

AU General Risk Assessment

Brief Description of Activity:				Assessor/s:	Date:	
SEMINAR/LECTURE ROOM						
Hazard:	Persons at risk:	Risk factor:			Control measures required:	Residual Risk:
<i>List what could cause harm from this activity, use appendix A to assist in identifying hazards</i>	<i>List who might be harmed eg staff, students, visitors</i>	<i>For each hazard, decide level of risk as if you were to do the activity without controls, see appendix B</i>			<i>For each hazard. List the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment</i>	<i>For each hazard now decide the residual risk after the control measures are in place</i>
		Severity	Likelihood	Risk		
Hot Liquids	User	Negligible	Very Unlikely	Very Low	Keep hot fluids (coffee etc.) in sealed containers to avoid spillages.	Very Low
Ergonomics	All	Moderate	Very Unlikely	Low	Rooms should be designed for desk-based work and therefore chairs and tables should be at appropriate heights and distances apart. Lighting levels should be appropriate and temperatures should be comfortable. Any defects in the above should be reported to be altered by a competent person.	Very Low
Manual Handling	User	Moderate	Very Unlikely	Low	If moving desks etc., appropriate manual handling techniques should be adhered to. Extensive room design (e.g. completely changing the layout of a room) should not be changed unless appropriate assistance is provided by competent persons.	Very Low
Slips, Trips and Falls	All	Moderate	Unlikely	Medium	All gangways should be kept clear of obstructions and coats/bags to be stored out of the way appropriately. Leads should not trail across walkways, but if this cannot be avoided, a floor bridge should be used. Clear up any spillages immediately. Floors should be kept in a good condition with no rips and holes. Floors should be kept dry and absorbant mats provided at entrances if necessary.	Very Low
Fire	All	Very Severe	Very Unlikely	Medium	A suitable fire risk assessment should have taken place for the room/building in question. All users should be aware of the fire evacuation plan. Fire exits, extinguishers and alarms must be kept clear at all times.	Low

AU General Risk Assessment

Electricity	User	Very Severe	Very Unlikely	Medium	<p>All mains powered portable electrical appliances to be in good working order and tested for electrical safety. Any equipment over 2 years old should be PAT tested annually. Leads should be visually examined for damage before using. Damaged electrical leads must not be used. Equipment must be removed from service and repaired before re-use. Avoid trailing leads around edges of furniture or equipment that may cause damage. When transporting equipment, take care not to damage the lead.</p> <p>Mains leads etc. not to be permitted to trail across walkways, near heated surfaces etc. Each item of electrical equipment to have its own 240 volt socket. All 240 volt outlets to be connected via an ELCB or equivalent.</p>	Low
Medical Conditions	Students	Very Severe	Possible	Extremely High	<p>Students with medical conditions, such as epilepsy or a mobility concern for example, should have declared this to Student Support Services (SSS), where the appropriate communication to staff will be conducted.</p> <p>Timetabelling Office should ensure that, after being notified by relevant parties, accessible rooms are provided where necessary. First aid kits and first aiders should be close by.</p>	Low

Appendix A

Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form					
Situational hazards	Tick	Physical / chemical hazards	Tick	Health hazards	Tick
Assault by person		Contact with cold liquid / vapour		Disease causative agent	
Attacked by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Lack of food / water	
Cold environment		Contact with hot surface		Lack of oxygen	
Crush by load		Electric shock		Physical fatigue	
Drowning		Explosive blast		Repetitive action	
Entanglement in moving machinery		Explosive release of stored pressure		Static body posture	
High atmospheric pressure		Fire		Stress	
Hot environment		Hazardous substance		Venom poisoning	
Intimidation		Ionising radiation			
Manual handling		Laser light		Environmental hazards	
Object falling, moving or flying		Lightning strike		Litter	
Obstruction / exposed feature		Noise		Nuisance noise / vibration	
Sharp object / material		Non-ionising radiation		Physical damage	
Shot by firearm		Stroboscopic light		Waste substance released into air	
Slippery surface		Vibration		Waste substance released into soil / water	
Trap in moving machinery					
Trip hazard		Managerial / organisational hazards			
Vehicle impact / collision		Management factors			
Working at height					

Appendix B

Risk matrix – use this to determine risk for each hazard i.e. ‘how bad and how likely’	Likelihood of Harm				
	Remote	Very unlikely	Unlikely	Possible	Likely
Severity of Harm					
Negligible e.g. small bruise	Very low	Very low	Very low	Low	Low
Slight e.g. small cut, deep bruise	Very low	Very low	Low	Low	Medium
Moderate e.g. deep cut, torn muscle	Very low	Low	Medium	Medium	High
Severe e.g. fracture, loss of consciousness	Low	Medium	High	High	Extremely high
Very Severe e.g. death, permanent disability	Low	Medium	High	Extremely high	Extremely high