

Estates and Facilities Department of the University of Bradford

Risk Assessment Policy

Issue	Date	Comments
Draft	5/11/10	Issued R Thrush for comments
1 st Draft	18/11/10	Issued for comments to relevant E & F staff
2 nd Draft	24/1/11	Issued for comments to relevant E & F staff
Issued	22/2/11	Issued to E & F management to implement

Document Review Date	22/2/12
-----------------------------	---------



Contents

	Page
1. Policy Statement	3
2. Procedure	3
3. Risk Assessments	4
4. Reviewing Risk Assessments	4
5. Issue of Risk Assessments	4
6. Amendments to Risk Assessments	4
7. New Risk Assessments	5
8. Named Authors	5
9. Ratification	5
Appendix 1 - Calculating Risk Ratings	6
Appendix 2 – Point of Work Risk Assessment	7
Appendix 3 – Format for Standard Risk Assessments	9

1. Policy Statement

The requirements under Health and Safety legislation are to assess risks in the workplace. The Department of Estates and Facilities has agreed that *the purpose of having risk assessments was to make jobs safer* (Safety Panel 16.10.02, min 6.0). In accordance with HSE Guidelines, the Department has adopted the 5 Steps to Risk Assessment methodology in order to adopt a safe system of work.

2. Procedure

The Estates and Facilities department of the University of Bradford will assess the risks faced by its employees by assessing each task individually. Each task will be assessed to a stage identified below depending upon the Risk Ratings (see appendix 1 Calculating risk ratings) associated to it.

2.1. Initial Assessment of Risk Level

An initial simple assessment will be carried out by the line manager to establish a level of risk associated with a specific task. A simple calculation should be done to establish a risk rating; this is achieved by the following calculation (see Appendix 1 to obtain the numerical value associated to severity and likelihood):

$$\text{Severity} \times \text{Likelihood} = \text{Risk Rating}$$

2.2. Level 1 – Standard Task Risk Assessment

Once the Risk Rating has been calculated and the numerical value is below 5 then this task will be deemed as low risk and a standard task risk assessment will cover the task sufficiently.

The risk rating should be notated on to the FACTS JOB SHEET before allocating the task to staff. To support this process all the standard task risk assessments should be made available to all relevant staff and regular toolbox talks undertaken by line managers to re-enforce these risk assessments.

2.3. Level 2 – Job Specific Point of Work Risk Assessment

If the Risk Rating is greater than 4 but less than 10 a job specific risk assessment must be undertaken by the line manager allocating the task. This is achieved by completing a Point of Work Risk Assessment form (Appendix 2). This is given along with the FACTS JOB SHEET to the allocated staff. On arrival at the site of the works the member of staff allocated the task will complete the Point of Work Site Survey before works start to confirm the line manager has assessed the significant risks present.

On completion of the task all the paperwork (FACTS JOB SHEET and Point of Work Risk Assessment) should be returned to the line manager for filing. This paperwork should be retained for 3 months.

The Point of Work Risk Assessment can be found in **H:\Estates\GENERAL\Health & Safety System\Risk Assessments\Point of Work**

If working at heights is present in the task then the relevant assessment to identify the correct access equipment should be completed by the line manager.

2.4. Level 3 – Job Specific Higher Risk Assessment

This stage should be undertaken for all tasks that have a risk rating above 9 as these will be deemed high risk activities. A full risk assessment should be undertaken by the line manager (possibly in association with the Estates and Facilities Health and Safety Officer). This assessment should include a risk assessment in the format of a standard risk assessment along with a safe system of work – method statement. This details how the task will be undertaken safely (see Appendix 3 – Standard Risk Assessments).

If working at heights is present in the task then the relevant assessment to identify the correct access equipment should be completed by the line manager.

3. Risk Assessments

A series of standard assessments covering a range of situations should be developed. These should be amended in accordance with the agreed procedure detailed below. It is expected that additions will be made to this portfolio of risk assessments to cover general situations not currently included and to record specific assessments of specific risks. These will arise where there are particular hazards associated with the location of the work to be done, the nature of the work required, or both. When it is considered that a standard assessment does not cover a specific situation staff and line managers (possibly in association with the Estates and Facilities Health and Safety Officer) should assess the situation and carry out a new risk assessment, which should be recorded and issued in accordance with the procedures outlined below.

For the moment the risk assessments will be created in Word and distributed in paper format. Managers, Supervisors and all staff will receive a personal copy and reference copies will be located in the Phoenix North East Building Mess Room, Joiners' Workshop, Plumbers and Fitters Workshop, Electricians Workshop, Richmond Building Boiler House, Service Desk, Emm Lane Supervisor's Office, Richmond, Horton and JBP Senior Supervisors' offices and AV Team Office Horton. These risk assessment will also be accessible via the Estates and Facilities Intranet Site.

Building risk assessments (including roof risk assessments) will be available via the Estates and Facilities Intranet Site. Asbestos risk assessment for locations will be accessible via the online asbestos database (BHI Online).

4. Reviewing of Risk Assessments

All risk assessments intended for further use will be reviewed before re-use to check suitability and amended as necessary.

The Safety Panel will review the Risk Assessment System at least annually and more often if necessary and the Estates and Facilities Health and Safety Officer will ensure the item is on the agenda for the appropriate meeting.

All review date for Risk Assessments will be put onto the FACTS system as a planned job by the relevant manager/supervisor to review in good time.

5. Issue of Risk Assessments

Staff would be briefed when new or updates to existing risk assessments were issued through toolbox talks given by relevant line managers (supervisors). Details of staff present will be kept on file so that records of who had received each risk assessment are current. Staff not able to be present would be briefed at a later date, which would usually be the first opportunity after the initial briefing.

6. Amendments to Risk Assessments

All risk assessments are to be regarded as amendable. This might be:

- in accordance with subsequent legislation;
- to reflect significant change in working methods or available equipment;
- as a result of new situations that were not considered when the risk assessment was last reviewed.

Managers, Supervisors or operative staff may suggest changes to risk assessments when a need is identified. This should be done through discussion with the named author(s) and the Estates & Facilities Health & Safety Officer. The suggested change should be marked on a copy of the original risk assessment.

Amendments should be agreed with the appropriate relevant Estates Manger or relevant Supervisor with consultation with the Estates & Facilities Health & Safety Officer. The actual change (to the computer copy) would be made by the Administrative staff responsible and the newly approved/revised risk assessment will be issued by the named author(s). In cases where there is a major amendment for a specific circumstance, the writing of a new risk assessment should be considered.

7. New Risk Assessments

There will be occasions when the range of risk assessments does not cover a situation. Any member of staff can raise a concern about the lack of a risk assessment. In such circumstances a new risk assessment should be created by the 1st line manager, this risk assessment should be created in conjunction with the Estates & Facilities Health & Safety Officer. The need for a new risk assessment can be raised by trade/ancillary staff who perceive there is a gap, by Managers/Supervisors or Estates & Facilities Health & Safety Officer who, likewise, recognise a shortfall.

New risk assessments should be considered by all interested parties in the Department to ensure the maximum consensus and feedback on the issue which should go back to the author(s) in the work area. This might most easily be achieved by circulating the proposal to staff for their comments. Such comments would be co-ordinated and collated by the author(s) for the work area. It might be appropriate to cease work in the area covered by a new risk assessment until it had been written.

8. Named author(s)

■ General	Facilities Manager, Estates Managers, Buildings Maintenance Officer, Mechanical Maintenance Officer, Electrical Maintenance Officer, Estates & Facilities Health & Safety Officer.
■ Mechanical	Estates Managers, Mechanical Maintenance Officer, Mechanical Technical Assistants, Supervisors (including those supervising), Estates & Facilities Health & Safety Officer.
■ Electrical	Estates Managers, Electrical Maintenance Officer, Electrical Technical Assistants, Supervisors, Estates & Facilities Health & Safety Officer.
■ Building	Buildings Maintenance Officer, Building Technical Assistants, Supervisors, Estates & Facilities Health & Safety Officer.
■ Security	Security Manager, Deputy Security Manager, Estates & Facilities Health & Safety Officer.
■ Ancillary Services	Estates Manager, Deputy Manager, Cleaning, Portering, Post and AV Services Managers, Estates & Facilities Health & Safety Officer.

9. Ratification

Estates and Facilities Senior Management – 22nd February 2011.

Appendix 1

Calculating Risk Ratings

The chart below is the way that a risk rating for the University of Bradford Estates and Facilities Risk Assessments are calculated. The chart shows how to get the numerical value of risk and also a rating of Low, Medium, High or Extreme.

To calculate the numerical value of risk, the likelihood of a hazard happening is multiplied by the severity of injury/damage that an incident would cause.

			Severity				
			Very Low	Low	Medium	High	Extreme
			1	2	3	4	5
Likelihood	Probable	5	5	10	15	20	25
	Very Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	Possible	2	2	4	6	8	10
	Not Likely	1	1	2	3	4	5

Risk Rating

Low		Medium		High	
-----	--	--------	--	------	--

Severity		Likelihood	
5	Extreme – Multiple Fatalities	5	Probable
4	High – Single Fatality or Multiple Serious Injuries	4	Very Likely
3	Medium – RIDDOR Reportable Injury	3	Likely
2	Low – Minor Injury, no lost time	2	Possible
1	Very Low – No injury / Near miss	1	Not Likely

Appendix 2

POINT OF WORK RISK ASSESSMENT

Supervisors to complete before job.

Job No.		Date	
Location			
Risk Assessment			
<p>■ To complete this risk assessment I:</p> <p>Attended site <input type="checkbox"/></p> <p>Used my previous knowledge of the area <input type="checkbox"/></p> <p>Passed assessment via phone <input type="checkbox"/></p> <p>■ Identify the hazard present on the job and the action to be taken to reduce the risk of injury</p> <p>■ Use the Site Specific Hazards listed below</p> <p>Note: Take into account anyone who may be affected by the job.</p>			
Who could be harmed by the job – Please tick appropriate			
Estates Staff <input type="checkbox"/>	UoB staff <input type="checkbox"/>	Students <input type="checkbox"/>	Other(s) <input type="checkbox"/>
Hazard Present	Action to be taken to reduce the risk		Residual Risk
Slips, trips or falls <input type="checkbox"/>			H M L
Falls from height/Roof work <input type="checkbox"/>			H M L
Falling objects <input type="checkbox"/>			H M L
Chemicals <input type="checkbox"/>			H M L
Heat/Fire/Explosion/Hot works <input type="checkbox"/>			H M L
Asphyxiation <input type="checkbox"/>			H M L
Asbestos <input type="checkbox"/>			H M L
Stationary objects <input type="checkbox"/>			H M L
Overturn/Collapse <input type="checkbox"/>			H M L
Manual handling <input type="checkbox"/>			H M L
Insecure load <input type="checkbox"/>			H M L
Vehicles <input type="checkbox"/>			H M L
Confined spaces (Permit Req'd) <input type="checkbox"/>			H M L
Dust/Fumes <input type="checkbox"/>			H M L
Noise <input type="checkbox"/>			H M L
Vibration <input type="checkbox"/>			H M L
Electricity <input type="checkbox"/>			H M L
Radiation <input type="checkbox"/>			H M L
Contamination <input type="checkbox"/>			H M L
Poor lighting <input type="checkbox"/>			H M L
Temperature <input type="checkbox"/>			H M L
Adverse weather <input type="checkbox"/>			H M L
Uncertified equipment <input type="checkbox"/>			H M L
Additional notes			
This is a record of the Site Specific Risk Assessment conducted for the above job			
Supervisor name		Signature	Date
Continuation, if this method statement is for more than one day on the same site and conditions have not changed, Sign and Date			
Signature	Date	Signature	Date
Signature	Date	Signature	Date
Signature	Date	Signature	Date
If conditions have changed, then a NEW assessment MUST be completed before work commences			

POINT OF WORK SITE SURVEY

Operatives to complete before job.

PART 1 Before you start (tick appropriate box)	Yes	No	N/A
Have you done this type of job before?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the right tools for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tools that need calibration in date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the right documentation for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have the right PPE for the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are power tools and leads PAT tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are scaffolds and ladders inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lifting equipment inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'NO' to any of the above, take the required action or report to your supervisor

PART 2 Safety Assessment (If the hazard is present tick the box)

Slips, trips or falls	<input type="checkbox"/>	Confined space	<input type="checkbox"/>
Falls from height/Roof work	<input type="checkbox"/>	Dust	<input type="checkbox"/>
Falling objects	<input type="checkbox"/>	Fumes	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	Noise	<input type="checkbox"/>
Heat/Fire/Explosion	<input type="checkbox"/>	Vibration	<input type="checkbox"/>
Asphyxiation	<input type="checkbox"/>	Electricity	<input type="checkbox"/>
Asbestos	<input type="checkbox"/>	Radiation	<input type="checkbox"/>
Stationary objects	<input type="checkbox"/>	Contamination	<input type="checkbox"/>
Overturn/collapsing	<input type="checkbox"/>	Poor lighting	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Temperature	<input type="checkbox"/>
Insecure load	<input type="checkbox"/>	Adverse weather	<input type="checkbox"/>
Vehicles	<input type="checkbox"/>	Uncertified equipment (check)	<input type="checkbox"/>
Risk to you from the work of others	<input type="checkbox"/>	Risk to others from your work	<input type="checkbox"/>

Other(s) (specify)

Circle any ticks for hazards that are significant and for which there are no (or inadequate) controls.

If you have circled any hazards, Part 3 needs to be completed and additional control measures put in place before work commences or consult your supervisor.

PART 3 Additional Safety Assessment

Hazard (circled from above)	Controls Measures / Precautions	Remain risk (High, Medium or Low)

This is a record of a point of work survey conducted for the above job; all controls measures identified have been put in place before I started the job.

Operative Name(s)	Signature(s)	Date

PART 4 End of Job Review

Is there anything that could be done safer the next time?	Y	N
Has the work created any new hazards?	Y	N

Comments:

If you have answered **YES** to either of these questions, tell your Supervisor.

Appendix 3

Format of Risk Assessments

Risk assessments should follow the Estates & Facilities risk assessment format, which is taken from HSE guidance. The risk assessments should include:

- A risk assessment
- Safe system of work – Method statement
- Any checklists to be completed (if necessary)
- Any further information (eg manufacturers guidance, operators manuals, etc)

Example of Risk Assessment Format

Below is an example of an Estates & Facilities Risk Assessment this consists of the risk assessment that identifies hazards associated with a task, who will be harmed and how. It also identifies initial control measures, further actions to be taken and who will be responsible for confirming the control measures are in place. The risk assessment also include risk levels both initial risk level and a residual risk level which takes into account the control measures in place. Blank risk assessment forms can be found **H:\Estates\GENERAL\Health & Safety System\Risk Assessments\Blank Risk Assessment.doc**

Standard Risk Assessment

What are the hazards?	Risk level	Who might be harmed and how?	How do we control the hazards?	What further action is necessary?	Action by who?	Done	Residual Risk
Exposure to asbestos	15	Authorised Estates Staff and others in the vicinity could be exposed possibly causing long term health issues/death	<ul style="list-style-type: none"> Be aware of the University's asbestos risk assessments/procedures/policies Restricted access to area being sampled Wetting area before sampling Shadow vacuuming H-Type Vac Sampling procedures as per MDHS100 Making good sampled area Undertake relevant health surveillance Wear appropriate PPE – in accordance with GEN 3.0 PPE Risk assessment 	<ul style="list-style-type: none"> Supervisor to observe operations to confirm procedures being followed Supervisor to make sure health surveillance is attended Toolbox talks regarding jobs Training checked by supervisor 	Surveyor/BE	Regularly Checked	4
Confined spaces	15	Authorised Estates Staff and others (rescuer). If oxygen levels drop/rise above normal levels could cause serious injury/death	<ul style="list-style-type: none"> Follow the procedures in the confined spaces risk assessments. GEN 8.0.1 & GEN 8.0.2 Never work alone Supervisor to issue confined space permit Have an effective communications system Wear appropriate PPE 	<ul style="list-style-type: none"> Prepare a pre-start risk assessment Confirm that control measures are in place before work commences Observe to confirm procedure is being followed Training checked by supervisor 	Surveyor/BE	Before Every Job	5
Working at heights	15	Estates Staff and others in the vicinity could be involved in an incident which could cause serious injury/death	<ul style="list-style-type: none"> Review job to see if working at heights can be eliminated Check to see if an existing working platform can be used Review which work access equipment is to be used for the individual job. Collective measures over personal If ladders are to be used make sure all pre-checks are carried out Restrict access to area Wear appropriate PPE 	<ul style="list-style-type: none"> Supervisor to observe operations to confirm suitable work equipment is being used safely Tool box talks on details of method statement Refer back to supervisor if a more specific risk assessment is required 	BE Surveyor	Before Every Job Review	4

Review risk assessment before: 29th May 2010 - GEN16.0 Asbestos Sampling

Safe System of Work – Method Statement

The safe system of work will typically include the following sections:

- Information/Training required carrying out the task
- Pre-start safety
- Safety precautions identified
- Actions on completion
- Storage of equipment
- Any maintenance required

Control Measure	Details	Action by who?	Action by when?	Done
before surveying takes place	<ul style="list-style-type: none"> Complete Asbestos Pre-Survey Checklist Confirm that all pre-work risk assessments are completed and understood Identify suitable access equipment for job Confirm Job mobile telephone is operational 	Surveyor	before start of sampling	
before survey area	<ul style="list-style-type: none"> Inform security of area where sampling will be taking place If safe persons are required refer to supervisor Bedragone and place out barriers before commencing sampling 	Surveyor	before start of sampling	
sampling	<ul style="list-style-type: none"> Take into account any previous risk assessment Wear appropriate PPE as detailed on Asbestos Sampling Checklist Use suitable access equipment refer to supervisor if required Follow procedures set down in MDHS 100 to undertake sampling 	Surveyor	at all time when sampling	
on completion	<ul style="list-style-type: none"> Take good any storage Vacuum area (H type) Tidy up, clear away access equipment Dispose of PPE in approved manner Sign off any relevant permits Sign off job on Asbestos Sampling Checklist If one working, inform security of completion of work Return relevant paperwork to supervisor 	Surveyor	on completion	

Take account of all asbestos sampling jobs

Safe System of Work – Method Statement

If the risk assessment identifies that a checklist will be useful this should be included with the risk assessment.

If it is identified a checklist is required this checklist must be completed as per the frequency identified in the risk assessment. All completed forms must be retained so that a health and safety audit can identify that measures are being followed.

Additional Information

All relevant information that will inform the relevant persons undertaking the assessed task should be included in the risk assessment. Such information might include:

- Operator's manuals
- Relevant HSE Guidance
- Reference to Relevant University Protocols/Policies
- COSHH information
- Etc

Toolbox Talks

The format of risk assessments makes it easy for line managers to deliver toolbox talks on tasks that are assessed. A toolbox talk record should be completed and retained.

Asbestos Survey Checklist (To be completed by the assessor) Return to supervisor on completion of task

Location(s) _____ Date _____
 Description of task _____ Time _____

Have you? *Checked for box if correct*

Attended training course and obtained relevant operators' qualification	Yes/No
Read and understood Risk Assessment/Control Measures	Yes/No
Undertaken a pre-start risk assessment if applicable	Yes/No
Isolated area for sampling	Yes/No

Checks
 Checks to identify significant risk must be undertaken

Does the job require confined space entry (make sure all tasks prevent the assessment is done)?	Yes	No
Does the job require any working at heights (make sure correct work equipment is used)?	Yes	No
Is lone working required (follow risk assessment and control measures)?	Yes	No
Have all the services (beam pipes, electric cables) been identified/isolated? If required	Yes	No
Is the area free from trip hazards?	Yes	No
Have you done pre-use checks on your equipment (PPE, tools, etc)?	Yes	No
Area made good?	Yes	No

Issues / Actions Taken

Reported any findings to supervisor Yes No

PPE to be worn

- Safety Boots - With steel toe caps and midsoles
- Disposable Overalls - Type 6
- Eye and face protection
- P3 Filter (as required)

Operator Signature _____ Date _____
 Print Name _____

Review risk assessment before SOP (see 2.10) - 2015/15 © Estates Services