

Risk Assessment Form

Task/Activity: Nuffield research placement students hosted in Cardiff school of Mathematics

Location: Staff usually based in Mathematics Institute, Senghennydd Road

1. General Information

Department	Mathematics	Building	Maths Institute	Room No	N/A
Name of Assessor	George Endicott	Status of Assessor	Deputy DSO	Assessment No	M-RA-06-V1
Date of Original Assessment	June 2018	Assessment Revision history		This version	V1.1
Summary of overall risk	Low	Date of Next Assessment	June 2019	Date	16/01/2018

2. Brief Description of Activity:

Students will be hosted in the School of Mathematics as part of their Nuffield research placement. The students are both 17 and they will be undertaking PC based research in room M/1.05. The students will be supervised by Dr Vincent Knight, Dr Jonathan Gillard and 2 PHD students Nikoleta Glynatsi and Henry Wilde.

3. Persons at Risk

Are they	Notes
<p>Staff <input checked="" type="checkbox"/></p> <p>PGR Students <input checked="" type="checkbox"/></p> <p>Taught Students <input type="checkbox"/></p> <p>Visitors <input checked="" type="checkbox"/></p> <p>Contractor <input type="checkbox"/></p>	<p>Trained <input type="checkbox"/></p> <p>Competent <input checked="" type="checkbox"/></p> <p>Inexperienced <input checked="" type="checkbox"/></p> <p>Disabled <input checked="" type="checkbox"/></p>

4. Level of Supervision

Notes

None ☐ Constant ☒ Periodic ☐
Training Required ☐

A member of staff or PGR student who is DBS checked and aware of emergency procedure should always be present within the School of Maths building between the hours of the student placement

5. Will Protective Equipment Be Used? Please give *specific* details of PPE

Head ☐ Eye ☐ Ear ☐ None
Body ☐ Hand ☐ Foot ☐

6. Is the Environment at Risk?

Notes

Yes ☐ No ☒

7. Will Waste be generated?

If 'Yes' please give details of disposal

Yes ☐ No ☒ **Not Applicable**

Scoring Criteria for Likelihood (chance of the hazard causing a problem)

0 – Zero to extremely unlikely, 1 – Very Unlikely, 2 – Unlikely, 3 – Likely, 4 – Very Likely, 5 – Almost certain to happen

Scoring Criteria for Severity of injury (or illness) resulting from the hazard

0 – No injury, 1 – First Aid is adequate, 2 – Minor injury, 3 – "Three day" injury, 4 – Major injury, 5- Fatality or disabling injury

8. Activities, Associated Hazards and Existing Controls

Work Activity and associated hazard(s):	Existing Control Measures	Likelihood (0 -5)	Severity (0 to 5)	Level of Risk
Use of computers Ergonomics (DSE)	<ul style="list-style-type: none"> DSE compliant equipment will be provided to the students Any pain or discomfort should be reported to the supervisors. Students will be encouraged to take regular breaks. 	1	3	3
Movement around the building Slips trips and falls	<ul style="list-style-type: none"> The students will be inducted and will be made aware of how to identify and report hazards to one of their supervisors Staff induction re: identifying and reporting hazards All floors are kept dry, walkways clear and floor surface maintained in good condition Wires associated with equipment are fixed where possible and located near to power sources to reduce cable length. In cases where it is necessary to run cables across walkways, rubber cable kerbs are used to reduce risk of tripping. 5 First aiders are normally present in building during normal building hours and first aid boxes are located on each floor of the Mathematics Institute. The students will be given an induction and made aware of their locations. A supervisor will be available at all times when the students are in the School of Maths. 	1	5	5

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Work Activity and associated hazard(s):	Existing Control Measures	Likelihood (0 -5)	Severity (0 to 5)	Level of Risk
Office based working Emergency requiring building evacuation	<ul style="list-style-type: none"> The students will be given an induction. They will be made aware of the emergency evacuation procedure and the location of fire escapes. All staff are aware if the emergency evacuation procedure procedures A personal emergency evacuation plan will be assessed for any student with disability's that may hinder egress from the building Fire Wardens to be briefed regarding on the location and dates of the student placement Students to make their own way to the closest fire escape in the sound of the alarm 	1	5	5
Working alone in PC lab. Lone working	<ul style="list-style-type: none"> Students to be met at the start and end of the day. Supervisors to attend the students throughout the day All students to work in the same shared space where possible. Student will only work between the hours of 0900-1700. 	1	4	4
Movement of heavy items or working from height.	<ul style="list-style-type: none"> Supervisors will ensure that no manual handling or work from height will be undertaken by the students 	1	5	5
Management of workload. Stress and wellbeing	<ul style="list-style-type: none"> Student /supervisor meetings to take place every morning and at the end of every working day. Students to be encouraged to take breaks. Staff room and cafe available with drinking water and vending. Catering outlets available in students union 300m away. Students encouraged to talk to supervisors throughout the day if required. 	1	3	3

Work Activity and associated hazard(s):	Existing Control Measures	Likelihood (0 -5)	Severity (0 to 5)	Level of Risk
Presence of other people within the building Personal Safety and safety of consumables/ equipment	<ul style="list-style-type: none"> Porters and other members of staff are available during normal building hours Rooms containing valuable equipment to be kept locked when not in use Supervisors are all DBS Checked 	1	5	5
Use of computers and other electrical equipment Electric shock / electrocution	<ul style="list-style-type: none"> PAT testing and visual checks are required to most pieces of electrical equipment; <ul style="list-style-type: none"> Battery Operated <40 volts or Extra Low Voltage <50 volts No test required Not Hand Held, Rarely Moved Class 1 and Class 2 every 3 years Hand-Held - Class 2 and Class 1 equipment, Cables Leads, Plugs, Mains Voltage Extensions Leads and Battery Charging Equipment every 1 year The Facilities manager is responsible for arranging testing and removing/disposing of defective equipment Research placement students to report any problems with equipment to the supervisors. 	1	5	5

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Work Activity and associated hazard(s):	Existing Control Measures	Likelihood (0 -5)	Severity (0 to 5)	Level of Risk
Use of office equipment Exposure to machinery / moving parts	<ul style="list-style-type: none"> Low risk office equipment in place. Supervisors to instruct on use of all equipment and on safe operation of key items All photocopiers on lease contracts so professional technical support is always available within 24 hours. 	1	4	4
Fire	<ul style="list-style-type: none"> Staff attend fire safety training annually Information given at induction and via signs All standard equipment and signs in place eg extinguishers Fire risk assessment in place for building. PAT testing programme in place. 	1	5	5
Office based working. Injury due to failure of the building fabric.	<ul style="list-style-type: none"> Facilities Manager documents monthly building inspections. Research placement students will be made aware of maintenance reporting procedure during induction Research placement students to report all maintenance issues such as faulty ceiling tiles or flooring etc. to a supervisor. 	1	5	5

9. Chemical Safety (COSHH Assessment)

Hazard	Control Measures	Likelihood (0 to 5)	Severity (0 to 5)	Level of Risk

10. Source(s) of information used to complete the above

Advice from OSHEU / School liaison officer
Supervisors knowledge of procedures and control measures

11. Further Action

Highest Level of Risk Score	Action to be taken
0 to 5 <input checked="" type="checkbox"/>	No further action needed
6 to 11 <input type="checkbox"/>	Appropriate additional control measures should be implemented
12 to 25 <input type="checkbox"/>	Additional control measures MUST be implemented. Work MUST NOT commence until such measures are in place. If work has already started it must STOP until adequate control measures are in place.

12. Additional Control Measures – Likelihood and Severity and the values with the additional controls in place

Work Activity and associated hazard(s):	Additional Control Measures needed to reduce risk	Likelihood (0 -5)	Severity (0 to 5)	Level of Risk
	No additional control measures currently identified or deemed necessary			

13. Action in the Event of an Accident or Emergency

Within School - Report to supervisor / manager
Security Centre (24 hour) dial 74444 or 999 in an emergency.
Follow procedures set out in induction and on signs in the offices. Contact porter, first aiders or fire wardens as needed.
Report all by completion of an accident/ incident form which should be submitted to the Deputy Safety Officer

14. Arrangements for Monitoring the Effectiveness of Controls

Monthly visual checks by Facilities manager of fire escapes and teaching rooms.

Annual review of Risk Assessments by Operations Group who report to School Board.

15. Review: This assessment must be reviewed by (date):

Name of Reviewer:	Date of Review:	
Have the Control measures been effective in controlling the risk?		
Have there been any changes in the procedure or in information available which affect the estimated level of risk?		
What changes to the Control Measures are required?		

16. Signatures for printed copies:

Form completed by: George Endicott	Date: 29/02/2016
Approved by: George Endicott	Date: 29/02/2016
Assessor: George Endicott	Date: 29/02/2017
Reviewed by:	Date: 16/01/2018
<p>This copy has been received and understood by;</p> <p>Sign; <i>Anthony Jomen</i> <i>Henry Wilde</i></p> <p>Sign; HENRY WILDE <i>Henry Wilde</i></p> <p>Sign; <i>Vine Kargha</i></p> <p>Sign;</p> <p>Sign;</p> <p>Sign;</p>	<p>Date: 07/08/2018</p> <p>Date: 07/08/2018</p> <p>Date: 07/08/2018</p> <p>Date:</p> <p>Date:</p> <p>Date:</p>