -	Low		
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Substances - Please select	<ul style="list-style-type: none"> Flammable Substances 	<table border="1"> <tr><th>S</th><th>L</th></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ::</td><td><input type="radio"/> -</td></tr> <tr><td><input checked="" type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2">Medium</td></tr> </table>	S	L	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ::	<input type="radio"/> -	<input checked="" type="radio"/> ---	<input type="radio"/> -	Medium		<ul style="list-style-type: none"> All highly or extremely flammable materials are to be secured/stored in appropriate flameproof containers outside buildings location to be agreed When in use the minimum quantity should be in the building at any one time, and removed from the building when not in use 	<table border="1"> <tr><th>S</th><th>L</th></tr> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ::</td><td><input type="radio"/> -</td></tr> <tr><td><input checked="" type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2">Medium</td></tr> </table>	S	L	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ::	<input type="radio"/> -	<input checked="" type="radio"/> ---	<input type="radio"/> -	Medium		
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Substances - Please select	<ul style="list-style-type: none"> Dust/Fumes 	<table border="1"> <tr><th>S</th><th>L</th></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input checked="" type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="2">High</td></tr> </table>	S	L	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input checked="" type="radio"/> P	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	High		<ul style="list-style-type: none"> If excess dust or fumes are to be produced as a result of the work the contractor must inform the DMU project officer and a decision made in liaison with the contractor for control DMU project officer to inform faculty 	<table border="1"> <tr><th>S</th><th>L</th></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input checked="" type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2">Medium</td></tr> </table>	S	L	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> --	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Medium		
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Access / Egress - Please select	<ul style="list-style-type: none"> Fire routes blocked (as part of project) Fire routes blocked (unintentional) 	<table border="1"> <tr><th>S</th><th>L</th></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input checked="" type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="2">High</td></tr> </table>	S	L	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input checked="" type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input checked="" type="radio"/> VH	<input type="radio"/> C	High		<ul style="list-style-type: none"> Alternative fire route to be provided, signage installed and local users informed The contractor must ensure that all escape routes are maintained and clear of all obstructions 	<table border="1"> <tr><th>S</th><th>L</th></tr> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input checked="" type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2">Medium</td></tr> </table>	S	L	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input checked="" type="radio"/> ---	<input type="radio"/> -	Medium		
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Inexperience Staff - Please select	<ul style="list-style-type: none"> Lack of training/ competence 	<table border="1"> <tr><th>S</th><th>L</th></tr> <tr><td><input type="radio"/> I</td><td><input checked="" type="radio"/> R</td></tr> <tr><td><input checked="" type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="2">Low</td></tr> </table>	S	L	<input type="radio"/> I	<input checked="" type="radio"/> R	<input checked="" type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Low		<ul style="list-style-type: none"> Contractor to ensure that all employees are trained and competent in accordance with the duties expected of them 	<table border="1"> <tr><th>S</th><th>L</th></tr> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input checked="" type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2">Low</td></tr> </table>	S	L	<input type="radio"/> -	<input checked="" type="radio"/> --	<input checked="" type="radio"/> -	<input type="radio"/> --	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low		
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Activity Risk Assessment Form																																	
Activity/Task/ Situation	What are the hazards and how will persons' be harmed	Risk Level without controls	What are the control measures	Residual risk	Action by whom																												
	<ul style="list-style-type: none"> Lack of communication about training between contractor and DMU 	<table border="1"> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Low</td></tr> </table>	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low		<ul style="list-style-type: none"> Risk assessments and method statements to be produced by the contractor in accordance with the information provided by DMU before work starts on site The results to be provided to the DMU project officer and communicated to all contractor employees affected by the results of the risk assessment 	<table border="1"> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Low</td></tr> </table>	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low														
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Lone Working - Staff unable to promptly summon emergency assistance in the event of serious injury, sudden illness or personal threat.	<ul style="list-style-type: none"> Lone working - lack of support/ supervision 	<table border="1"> <tr><td>S</td><td>L</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input checked="" type="radio"/> --</td><td><input checked="" type="radio"/> -</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Medium</td></tr> </table>	S	L	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input checked="" type="radio"/> --	<input checked="" type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Medium		<p>See EMS 'Lone or Remote working'</p> <ul style="list-style-type: none"> All contractor staff must sign in and out of site via the ESB building If lone working is to occur, the contractor must have adequate controls for contact, support and emergency Any out of hours working is subject to a PTW 	<table border="1"> <tr><td>S</td><td>L</td></tr> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input checked="" type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Low</td></tr> </table>	S	L	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low		
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Biological Hazard - Please select	<ul style="list-style-type: none"> Laboratories and specialized scientific facilities can contain radiological, biological and chemical hazards or energy emitting or producing equipment (e.g. lasers, microwaves, magnetic devices etc) 	<table border="1"> <tr><td>S</td><td>L</td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input checked="" type="radio"/> P</td></tr> <tr><td><input checked="" type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="2" style="text-align: center;">High</td></tr> </table>	S	L	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input type="radio"/> U	<input type="radio"/> M	<input checked="" type="radio"/> P	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	High		<ul style="list-style-type: none"> Work in laboratories and other special areas will only be permitted either after a safety briefing by the Area Safety manager, and issuing of work permit if required Issue of Clearance Handover Certificate to confirm the area has been decontaminated and made safe for contractors 	<table border="1"> <tr><td>S</td><td>L</td></tr> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td><input checked="" type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Low</td></tr> </table>	S	L	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> ---	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Low		
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Traffic Management	<ul style="list-style-type: none"> Traffic routes Pedestrian routes Deliveries Reversing vehicles 	<table border="1"> <tr><td>S</td><td>L</td></tr> <tr><td><input type="radio"/> I</td><td><input type="radio"/> R</td></tr> <tr><td><input type="radio"/> L</td><td><input checked="" type="radio"/> U</td></tr> <tr><td><input type="radio"/> M</td><td><input type="radio"/> P</td></tr> <tr><td><input checked="" type="radio"/> H</td><td><input type="radio"/> L</td></tr> <tr><td><input type="radio"/> VH</td><td><input type="radio"/> C</td></tr> <tr><td colspan="2" style="text-align: center;">Medium</td></tr> </table>	S	L	<input type="radio"/> I	<input type="radio"/> R	<input type="radio"/> L	<input checked="" type="radio"/> U	<input type="radio"/> M	<input type="radio"/> P	<input checked="" type="radio"/> H	<input type="radio"/> L	<input type="radio"/> VH	<input type="radio"/> C	Medium		<ul style="list-style-type: none"> Where practical there is to be complete segregation of vehicles and pedestrians with separate walkways and appropriate barriers/ fencing Contractor to produce a vehicle pedestrian plan in conjunction with DMU project officer in relative to the project and degree of risk Consideration must be given to: loading, one way systems, reversing, banksman, speed limits (5mph on DMU property), deliveries Roadways and footpaths to be kept clean and clear from mud and other debris 	<table border="1"> <tr><td>S</td><td>L</td></tr> <tr><td><input type="radio"/> -</td><td><input type="radio"/> --</td></tr> <tr><td><input type="radio"/> -</td><td><input checked="" type="radio"/> --</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td><input checked="" type="radio"/> --</td><td><input type="radio"/> -</td></tr> <tr><td><input type="radio"/> ---</td><td><input type="radio"/> -</td></tr> <tr><td colspan="2" style="text-align: center;">Medium</td></tr> </table>	S	L	<input type="radio"/> -	<input type="radio"/> --	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> ---	<input type="radio"/> -	<input checked="" type="radio"/> --	<input type="radio"/> -	<input type="radio"/> ---	<input type="radio"/> -	Medium		
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Approved by: **Mick Jelley** Date Approved: **09/05/2019** Approving Manager E-mail Address: mjelley@dmu.ac.uk

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