

# University of Leeds - Faculty of Biological Sciences

## RISK ASSESSMENT FORM

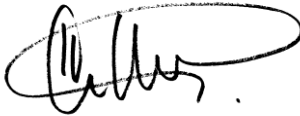
RISK ASSESSMENT DETAILS		DEGREE OF RISK		RISK RATING MATRIX																																																																										
School	Biology	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: center;">LIKELIHOOD (L)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">5</td><td>Inevitable</td></tr> <tr><td style="text-align: center;">4</td><td>Highly Likely</td></tr> <tr><td style="text-align: center;">3</td><td>Possible</td></tr> <tr><td style="text-align: center;">2</td><td>Unlikely</td></tr> <tr><td style="text-align: center;">1</td><td>Remote Possibility</td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: center;">SEVERITY (S)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">5</td><td>Very High - Multiple Deaths</td></tr> <tr><td style="text-align: center;">4</td><td>High - Death, serious injury, permanent disability</td></tr> <tr><td style="text-align: center;">3</td><td>Moderate - RIDDOR over 3 days</td></tr> <tr><td style="text-align: center;">2</td><td>Slight - First Aid treatment</td></tr> <tr><td style="text-align: center;">1</td><td>Nil - Very Minor</td></tr> </tbody> </table>		LIKELIHOOD (L)		5	Inevitable	4	Highly Likely	3	Possible	2	Unlikely	1	Remote Possibility	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" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="2"></th> <th colspan="5" style="text-align: center;">SEVERITY</th> </tr> <tr> <th rowspan="6" style="writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</th> <th></th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td></tr> <tr><td style="text-align: center;">2</td><td style="text-align: center;">2</td><td style="text-align: center;">4</td><td style="text-align: center;">6</td><td style="text-align: center;">8</td><td style="text-align: center;">10</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">3</td><td style="text-align: center;">6</td><td style="text-align: center;">9</td><td style="text-align: center;">16</td><td style="text-align: center;">15</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">4</td><td style="text-align: center;">8</td><td style="text-align: center;">12</td><td style="text-align: center;">16</td><td style="text-align: center;">20</td></tr> <tr><td style="text-align: center;">5</td><td style="text-align: center;">5</td><td style="text-align: center;">10</td><td style="text-align: center;">15</td><td style="text-align: center;">20</td><td style="text-align: center;">25</td></tr> </tbody> </table>									SEVERITY					LIKELIHOOD		1	2	3	4	5	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
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Risk Assessment Log Reference																																																																														
Date	04/03/13																																																																													
Name of Assessors	Henry Greathead																																																																													
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Location	Miall Teaching Laboratories																																																																													
Details of Activity Leeds Festival of Science activity (KS2 carousel)																																																																														
Other assessments which might also be required, <input checked="" type="checkbox"/> if needed: <ul style="list-style-type: none"> <li>• Manual Handling <input type="checkbox"/> REF</li> <li>• COSHH <input type="checkbox"/> REF</li> <li>• Personal Protective Equipment (PPE) <input type="checkbox"/> REF</li> <li>• Noise <input type="checkbox"/> REF</li> <li>• Other <input type="checkbox"/> REF</li> </ul>																																																																														
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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	EXISTING CONTROLS  e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE)	RISK RATING WITH CURRENT CONTROLS (LxS)	FURTHER CONTROLS REQUIRED?	RISK RATING AFTER ADDITIONAL CONTROLS (LxS)
Spider bites	Everyone involved in the activity	Painful swelling; allergic reaction	Spiders kept in specimen container Supervision (supervisor to pupil ratio 1:6)	1*3 = 3	No	n/a
Viewing specimens with microscope	Young people and visiting supervisors	Poking eye with microscope eyepiece	Supervision (supervisor to pupil ratio 1:6)	3*1 = 3	No	n/a
MANAGEMENT AGREED		ACTIONED BY			ACTION COMPLETE	
ADDITIONAL CONTROL MEASURES REQUIRED		POSITION	NAME	DATE	MANAGER SIG	DATE

COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF				
REFERENCE OF FORMAL COMMUNICATION TO STAFF	METHOD	YES	DATE	COMMENTS
	Copy of risk assessment issued to staff			
	Controls covered in team procedure issued to staff			
	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)

<b>Do additional controls adequately lower high risk activities to an acceptable level?</b>	<b>YES</b>	<b>SIGNATURE OF MANAGER</b> "The risks identified in this assessment are controlled so far as is reasonably practicable"	
	If NO explain in comments box above	Signature: 	Date: 27 <sup>th</sup> January, 2020

<b>DATE OF REASSESSMENT</b> (Every two years minimum)	<b>ARE THERE ANY CHANGES TO THE ACTIVITY SINCE THE LAST ASSESSMENT?</b>	<b>SIGNATURE OF MANAGER</b>
<u>January 2022</u>		

<b>LOCATION OF CURRENT SIGNED RISK ASSESSMENT</b>	<u>Electronic – STEM@Leeds Team</u>
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