**University of Liverpool UCU RISK ASSESSMENT FORM**

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| **Task: UCU industrial action, May-June 2021** |
| **Persons who can be adversely affected by the activity: UCU members, other University of Liverpool staff and students, general public** |

**Section 1: Is there potential for one or more of the issues below to lead to injury/ill health (tick relevant boxes)**

**People and animals/Behaviour hazards**

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| Allergies |  | Too few people |  | Horseplay |  | Repetitive action |  | Farm animals |  |
| Disabilities |  | Too many people | x | Violence/aggression | x | Standing for long periods | x | Small animals |  |
| Poor training |  | Non-employees | x | Stress | x | Fatigue | x | Physical size, strength, shape |  |
| Poor supervision | x | Illness/disease | x | Pregnancy/expectant mothers |  | Awkward body postures |  | Potential for human error |  |
| Lack of experience |  | Lack of insurance |  | Static body postures | x | Lack of or poor communication | x | Taking short cuts |  |
| Children |  | Rushing |  | Lack of mental ability |  | Language difficulties |  | Vulnerable adult group |  |

**What controls measures are in place or need to be introduced to address the issues identified?**

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| **Identified hazards** | **What controls are currently planned or in place to ensure that the hazard identified does not lead to injury or ill-health?** | **RISK**  **SCORE** | | | | **Is there anything more that you can do to reduce the risk score in addition to what is already planned or in place?** | **RESIDUAL**  **RISK SCORE** | | |
| **L** | | **C** | **R** | **L** | **C** | **R** |
| **Illness/disease (COVID-19)**  **Poor supervision**  **Too many people**  **Non-employees**  **Violence/aggression**  **Stress**  **Static body postures, standing for long periods, fatigue**  **Lack of or poor communication** | **Pickets and protests on campus and any large groups off campus:**  **No indoor activity.**  **Maintain 2 m social distancing wherever possible.**  **Ensure that picketing does not make it difficult for other staff, students and members of the public around campus to maintain 2 m social distancing.**  **Face coverings to be worn outside when it is not possible to maintain 2 m social distancing, unless exempt. Visors can be worn by those exempt from face covering.**  **For large groups outside, face coverings encouraged even when social distancing can be maintained.**  **No leafletting.**  **Anyone with any COVID-19 symptoms should not attend, should self-isolate immediately and arrange a PCR test.**  **If coming to campus to picket or protest, encouraged to take lateral flow tests (order home test kits at** [**https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests**](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests) **or from pharmacy)**  **Avoid public transport where possible, especially at peak times. If public transport must be used, follow government guidelines, including mandatory wearing of face coverings.**  **UCU office will only be used by branch officers to collect and store materials, because size and layout make it difficult to maintain social distancing. Max 2 people at a time, social distancing and face coverings within office, doors to remain open for ventilation.**  **Review planned activities and control measures whenever the situation changes, taking into account local COVID-19 rates, new variants and changes to government guidelines.**  **Designated and experienced supervisor for each activity, given guidance on numbers and social distancing.**  **For in-person activities, sign-up in advance. Participants briefed in advance.**  **COVID-19 control measures listed above, participants briefed in advance on appropriate behaviour.**  **Anyone taking part in in-person activity to be briefed in advance on appropriate behaviour.**  **For those participating: daily online meetings to provide support.**  **For others: participants briefed in advance on appropriate behaviour.**  **Regular breaks encouraged. Duration of participation in-person events to be limited.**  **Communication between participants via daily online meetings, WhatsApp, phone/text. All supervisors to have a phone and branch contact details.** | **1**  **2**  **2**  **1**  **2**  **3**  **3** | **5**  **2**  **2**  **2**  **1**  **1**  **1** | | **5**  **4**  **4**  **2**  **2**  **3**  **3** |  |  |  |  |

L = likelihood; C = consequence; R = overall risk rating

**Section 2: Common Workplace hazards. Is there potential for one or more of the issues below to lead to injury/ill health (tick relevant boxes)**

|  |  |  |  |  |  |  |  |  |  |  |  |
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| Fall from height |  | Poor lighting |  | Portable tools |  | Fire hazards |  | Chemicals |  | Asbestos |  |
| Falling objects |  | Poor heating or ventilation |  | Powered/moving machinery |  | Vehicles |  | Biological agents |  | Explosives |  |
| Slips, trips, falls |  | Poor space design |  | Lifting equipment |  | Radiation sources |  | Waste materials |  | Genetic modification work |  |
| Manual handling |  | Poor welfare facilities |  | Pressure vessels |  | Lasers |  | Nanotechnology |  | Magnetic devices |  |
| Display screen equipment | x | Electrical equipment |  | Noise or vibration |  | Confined spaces |  | Gases |  | Extraction systems |  |
| Temperature extremes |  | Sharps |  | Drones |  | Cryogenics |  | Legionella |  | Robotics |  |
| Home working | x | Poor signage |  | Overseas work |  | Overnight experiments |  | Unusual events |  | Community visits |  |
| Late/lone working |  | Lack of/poor selection of PPE |  | Night work |  | Long hours |  | Weather extremes |  | Diving |  |

**What controls measures are in place or need to be introduced to address the issues identified?**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified hazards** | **What controls are currently planned or in place to ensure that the hazard identified does not lead to injury or ill-health?** | **RISK**  **SCORE** | | | | **Is there anything more that you can do to reduce the risk score in addition to what is already planned or in place?** | **RESIDUAL**  **RISK SCORE** | | |
| **L** | | **C** | **R** | **L** | **C** | **R** |
| **Display screen equipment, home working** | **Anyone participating will already have completed a DSE risk assessment. Online meetings limited to a few hours a day in total, with screen breaks.** | **2** | **1** | | **2** |  |  |  |  |

L = likelihood; C = consequence; R = overall risk rating

**Section 3: Additional hazards: are there further hazards NOT IDENTIFIED ABOVE that need to be considered and what controls are in place or needed? (list below)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified hazards** | **What controls are currently planned or in place to ensure that the hazard identified does not lead to injury or ill-health?** | **RISK**  **SCORE** | | | | **Is there anything more that you can do to reduce the risk score in addition to what is already planned or in place?** | **RESIDUAL**  **RISK SCORE** | | |
| **L** | | **C** | **R** | **L** | **C** | **R** |
| **Weather**  **Availability of public toilets** | **For outdoor activities, check weather forecast in advance, and postpone if necessary. Brief participants in advance on appropriate clothing and footwear for forecast conditions, and sunscreen if necessary. Remind participants to bring water.**  **Remind participants in advance that availability will be limited because of COVID-19 restrictions** | **3**  **3** | **1**  **1** | | **3**  **3** |  |  |  |  |

**Section 4: Emergency arrangements (List any additional controls that are required to deal with the potential emergency situation)**

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| **Emergency situation** | **Additional control required** |
| Supervisor/participants to call 999 in event of emergency (and then inform branch). Nearest A&E: Liverpool Royal (<1 km from campus). |  |
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Risk assessor (signature)...........Matthew Spencer............Date....21 May 2021 Authorised by (signature)...................................................Date..............

**COMPLETING THE RISK ASSESSMENT FORM**

* Task – specific clearly the task being carried out
* People would could be adversely affected – think of all the people who could be affected by what you are doing
* Hazards – tick all the relevant hazards in sections 1 and 2. If ticked you will need to log what controls are already in place to protect people from the hazard and what extra controls are required (if any) in the relevant control boxes. As part of the control measures you will need to make a decision of the level of risk based on the tables below. NB – it is likely that other hazards may exist that are not captured in sections 1 and 2. Section 3 should be used to capture any additional hazards and controls not listed in Sections 1 and 2.
* Emergency procedures – list the basic procedures that need to be taken if a critical incident occurs
* Signature – the people completing and approving the assessment must sign the relevant boxes at the end of the document

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | |  | **Consequence** | |  | **Consequences** | **5** | 5 | 10 | 15 | 20 | 25 |
| 1 | Very unlikely |  | 1 | Insignificant – no injury |  | **4** | 4 | 8 | 12 | 16 | 20 |
| 2 | Unlikely |  | 2 | Minor – minor injuries needing first aid |  | **3** | 3 | 6 | 9 | 12 | 15 |
| 3 | Fairly likely |  | 3 | Moderate – up to seven days absence |  | **2** | 2 | 4 | 6 | 8 | 10 |
| 4 | Likely |  | 4 | Major – more than seven days absence; major injury |  | **1** | 1 | 2 | 3 | 4 | 5 |
| 5 | Very likely |  | 5 | Catastrophic – death; multiple serious injury |  |  | **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  |  | **Likelihood** | | | | | |

* Additional control required - list any additional control required that will reduce the risk rating score. Ensure responsibilities for tasks and timescales are added
* Residual risk score – re-calculate the risk score after the introduction of the additional controls. Compare residual risk score with table below. Take further action if necessary.

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| --- | --- |
| **ACTION TO BE TAKEN** | |
| 1-4 Acceptable | No further action but ensure controls are maintained |
| 5-9 Adequate | Look to improve at next review. |
| 10-16 Tolerable | Look to improve within specified timescale |
| 17-25 Unacceptable | Stop activity and make immediate improvements |