

GENERAL BUILDING RISK ASSESSMENT

Mathematical Institute, Andrew Wiles Building, ROQ

Assessors Name(s):	Lisa Hofen & Keith Gillow	Dated:	29/7/2013	Reviewed Dates:	5/1/2015
-----------------------	------------------------------	--------	-----------	-----------------	----------

LIST OF HAZARDS		PEOPLE AT RISK	EXISTING CONTROLS	FURTHER ACTION REQUIRED
1	General	- All building users	<p>Good housekeeping practice ensuring work areas, walkways & exits are appropriately maintained;</p> <p>Contractors advised of all hazards that may affect them and work under control of authorised individual.</p>	Ongoing.
2	Fire	- All building	<p>Fire Risk Assessment carried out at least annually. The building is provided with fire protection equipment in accordance with University's policies and procedures. This includes maintaining a fire panel, emergency lighting, fire extinguishers etc.</p> <p>Good housekeeping is promoted to ensure that means of escape routes and fire doors are kept clear at all times</p> <p>Fire evacuation practices are carried out in line with departmental arrangements.</p>	Ongoing.

LIST OF HAZARDS	PEOPLE AT RISK	EXISTING CONTROLS	FURTHER ACTION REQUIRED
3	Electricity	<p>- All staff and contractors</p> <p><u>Mains Installation</u></p> <p>Routine testing on 5 year cycle by competent contractor.</p> <p>Only authorised persons are allowed to work on electrical installation.</p> <p><u>Internal Lighting</u></p> <p>Adequate lighting levels throughout the building.</p> <p><u>External Lighting</u></p> <p>Adequately maintained to external areas.</p> <p><u>High Level Electrical Works</u></p> <p>High level works to be carried out by electrical contractor. Contractors may be required to conduct their own Risk Assessment.</p> <p><u>PAT Testing</u></p> <p>Others bringing in ANY equipment onto the premises MUST ENSURE that their appliances are appropriately tested before use.</p> <p>NB: A valid and up-to-date PAT testing certification label must be displayed on each appliance. You may be asked to remove the equipment from the premises if this is not evident.</p>	<p>Ongoing</p> <p>NB: Contractors may be required to assess the risks involved in their specialist work.</p> <p>Ongoing</p>

LIST OF HAZARDS		PEOPLE AT RISK	EXISTING CONTROLS	FURTHER ACTION REQUIRED
			The users of the building will ensure that their own equipment is assessed once a year, and will record this information. The log of exceptional items and testing of those items is kept by the on site OUES FM staff.	
4	Slips & Falls	- All building users	<p>The building is maintained in good condition with adequate lighting levels.</p> <p>Events which may increase risks of slips, trips and falls i.e. using trailing cables, must ensure that this is discussed with staff to minimise risk to others.</p> <p>NB: This is particularly important for visitors who may bring young persons (i.e. under 18s), or others who may have difficulty in assessing risks to themselves. Event organisers are invited to visit prior to the event, and conduct their own Risk Assessment as necessary.</p>	To be added to the T&C's in the letting form.
5	Manual handling	<ul style="list-style-type: none"> - Staff members - Stewards - Event Organisers etc. 	<p>On site staff are trained in safe manual handling practices.</p> <p>NB: Organisers who bring in heavy or bulky loads are advised to ensure that their own people are suitably trained. Stewards of events are given a tour of the building, with escape routes pointed out to them.</p>	
6	First Aid	- All building users	<p><u>General</u></p> <p>First Aid At Work cover is provided by qualified individuals. First aid boxes are available on site. These are checked monthly and the findings recorded by the on site OUES FM staff.</p>	Ongoing

LIST OF HAZARDS		PEOPLE AT RISK	EXISTING CONTROLS	FURTHER ACTION REQUIRED
7	Reception desk/ front line staff	Building and Event Staff	Reception and FM staff to be trained in conflict management. “Coping with Challenging Behaviour”. There are panic buttons beneath at reception. There is an OUES/OUSS communications two way radio based at the reception.	Ongoing
8	Lone Working or Out of Hours working	All staff	No high risk activities to be carried out out of hours.	
9	Access to high shelving	All staff	Use of high shelves should be minimized/managed. Where possible store only small, light items above shoulder level	Where high shelving is used provide an appropriate step stool. Step stool log and testing done by OUES FM staff.
10	Display Screen Equipment:	All staff using computers	Building induction includes DSEA information and awareness. DSE assessments are carried out by trained as required. Medical issues or further advice/second opinion sought from university safety office as appropriate. All ‘users’ reminded to take regular micro screen breaks. Appropriate controls introduced as required. Eye tests provided for those who want them; DSE assessor provides information at assessment.	
11	Basement Car Park/Garage	Authorised Users FM Staff Contractors	Restricted access to Garage Signage	Guard rails need to be installed, keeping vehicles away from pedestrians.
12	Roof	Authorised FM staff Estates staff and Contractors	Restricted access to roof via locks on access gates Grab rails around edge Please see separate Risk Assessment	
13	Ladders/ Stepladders	All building users	Ladder Register maintained, and recorded using ladder logs. Ladder log maintained by on site OUES FM staff.	Ladder tags to be regularly checked before use.
14	Window cleaning (internally and externally):	Contractors Others in vicinity during activity	Competent contractor used Method statement provided by contractor Carried out “out of hours”	