

Risk Assessment

14 August 2019 09:57



**South Eastern Regional College
Castle Park Road
Bangor
BT20 4TD**

Risk Assessment of College run Animal House:

Located on B floor Bangor Campus

Head of Health and Safety	John Gault
Head of School	Collette Carson
Risk Assessment carried out by	Laura Leebody (Technician)
Approved by	
Date issued	August 19
Review date	August 20

Contents

- 1. Introduction**
- 2. Purpose**
- 3. Scope**
- 4. Definitions**
- 5. Duties and responsibilities**
- 6. Training requirements**
- 7. Procedures**
- 8. Animal Welfare Policy**

Appendix A: Risk Assessment

Appendix B: Risk Assessment ratings

Appendix C: References to relevant legislation



1. Introduction

The South Eastern Regional College (SERC) recognises the importance of the welfare of all employees, students and visitors within the College. As the College runs a wide range of programs it is vitally important that health and safety and the welfare of everyone in attendance is paramount to the continuation of the College. As such, tailored risk assessments have been formulated to cover an array of subjects to ensure the continued well being of everyone. Within the scope of the Animal related field this risk assessment has been carried out not only for the safety of employees, students and visitors but also for the animals currently residing within the College building.

2. Purpose

The purpose of this procedure is to provide a consistent approach to risk assessment within the College, to ascertain the possible and potential risks which anyone on site may encounter. To ensure that legal directives are met and that animal as well as human welfare has been taken into reasonable account.

3. Scope

The principles of this document should be followed by all SERC staff within direct responsibility and ongoing work within the sector to which it relates. The risk assessment shall be carried out annually by a person(s) competent in the field of study and as and when legal updates/amendments require.

4. Definitions

The College	South Eastern Regional College
The Animal house	Specially adapted rooms which house a collection of suitable animals for use in the education industry
Lecturers	Academic staff who enable the
Technicians	Non-Academic staff tasked with the improvement of the College daily running
Students	People within the College grounds that are registered to be there and have records available on file if necessary.
Visitors	People who may enter in the animal house that are neither staff, nor student, nor an external body to which a service is required, to which no informative records are held.
Associates	People who have entered the College and/or Animal house on the precedent of rendering services needed, i.e. guest speakers, Veterinary professionals etc.
Reasonable party	Someone with knowledge pertinent to the requirements necessary, i.e. industry worker, experienced/expertise in the field.
Direct responsibility	A contracted staff member with direct contact to animals, staff, students, and associates/visitors.

3



5. Duties and responsibilities

It is everyone's responsibility to act in a manner expectant by the College and within the interests of the Health and Safety at Work Act. Lectures, technicians, students, visitors and associates in relation to the Animal house.

6. Training requirements

It is the responsibility of any reasonable party to ensure that sufficient training is given in order to carry out operations required within the Animal house safely. Staff with the requisite skills in the animal industry and competent within their field should be able to pass on relevant knowledge requirements in terms of animal husbandry and welfare, outside associate parties may from time to time be required for more specialist training or the updating of newer training requirements.

Training requirements and relevance

- Hygiene practices (Staff/Students)
- Hygiene practices (Animal related)
- Manual handling practices (Staff/Students)
- Handling practices (Animal related)
- Transportation practices (Staff/Students)
- Behavioural assessment (Both)
- Safe use and storage of electrical appliances (Staff/Students)
- Legislation pertinent to Animal house rules and regulations (Staff/Students)



7. Procedures

Animal house rules – signed by students

Authorised staff and students must be trained in the procedures for working in the Animal Houses.

- This training must be recorded.

Accessing the Animal House

- Students are not permitted to enter the Animal House without the permission AND supervision of their lecturer.
- Doors to Animal Houses must be kept closed except when entering or leaving.
- NEVER open Animal House doors unless all animals are under control.

Personal Protective Clothing (PPE)

- Put on the necessary PPE on entering the Animal House (such as protective coats, disposable gloves, masks and eyewear).
- PPE must be removed and disposed of in the correct waste containers. Re-usable clothing should be replaced in the correct storage location or discarded into laundry bag as directed. Masks should be the last item removed.

Animal Handling

- BEFORE being permitted to handle animals, staff and students must provide written evidence of an up-to-date tetanus toxoid immunisation.
- Hay fever, asthma or 'animal related' allergy sufferers must inform the College and seek medical advice before entering the Animal House. Allergy sufferers must provide written evidence from a GP to show that they are not at risk when working in the Animal House.
- Animals must not be handled or fed by students without permission and supervision of the lecturer in charge of the class.
- Animal bites and scratches must be reported to the lecturer in charge of the class.
- Avoid carrying animals in open stock cages between rooms. Transfer them to a clean, covered cage or box or use enclosed transport trolleys if available in the Animal House.
- Keep work areas clean. All waste must be disposed of promptly and correctly into waste containers.
- Students not behaving in a responsible manner will be excluded from the Animal House.

Hygiene

- NEVER eat, drink or take medications when in the Animal House.
- ALWAYS wash your hands, even if you have worn gloves, on leaving the Animal House.



Animal Welfare Policy – given to students and available online

Scope

The directives presented within this policy govern the care and use of animals involved with the aid of teaching and student interaction. The directives issued in this policy apply to all South Eastern Regional College (hereafter known as SERC) students, staff and contracted outside agencies who would be required

access to the animal house. The policy applies to all activities involved with but not limited to activities performed within the animal house. The terms animals used in this policy covers all animals defined in the Animal Welfare Act 2006 and Welfare of Animals (Northern Ireland) 2011 as

- a vertebrate other than man
- it is of the kind commonly domesticated in Northern Ireland
- extend the definition of “animal” so as to also include invertebrates of any description
- is under control whether on a permanent or temporary basis
- is not living in a wild state

Introduction

Where animals are kept in schools, proper provision should be made for their physical and mental wellbeing.

The necessary requirements for the physical and mental wellbeing of animals in schools and colleges are:

- that a named person is at all times responsible for the welfare and husbandry of the animals – this includes legal responsibility under the Animal Welfare Act 2006.
- that a suitable environment that satisfies the animal’s physical, social and behavioural needs is provided and that provision can be made for suitable housing, husbandry and veterinary care at all times including term time, weekends and during holidays.
- that any contact between pupils and animals is supervised and controlled by someone competent and knowledgeable about the animal.
- that the animals are given adequate ‘rest’ periods away from disturbance.
- that the species’ lifestyle is compatible with the school day.
- that any animals kept are prevented from indiscriminate breeding.

Background

The use of animals within SERC animal house has been crucial to the understanding and improvement of educational development.

Policy

A. Acquiring animals

Where by all means possible the SERC and officiates will acquire animals that are from known reputable sources. Exotic animals and animals that may fall under the description of the term exotic should by all

6



possible means come from captive bred circumstances. All CITES documentation required for any animal which falls under the CITES Annex 1 should have correct documentation.

B. Care, treatment and the use of animals

SERC does not allow mistreatment of animals. All animals are to be treated with utmost respect and care. Any person found to be mistreating an animal will be suspended under investigation. Any individual who witnesses the mistreatment of animals by another individual is also subject to interview unless he/she reports the mistreatment to SERC during that current working day or shortly thereafter. SERC reserves the right to press criminal charges against anyone who mistreats animals. The mistreatment of an animal is defined as hitting, prodding, kicking, or performing any other action that may cause undue stress or pain to the animal.

If you are unsure about what constitutes correct and humane animal care, it is your responsibility to seek assistance and guidance from a supervisor.

Accessing the Animal House

Access to the SERC animal house should be gained by the authorised staff member and students must be trained in the procedures for working in the Animal House. This training must be recorded.

- Students are not permitted to enter the Animal House without the permission AND supervision of their lecturer.
- Doors to Animal Houses must be kept closed except when entering or leaving.
- NEVER open Animal House doors unless all animals are under control.

Personal Protective Clothing (PPE)

- Put on the necessary PPE on entering the Animal House (such as protective coats, disposable gloves, masks and eyewear).
- PPE must be removed and disposed of in the correct waste containers. Re-usable clothing should be replaced in the correct storage location or discarded into laundry basket as directed. Masks should be the last item removed.

Animal Handling

- BEFORE being permitted to handle animals, staff and students must provide written evidence of an up-to-date tetanus toxoid immunisation.
- Hayfever, asthma or 'animal related' allergy sufferers must inform the College and seek medical advice before entering the Animal House. Allergy sufferers must provide written evidence from a GP to show that they are not at risk when working in the Animal House.

7



- Animals must not be handled or fed by students without permission and supervision of the lecturer in charge of the class.
- Animal bites and scratches must be reported to the lecturer in charge of the class.
- Avoid carrying animals in open stock cages between rooms. Transfer them to a clean, covered cage or box or use enclosed transport trolleys if available in the Animal House.
- Keep work areas clean. All waste must be disposed of promptly and correctly into waste containers.
- Students not behaving in a responsible manner will be excluded from the Animal House.

Hygiene

- NEVER eat, drink or take medications when in the Animal House.
- ALWAYS wash your hands, even if you have worn gloves, on leaving the Animal House.

C. Transportation of animals

The welfare of animals in transport is regulated by “The Welfare of Animals (Transport) Regulations (Northern Ireland) 2006 as amended” in an aim to improve animal welfare and to ensure animal protection during transit. The general provision for animals that are any “vertebrate animals or any cold blooded invertebrate animal” in transit are:

- It is an offence to transport any animal in a way which causes or is likely to cause, injury or unnecessary suffering to that animal
- It is an offence to transport any animal kept in receptacles or a means of transport with inappropriate space, ventilation, temperature or security and without a supply of liquid and oxygen as appropriate for the species concerned

By signing this form, I am stating that I have received the animal house policy and understand these procedures and will abide by this policy. If I do not abide by the policy, I understand that there will be an investigation and could face possible criminal charges or removal from the site.

As animal caretakers, all students, employees of SERC and all individuals holding contracts with SERC have a moral and ethical obligation to provide humane treatment to animals in their care. Wilful abuse, cruelty and/or neglect are unacceptable and will not be tolerated.

8



Risk Assessment (Appendix A)

Name of person carrying out Risk Assessment ...Laura Lebody..... Risk Assessment carried out onBangor Animal house.....

Date assessment was carried out...19th August 2019.....

Review Date ...20th August 2020.....

Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
General use of Animal house (Daily use)						
Floor space:	Condition of internal Flooring	Staff, visitors and students may cause injury to themselves through trips and falls	Visual daily checks	None/Ongoing Report any damages to flooring to Estates department – either directly or via fault reporting app	Any lecturer or technician responsible for use of the room	Immediate: Awareness every time when entering and using the room.
Floor space:	Changes in floor levels or type of floor.	Staff, visitors and students may cause injury to themselves through slips, trips and falls	Visual daily checks any changes in floor level marked with visual display tape (Stripped black and yellow)	None Keep any floor changes well visualised.	All staff, students and visitors using room.	Immediate: Awareness every time when entering and using the room.
Floor space:	Obstructed pathways	Staff, visitors and students may cause injury to themselves through trips and falls	Visual checks, reminding staff, students and technician to keep areas clear when working	None/Ongoing Users to remove any obstacles/bags/coats to appropriate location.	All staff, students and visitors using room.	Immediate: Awareness every time when entering and using the room.
Floor space:	Wet floors	Staff, visitors and students may cause injury to themselves through slips and falls	Visual checks when using room. Any spillages/water/wetness mopped up/dried immediately	None/Ongoing Reminding users aware of dry floor policy	All staff, students and visitors using room	Immediate: Awareness every time when entering and using the room.

9



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Heights:	Working at heights	Staff, visitor and students could fall or sustain an injury from falling objects	Competent staff only to be using step stool or folding step ladders. Students are to get a member of staff to access items at height.	None All staff reminded of requirements to use stepladders and stool safely	All staff	Immediate: Awareness every time when using equipment required for task.
Heights:	Removing items from heights	Staff, visitor and students could fall or sustain an injury from falling objects	Competent staff only to be using step stool or folding step ladders. Students are to get a member of staff to access items at height.	None All/ staff reminded of requirements to use stepladders and stool safely	All staff	Immediate: Awareness every time when using equipment required for task.
Furniture and fixtures:	Fixtures in poor condition and becoming loosely fastened over time. Example cupboards, tables, display boards, shelving?	Staff, visitor and students Direct injury or injury from falling objects.	Daily visual checks for damage on items likely to cause harm/frequently used and ensuring that all fixtures are in good condition and securely fastened.	None Continued checks to be carried out and issues logged with Estates management. Problem areas avoided or removed.	Staff and students	Immediate: Any staff member responsible for Animal house. Log fault with Estates department or seek Estates/caretakers assistance.
Furniture and fixtures:	Hot surfaces of radiators etc likely to cause risk of burns?	Staff, visitor and students could be at risk of burns.	Warning labels on/relevant distance to items likely to cause injury by burns. Staff and students aware of items that maybe likely to cause harm if touched.	None A first aider on duty and the duty manager called if an injury occurs, a log will be taken on the accident report form.	All staff, students and visitors.	Immediate: Any staff member responsible for Animal house.

10



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Electrical equipment and Services:	All electrical appliances	Staff, visitor and students Injury, shock or electrocution	Ensuring that standard operating procedures for the use of electrical equipment is being followed and following manufacturers guides of usage. Keep all electrical equipment a safe distance from water sources.	None Ensure all staff, students and visitors are aware not to place any relevant electrical equipment near sources of water.	All staff, students and visitors.	Immediate: Any staff or student using the animal house
Electrical equipment and services:	Ill fitting, broken or damaged electrical switches and plug sockets.	Staff, visitor and students could be at risk of injury, shock or electrocution.	Visual daily checks to ensure that all fixed electrical switches and plug sockets are in good repair. Keeping all users of the animal house to report any instances or occurrences of damage.	None Reporting of damage to staff member and logging fault with Estates department.	All staff and students.	ASAP: Any broken equipment should be reported ASAP
Electrical equipment and services:	Trailing leads or extension cables across the floor area.	Student, visitor or staff members could be at risk of trips and/or falls.	Visual check prior to any use of Animal house. Daily checks to ensure no cabling has come loose from mounting and no cabling/wires are across floor area.	None Remove any leads and trip hazards or use appropriate rubber masking material to reduce risk.	Lecturer or technician responsible for Animal house or seek Estates assistance.	Immediate: Immediate action should be taken to remove any trailing or obstructive wires/cables.
Electrical equipment and services:	Ceramic heat emitters (CHE)	Student, visitor or staff members could be at risk of injury, shock electrocution and/or burns.	Warning labels on/relevant distance to items likely to cause injury by burn. Staff and students aware of items that maybe likely to cause harm if touched.	None Ensure that CHE are cool before touching, if damaged/broken only staff to be removing the item to suitable disposal vessel.	Lecturer or technician responsible for Animal house	ASAP: Any broken equipment should be reported ASAP

11



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Electrical equipment and services:	Are all plugs and cables in good repair?	Staff, visitor and students Injury, shock or electrocution	Visual check before class commences.	Disconnect and remove any appliance that has faulty lead or plug. Request to be made to Estates Department	Lecturer or technician responsible for Animal house to log fault with Estates department.	Immediate:
Electrical equipment and services:	Have all applicable electrical items been PAT tested?	Staff, visitor and students Injury, shock or electrocution	Periodical check of labels on equipment	Request to be made to Estates Department for PAT testing.	Lecturer or technician responsible for Animal house.	ASAP: Ensure yearly PAT testing is carried out on all appliances.
Fire:	If there are fire exit doors in the Animal house are they: * Unobstructed * Kept unlocked and * Easy to open from inside?	Staff, visitor and students Risk of being caught in fire. Fumes.	Visual check prior to class commences.	Report any issues to the Estates department using the online reporting system.	Lecturer or technician responsible for Animal house or seek Estates assistance.	ASAP:
Fire:	Is firefighting equipment in place in room? Is it mounted and labelled correctly. Has it been tested?	Staff, visitor and students Risk of being caught in fire. Fumes.	Periodical check of labels on equipment	Report any issues to the Estates department using the online reporting system.	Lecturer or technician responsible for Animal house.	ASAP:
Fire:	Are fire	Staff, visitor and students	Periodical check of labels	Report to be made to	Lecturer or	Immediate:

	evacuation procedures clearly displayed?	Risk of being caught in fire. Fumes.	on walls.	Estates Department using fault logging system.	technician responsible for Animal house	
--	--	--------------------------------------	-----------	--	---	--



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Fire:	Are you aware of the fire evacuation procedure within the campus and do you know here the nearest fire escape route is?	Staff, visitor and students Risk of being caught in fire. Fumes.	Student induction at the start of each term. Written, dated and signed by all students.	Carry out additional fire drills if new students enter class.	Lecturer responsible for Animal house	Immediate:
Fire:	Have you introduced a PEEP? Personal Emergency Evacuation Plan for those students (or staff) with disabilities or movement issues?	Staff, visitor and students Risk of being caught in fire. Fumes.	Prepared a PEEP. Copies and example taken from H&S team site.	None Request help from H&S Head.	All staff responsible for Animal house/students.	Immediate:
Workplace:	Ventilation and heating. Does the room have natural ventilation?	Staff, visitor and students Stuffy atmosphere, too hot and poor flow of air. Fainting or feeling nauseous especially near equipment.	Open windows and allow free movement of air without creating a chill factor.	None Report to be made to Estates Department using fault logging system. May be possible to install Air Conditioning Unit if need is identified.	All staff responsible for Animal house to log any fault with Estates department.	ASAP:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Workplace:	Low level lighting insufficient for carrying out work safely.	Staff and students Eye strain or direct injury from being unable to see properly.	Adjust lighting, if necessary contact Estates management.	None Report to Estates department if lighting is an issue.	Lecturer or technician responsible for Animal house	ASAP:
Workplace:	Are measures in place (for example blinds) to protect from glare and heat from sun?	Staff, visitor and students Overheating, feeling nauseous. Headaches from direct light	Adjust blinds or seating/desks to avoid glare on computer screens and in eyes.	None Report to estates department if blinds are to be repaired or installed.	Lecturer or technician responsible for Animal house	ASAP:
Workplace:	Food and drink.	Staff, students and animals Chocking, allergic reactions (nuts etc)	No food or drink to be consumed in the Animal house, students are made aware of lab rules and each rule is reinforced.	None Disciplinary action may be taken if anyone is using food or drink in the Animal house.	All staff, students and visitors	ASAP:
Workplace:	Allergens	All staff, students, visitors and animals may be affected with anaphylactic shock or respiratory distress if in contact with a known allergen.	Animal house sign posted for allergen alert, students asked for medical information before being allowed into Animal house. First aider available on site.	None	All staff	ASAP:
General Cleaning (Daily use)						

General Cleaning:	Wet floors	Staff, visitors and students may cause injury to themselves through slips and falls.	Visual checks when using room. Any spillages/water/wetness mopped up/dried immediately	None/Ongoing Reminding users aware of dry floor policy	All staff, students and visitors using room	Immediate: Awareness every time when entering and using the room.
--------------------------	------------	--	--	--	---	--



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
General Cleaning:	Hot water	Staff, visitor and students	Hot water is clearly sign posted, all parties using the sinks are verbally warned about the hot water.	None.	All staff, students and visitors	Immediate:
General Cleaning:	Using chemicals	Staff and students may be harmed either by possible chemical fumes internally or chemical burns externally.	Eye wash station available, all staff using the Animal house aware to use PPE. All chemicals should be used as per manufacturers instructions. Chemical Hazcards available.	None Regular reminders to staff and students when using any chemicals of dangers and procedures.	All staff using Animal house when responsible for students.	ASAP:
Animal Related tasks (Daily use)						
Animal Handling: (General)	Bites, nips, scratches, dropping of an animal, squeezing or handling too forcefully.	All staff, students, visitors and animals may be at risk of causing injury to one another in a variety of ways.	Students should always be aware of the dangers and be supervised. Animals should be handled frequently to make them less nervous. All staff and students should work calmly with the animals with the minimum of shouting, impatience, or unnecessary force.	Any person interacting with the animals should have an up to date tetanus evidence on file, be supervised and aware of any dangers posed to them by that animal. New staff should receive practical training in techniques for handling the animals safely and appropriately. In most cases this will be from experienced staff.	All staff, students and visitors	Immediate:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (General)	Personal attire/ fashion i.e long hair, beards, long nails, jewellery etc	All staff, students, visitors and animals may be at risk of injury and damage to personal property.	Staff, students and visitors should always keep long hair tied up, remove any jewellery and insure that nails are kept short when working in the Animal house. Also using PPE provided.	None Continued use of PPE	All staff, students and visitors.	Immediate:
Animal Handling: (General)	Animal handling contamination	All staff, students, visitors and animals may be at risk of zoonotic disease transmission	Any person in contact with animals that notes of an “unusual occurrence” can inform the technician in charge of the Animal house. Any animal suspected of illness is taken to the care of a veterinary professional.	None Continued use of PPE Annual evidence of medical suitability from new/returning students. Verbal compliance from staff if necessary	All staff, students and visitors.	ASAP:
Animal Handling: (General)	General animal presence	All staff, students, and visitors may be at risk of panic attacks, cardiac arrhythmia or hyperventilation from fears/phobias	Any persons entering the Animal house are made aware of animals in residence, also poster indications of phobia	None	All staff, students and visitors.	Immediate:

			awareness.			
Animal Handling: (Specific Animals)	Reptiles - Risk of infection	All staff, students and visitors are at risk of salmonella infection from touching reptiles.	Ensure all staff, students and visitors use correct PPE when handling reptiles. Ensure good hygiene practices are followed, i.e. washing hands, do not touch face or eyes.	None Continued use of PPE Follow good hygiene practices	All staff, students and visitors.	Immediate:



INSPIRING. TRANSFORMING. ENRICHING.

Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Reptiles -Bearded Dragon claws	All staff, students and visitors to the animal house may be scraped by the claws of the bearded dragon	PPE should always be worn, contact to skin should be kept to a minimum. Bearded dragons' claws should be kept short	None Continued use of PPE	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Reptiles -Bearded Dragon teeth	All staff, students and visitors to the animal house may be injured by being bitten by the bearded dragon	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	None Continued use of PPE Use of animal behavioural signs	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Reptiles -Tortoise beak	All staff, students and visitors to the animal house may be injured by being bitten by the tortoise.	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	None Continued use of PPE Use of animal behavioural signs	All staff, students and visitors.	Immediate:



INSPIRING. TRANSFORMING. ENRICHING.

Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Reptiles Western Hognose bites	Any staff, students and visitors to the animal house risk injury though being bitten. Risk of anaphylaxis (*mildly venomous)	Only staff and students experienced with the snake and experienced in handling snakes can handle them. Anyone with known risk of anaphylactic shock will not be permitted to handle the snake. All handlers are aware to use good hygiene methods (wash hands) before handling snake.	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Reptiles Western Hognose Inappropriate handling - Dropping	Any staff, students in the animal house.	Only staff and students experienced with the snake and experienced in handling snakes can handle them.	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	Immediate:
Animal	Rentiles	Anv staff. students in the	Only staff and students	None.	All staff. students	Immediate:

OneNote						
Handling: (Specific Animals)	Western Hognose Inappropriate handling - Escape	animal house.	experienced with the snake and experienced in handling snakes can handle them.	Continued use of PPE Follow good handling practices	and visitors.	
Animal Handling: (Specific Animals)	Reptiles Western Hognose Fears and phobias	Any staff, students and visitors to the animal house.	Large visual notices and verbal questioning for anyone that is new to the Animal house.	None. Continued use of verbal and visual notices.	All staff, students and visitors.	Immediate:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Reptiles Western Hognose - Risk of infection	All staff, students and visitors are at risk of salmonella infection from touching reptiles.	Ensure all staff, students and visitors use correct PPE when handling reptiles. Ensure good hygiene practices are followed, i.e. washing hands, do not touch face or eyes.	None Continued use of PPE Follow good hygiene practices	All staff, students and visitors.	Immediate:
Animal Housing: (Specific Animals)	Reptiles Western Hognose Inappropriate housing - Humidity and temperature levels	Any staff, students working in the animal house.	Informed and trained staff should ensure that the correct parameters should be adhered to this will ensure animal health and safety.	None Continued use of appropriate housing parameters.	All staff, students.	Immediate:
Animal Housing: (Specific Animals)	Reptiles Western Hognose - Escape from housing	Any staff, student, visitor or animal.	Maintenance checks should be carried out daily. The cage should always be secured and any and all precautions should be taken.	None Continued use of security and appropriate housing parameters.	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Amphibians - Risk of infection	All staff, students and visitors are at risk of salmonella infection from touching amphibians.	Ensure all staff, students and visitors use correct PPE when handling amphibians. Ensure good hygiene practices are followed, i.e. washing hands, do not touch face or eyes.	None Continued use of PPE Follow good hygiene practices	All staff, students and visitors.	Immediate:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Amphibians - Risk of burns	All amphibians are at risk from burns from oils in human skin contact.	Ensure all staff, students and visitors use correct PPE when handling amphibians.	None Continued use of PPE	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Mammals - Guinea pig teeth	All staff, students and visitors to the animal house may be injured by being bitten by the guinea pigs	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	None Continued use of PPE Use of animal behavioural signs	All staff, students and visitors.	Immediate:
Animal Handling:	Mammals - Guinea pig	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin	None Continued use of PPE	All staff, students and visitors.	Immediate:

(Specific Animals)	claws	may be scraped by the claws of the guinea pigs	should be kept to a minimum. Guinea pigs' claws should be kept short			
Animal Handling: (Specific Animals)	Mammals - Guinea pig hair	Any staff, students and visitors to the animal house may experience allergic reaction to guinea pig hair. Risk of internal or external parasites with direct contact.	PPE should be worn to stop the spread of guinea pig hair onto clothing. Follow good hygiene practices and ensure that animals receive prophylactic treatment for any possible parasites.	None Continued use of PPE Follow good hygiene practices	All staff, students and visitors.	Immediate:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Mammals - Hedgehog quills	Any staff, students and visitors to the animal house may experience allergic reaction to hedgehog quills. Risk of penetrating injury when in contact with hedgehog quills.	PPE should always be worn, contact to skin should be kept to a minimum. Handling of hedgehog should be stopped or only in emergencies when quilling	None Continued use of PPE	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Mammals - Hedgehog teeth	All staff, students and visitors to the animal house may be injured by being bitten by the hedgehog	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	None Continued use of PPE Use of animal behavioural signs	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Mammals - Small rodent teeth	All staff, students and visitors to the animal house may be injured by being bitten by any of the small rodents	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	None Continued use of PPE Use of animal behavioural signs	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Mammals - Small rodent claws	All staff, students and visitors to the animal house may be scraped by the claws of any of the small rodents	PPE should always be worn, contact to skin should be kept to a minimum.	None Continued use of PPE	All staff, students and visitors.	Immediate:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Mammals - Small rodent hair	Any staff, students and visitors to the animal house may experience allergic reaction to small rodent hair. Risk of internal or external parasites with direct contact.	PPE should be worn to stop the spread of guinea pig hair onto clothing. Follow good hygiene practices and ensure that animals receive prophylactic treatment for any possible parasites.	None Continued use of PPE Follow good hygiene practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific	Fish handling - general	Any staff, students and visitors to the animal house in direct contact with	Ensure all staff, students and visitors use correct PPE when handling	None. Continued use of PPE Follow good hygiene	All staff, students and visitors.	Immediate:

Animals)		infected fish or contaminated water may be at risk of zoonosis	aquatics. Following good hygiene practices.	practices		
Animal Handling: (Specific Animals)	Fish handling - general	All fish/aquatic species are at risk from burns from oils in human skin contact.	Ensure all staff, students and visitors use correct PPE when handling aquatics.	None Continued use of PPE	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Fish - Tank lids ajar	Any staff, students, visitors to the animal house through slipping on wet floors	Ensuring that tank lids stay closed and that any water spilled is mopped/dried as soon as possible.	None. Follow good hygiene practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Fish - Tank lids ajar	Any aquatic species that may be at risk of jumping out of the tanks risk injuring themselves from the fall.	Ensuring that tank lids stay closed when possible	None. Follow good hygiene practices	All staff, students and visitors.	Immediate:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Birds (General)	Any staff, students and visitors to the animal house maybe at risk of avian infections, cuts/abrasions or injury from beaks/claws	PPE should be worn to stop the spread of contaminants onto clothing. Follow good hygiene and handling practices and ensure that animals receive prophylactic treatment for any possible parasites	None.	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Invertebrates - Giant African Land snails (GALS)	Any staff, students and visitors to the animal house maybe at risk of illness though contamination.	Ensure all staff, students and visitors use correct PPE when handling GALS	None. Continued use of PPE Follow good hygiene practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Invertebrates - Insects, including feeder insects i.e. crickets, locusts etc.	Any staff, students and visitors to the animal house maybe at risk of illness though contamination.	Ensure all staff, students and visitors use correct PPE when handling insects.	None. Continued use of PPE Follow good hygiene practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Invertebrates - Insects, including feeder insects i.e. crickets, locusts etc.	Risk of infestation and insect escape. Leading to contamination of parts of the College outside of the animal house restrictions.	Ensure all staff, students and visitors use correct handling and transport procedures when handling insects.	None. Continued use of PPE Follow good hygiene practices Follow good handling practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Invertebrates - Rainbow (Halloween) Crabs claws	Any staff, students and visitors to the animal house risk injury though being nipped	Only staff and students experienced with the crabs and experienced in handling the crabs can handle them.	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	Immediate:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Arachnids - Tarantula bites	Any staff, students and visitors to the animal house risk injury though being bitten	Only staff and students experienced with the tarantula and experienced in handling tarantulas can handle them.	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Arachnids - Tarantula hairs	Any staff, students and visitors to the animal house	Only staff and students experienced with the	None. Continued use of PPE	All staff, students and visitors.	Immediate:

(Specific Animals)		may experience allergic reaction to tarantula hairs.	tarantula and experienced in handling tarantulas can handle them.	Follow good handling practices		
Animal Handling: (Specific Animals)	Arachnids Scorpion - stings	Any staff, students and visitors to the animal house risk injury though being stung. Risks of anaphylaxis	Only staff and students, confident and experienced with the scorpion and experienced in handling scorpion can handle them. Any one with known risk of anaphylactic shock will not be permitted to handle the scorpion.	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Arachnids Scorpion Inappropriate handing - Dropping/crushing Scorpion	Any staff, students in the animal house.	Only staff and students, confident and experienced with the scorpion and experienced in handling scorpion can handle them.	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Arachnids Scorpion Inappropriate handing - Escape	Any staff, students in the animal house.	Only staff and students experienced with the scorpion and experienced in handling scorpions can handle them.	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	Immediate:

24



INSPIRING. TRANSFORMING. ENRICHING.

Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal Handling: (Specific Animals)	Arachnids Scorpion Fears and phobias	Any staff, students and visitors to the animal house.	Large visual notices and verbal questioning for anyone that is new to the Animal house.	None. Continued use of verbal and visual notices.	All staff, students and visitors.	Immediate:
Animal Handling: (Specific Animals)	Arachnids Scorpion - Risk of infection	All staff, students and visitors are at risk of salmonella infection from touching reptiles.	Ensure all staff, students and visitors use correct PPE when handling reptiles. Ensure good hygiene practices are followed, i.e. washing hands, do not touch face or eyes.	None Continued use of PPE Follow good hygiene practices	All staff, students and visitors.	Immediate:
Animal Housing: (Specific Animals)	Arachnids Scorpion Inappropriate housing - Humidity and temperature levels	Any staff, students working in the animal house.	Informed and trained staff should ensure that the correct parameters should be adhered to this will ensure animal health and safety.	None Continued use of appropriate housing parameters.	All staff, students.	Immediate:
Animal Housing: (Specific Animals)	Arachnids Scorpion - Escape from housing	Any staff, student, visitor or animal.	Maintenance checks should be carried out daily. The cage should always be secured and any and all precautions should be taken.	None Continued use of security and appropriate housing parameters.	All staff, students and visitors.	Immediate:
Animal feeding:	Use of knives and scissors	All staff and students, risk injuring by cut.	Only staff and students experienced with the use of knives and scissor tools should be participating.	None. Continued vigilance in the proper use of knives and scissors.	All staff, students and visitors.	Immediate:

25



INSPIRING. TRANSFORMING. ENRICHING.

Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal feeding:	Tong Feeding	All staff and students Risk of injury through strike by tong fed animals	Only staff and students experienced with tong feeding and experienced in handling tongs should	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	ASAP:

			Practices be using them.	Practices		
Animal feeding:	Hand feeding	All staff and students Risk of bites/nips and scratches when hand feeding	Only staff and students experienced with hand feeding.	None. Continued use of PPE Follow good handling practices	All staff, students and visitors.	ASAP:
Animal feeding:	Cross contamination of food	All staff, students, and animals At risk from illness	Following good food hygiene practices.	None. Follow good hygiene practices	All staff, students, visitors and animals.	ASAP:
Animal grooming:	Grooming clippers/nail clippers	All staff, students and animals in contact with nail clippers could be injured by inappropriate use of grooming clippers.	Only staff and students experienced with the use of grooming tools should be participating.	None. Continued use of PPE Follow good handling practices	All staff, students, and animals.	ASAP:
Animal grooming:	Use of scissors	All staff, students and animals in contact with scissors could be injured by inappropriate use of grooming scissors.	Only staff and students experienced with the use of grooming tools should be participating.	None. Continued use of PPE Follow good handling practices	All staff, students, and animals.	ASAP:
Animal grooming:	Blaster/dryer	All staff, students and animals in contact with blaster/drier are at risk of injury of burns if appliance is not use correctly.	Only staff and students experienced with the use of grooming tools should be participating. Follow manufactures guidelines, store safely when cooled.	None Continue following manufactures guidelines, ensure all electrical appliances follow electrical protocols.	All staff, and students.	ASAP:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Animal housing maintenance:	Bulbs	All staff, students, and animals Burns, cuts, electrocution, and shock	Follow manufactures guidelines, remove safely when cooled	None. Continue following manufactures guidelines, ensure all electrical appliances follow electrical protocols.	All staff, and students.	ASAP:
Animal housing maintenance:	Ceramic heat emitters (CHE)	All staff, students, and animals Burns, cuts, electrocution, and shock	Warning labels on/relevant distance to items likely to cause injury by burn. Staff and students aware of items that maybe likely to cause harm if touched.	None Ensure that CHE are cool before touching, if damaged/broken only staff to be removing the item to suitable disposal vessel.	Lecturer or technician responsible for Animal house	ASAP: Any broken equipment should be reported ASAP
Animal housing maintenance:	Electrical wires	All staff, students, and animals Burns, electrocution, and shock	Visual checks to ensure that all wiring is in good repair, action taken if wiring become damaged.	None. Continued visual checks on wiring.	All staff	Immediate:
Animal housing maintenance:	Loose screws, nails, staples	All staff, students, and animals Risk of injury by cuts	Visual checks carried out during maintenance, damage reported/recorderd and action to remove/repair taken.	None. Continual maintenance checks carried out. Log on Estates report if necessary	All staff	ASAP:
Animal housing maintenance:	Rusted bars/wire cages	All staff, students, and animals Risk of injury by cuts	Visual checks carried out during maintenance, damage reported/recorderd and action to remove/repair taken.	None. Continual maintenance checks carried out. Log on Estates report if necessary	All staff and students	ASAP:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action

Animal housing maintenance:	Glass doors and windows	All staff, students, and animals Risk of injury by cuts	Visual checks carried out during maintenance, damage reported/recorderd and action to remove/repair taken.	None. Continual maintenance checks carried out. Log on Estates report if necessary	All staff and students	ASAP:
Animal housing maintenance:	Glass tanks	All staff, students, and animals Risks of injury by cuts	Visual checks carried out during maintenance, damage reported/recorderd and action to remove/repair taken.	None. Continual maintenance checks carried out. Log on Estates report if necessary	All staff and students	ASAP:
Animal housing maintenance:	Glass tanks	All staff, students, and animals Risks of injury/strains from lifting	Ensure that all manual handling protocols are being met and that the glass tanks are made as light and secure as possible before moving.	None. Continual training and monitoring of manual handling procedures and current legislation practices	All staff and students	ASAP:
Visiting animals to Animal house	Unknown temperaments	All staff, students, visitors and animals have the potential to be harmed in a variety of ways from animals whose temperaments are unknown.	Only having animals with known calm temperaments to participate in animal practical's	None.	Owner responsible for animal/person in charge of animal.	ASAP:
Visiting animals to Animal house	Unknown vaccination records	All staff, students, and animals Risk of infections/biological hazards	Only having animals with known vaccination records to participate in animal practical's	None.	Owner responsible for animal/person in charge of animal.	ASAP:



Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Visiting animals to Animal house	Unknown parasite records	All staff, students, and animals Risk of cross contamination or spread of parasites, zoonosis, biological hazards	Only having animals with known parasite records to participate in animal practical's	None.	Owner responsible for animal/person in charge of animal.	ASAP:
Visiting animals to Animal house	Transportation of animals	All staff, students, and animals Risk to personal and animal safety through injury	Animals should only be transported in well secured and animal safe carriers. Larger animals unable for carriers should be under control and restricted by lead/harness.	None.	Owner responsible for animal/person in charge of animal.	ASAP:
Visiting animals to Animal house	Animal defecation	All staff, students, and animals Risk of disease, illness, cross contamination, spread of parasites, zoonosis and biological hazards	Enforcing good hygiene practices, ensuring any waste is removed and disinfected.	None. Good hygiene practices Good husbandry techniques	Owner responsible for animal/person in charge of animal.	ASAP:
Visiting animals to Animal house	“Hayden” visiting dog in Animal house	All staff, students, and animals Risk of injury	Behavioural monitoring Should be under control and restricted by lead/harness	None.	Owner responsible for animal/person in charge of animal.	ASAP:
Visiting animals to Animal house	“Marco” visiting cat in Animal house	All staff, students, and animals Risk of injury	Behavioural monitoring Should be under control	None.	Owner responsible for animal/person in charge of animal.	ASAP:
Visiting animals to Animal house	“Logan” visiting cat in Animal house	All staff, students, and animals Risk of injury	Behavioural monitoring Should be under control	None.	Owner responsible for animal/person in charge of animal.	ASAP:



INSPIRING. TRANSFORMING. ENRICHING.

Area / Activity	Hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Date of Action
Visiting animals to Animal house	"Fifty" visiting cat in Animal house	All staff, students, and animals Risk of injury	Behavioural monitoring Should be under control	None.	Owner responsible for animal/person in charge of animal.	ASAP:
Visiting animals to Animal house	Any visiting animal to the Animal house	All staff, students, and animals Risk of injury	Behavioural monitoring Should be under control Individual risk assessment generated.	None.	Owner responsible for animal/person in charge of animal.	ASAP:

Assessment approved by C. Carson (Head of School/Department/Campus Management)

Date Assessment forwarded to Head of Health and Safety 19/08/19.....



RISK ASSESSMENT FORM (Appendix B)

School: Applied Sciences and Sport Assessment Completed by: Laura Legbody Date Completed: 19/08/19

NATURE OF ACTIVITY	HAZARD/S <i>i.e. Anything associated with this activity with the potential to cause injury, disease etc</i>	Risk	PEOPLE AFFECTED <i>e.g. Students, Staff, Public etc</i>	EXISTING CONTROL MEASURES <i>e.g. Training given, supervision, on-site training, standard operating procedures</i>	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTIONS NECESSARY <i>List any measures required to reduce the risk to acceptable levels e.g. PPE, inspections, systems etc</i>
Can be broken down into manageable sub-activities								
Floor space:	Condition of internal flooring.	Slip, trip or fall	Staff, visitors and students	Visual daily checks	1	1	1	None/Ongoing Report any damaged flooring to Estates department – either directly or via fault reporting app
Floor space:	Changes in floor levels or type of floor.	Slip, trip or fall	Staff, visitors and students	Visual daily checks any changes in floor level marked with a visual display tape (Stripped black and yellow)	1	1	1	None Keep any floor changes well visualised.
Floor space:	Obstructed pathways	Trip or fall	Staff, visitors and students	Visual checks, reminding staff, students and technician to keep areas clear when working	1	2	2	None/Ongoing Users to remove obstacles/bags/obstacles in appropriate locations
Floor space:	Wet floors	Slip and/or fall	Staff, visitors and students	Visual checks when using room. Any spillages/water/wetness mopped up/dried immediately	1	2	2	None/Ongoing Reminding users to use dry floor policy



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less PPE, inspections, system etc
Heights:	Working at heights	Fall or sustain an injury from falling objects	Staff and students	Competent staff only to be using step stool or folding step ladders. Students are to get a member of staff to access items at height.	1	1	1	None All staff reminded requirements to use stepladders and stand safely
Heights:	Removing items from heights	Fall or sustain an injury from falling objects	Staff, visitor and students	Competent staff only to be using step stool or folding step ladders. Students are to get a member of staff to access items at height.	1	1	1	None All/ staff reminded requirements to use stepladders and stand safely
Furniture and fixtures:	Fixtures in poor condition and becoming loosely fastened over time. Example cupboards, tables, display boards, shelving?	Direct injury or injury from falling objects.	Staff, visitor and students	Daily visual checks for damage on items likely to cause harm/frequently used and ensuring that all fixtures are in good condition and securely fastened.	1	1	1	None Continued checks carried out and issued logged with Estate management. Prohibited areas avoided or removed
Furniture and fixtures:	Hot surfaces of radiators etc likely to cause risk of burns?	Direct injury from burns.	Student, visitor or staff members	Warning labels on/relevant distance to items likely to cause injury by burns. Staff and students aware of items that maybe likely to cause harm if touched.	1	1	1	None A first aider on duty and the duty manager an injury occurs, a report be taken on the accident report form.



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less PPE, inspections, system etc
Electrical equipment and Services:	All electrical appliances	Risk of injury, shock or electrocution.	Staff and students	Ensuring that standard operating procedures for the use of electrical appliances are being followed and following manufacturers guides of usage. Keep all electrical equipment away from sources of water.	1	1	1	None Ensure all staff, students and visitors are aware to place any relevant electrical equipment away from sources of water.
Electrical equipment and services:	Ill fitting, broken or damaged electrical switches and plug sockets.	Risk of injury, shock or electrocution.	Student, visitor or staff members	Visual daily checks to ensure that all fixed electrical switches and plug sockets are in good repair. Keeping all users of the animal house to report any instances or occurrences of damage.	1	1	1	None Reporting of damage to staff member and fault with Estates department.
Electrical equipment and services:	Trailing leads or extension cables across the floor area.	Risk of trips and/or falls.	Student, visitor or staff members	Visual check prior to any use of Animal house. Daily checks to ensure no cabling has come loose from mounting and no cabling/wires are across floor area.	1	1	1	None Remove any leads hazards or use appropriate rubber masking material to reduce risk.
Electrical equipment and services:	Ceramic heat emitters (CHE)	Risk of injury, shock electrocution and/or burns.	Student, visitor or staff members	Warning labels on/relevant distance to items likely to cause injury by burn. Staff and students aware of items that maybe likely to cause harm if touched.	1	1	1	None Ensure that CHE are removed before touching, if damaged/broken consider removing them and suitable disposal via waste.



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less. PPE, inspections, systems etc
Electrical equipment and services:	Are all plugs and cables in good repair?	Risk of injury, shock electrocution and/or burns.	Student, visitor or staff members	Visual checks, any damaged plugs or cables removed/replaced. Disconnection of any damaged device or wiring.	1	1	1	None Report made to Estates department
Electrical equipment and services:	Have all applicable electrical items been PAT tested?	Risk of injury, shock electrocution and/or burns.	Student, visitor or staff members	Annual checks by qualified electricians.	1	1	1	None Additional electrical items reported to Estates department.
Fire:	If there are fire exit doors in the Animal house are they: * Unobstructed *Kept unlocked *Easy to open from inside	Risk of being caught in fire. Fumes	All staff, students and visitors	Visual checks prior to animal house use, regular fire drills.	1	1	1	Carry out additional drills if new student class.

34



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less. PPE, inspections, systems etc
Fire:	Is firefighting equipment in place in room? Is it mounted and labelled correctly. Has it been tested?	Risk of being caught in fire. Fumes	All staff, students and visitors	Periodic checks on labels and equipment, access to outside agency to update and replace old equipment	1	1	1	Report any issues Estates department log
Fire:	Are you aware of the fire evacuation procedure within the campus and do you know here the nearest fire escape route is?	Risk of being caught in fire. Fumes.	Staff, visitor and students	Student induction at the start of each term. Written, dated and signed by all students.	1	1	1	Carry out additional drills if new student class.
Fire:	Are fire evacuation procedures clearly displayed	Risk of being caught in fire. Fumes.	Staff, visitor and students	Periodic checks of labels on walls, regular fire drills	1	1	1	Missing or damaged fire evacuation procedures should be reported Estates department online log



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less. PPE, inspections, systems etc
Fire:	Are you aware of the fire evacuation procedures within the campus and do you know where the nearest fire exit is available?	Risk of being caught in fire. Fumes	Staff, visitor and students	Student induction into fire safety training, what to do in the event of an emergency. Regular fire drills	1	1	1	None Request help/upgrade training from school support officers or department.
Fire:	Have you introduced a PEEP? Personal Emergency Evacuation Plan for those students (or staff) with disabilities or movement issues?	Risk of being caught in fire. Fumes.	Staff, visitor and students	Prepared a PEEP. Copies and example taken from H&S team site.	1	1	1	None Request help from Head.



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less. PPE, inspections, systems etc
Workplace:	Ventilation and heating. Does the room have natural ventilation?	Stuffy atmosphere, too hot and poor flow of air. Fainting or feeling nauseous especially near equipment.	Staff, visitor and students	Open windows and allow free movement of air without creating a chill factor.	1	1	1	Open windows and free movement of air without creating a chill factor. Use of air conditioning unit to limit excessive fluctuations in temperatures.
Workplace:	Are measures in place (for example blinds) to protect from glare and heat from sun?	Overheating, feeling nauseous. Headaches from direct light	Staff, visitor and students	Adjust blinds or seating/desks to avoid glare on computer screens and in eyes.	1	1	1	None Report to Estates department if blinds need to be repaired or installed.
Workplace:	Low level lighting insufficient for carrying out work safely.	Eye strain or direct injury from being unable to see properly.	Staff and students	Adjust lighting, if necessary, contact Estates management.	1	1	1	None Report to Estates department via one if lighting is an issue.
Workplace:	Food and drink.	Chocking, allergic reactions (nuts etc)	Staff, students and animals	No food or drink to be consumed in the Animal house, students are made aware of lab rules and each rule is reinforced.	1	1	1	Disciplinary action taken if repeat offence occurring.



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less. PPE, inspections, systems etc
Workplace:	Allergens	Anaphylactic shock or respiratory distress if in contact with a known allergen.	All staff, students, visitors and animals may be affected	Animal house sign posted for allergen alert, students asked for medical information before being allowed into Animal house. First aider available on site	1	1	1	Training in the use of Pens, in case of anaphylaxis. Use of air purifier
General Cleaning:	Wet floors	Injury through falling	All staff, students and visitors	Visual checks when using room. Any spillages/water/wetness must be mopped up/dried immediately.	1	1	1	None. Any incidents or a report to first aider
General Cleaning:	Using chemicals	Chemical fumes internally or chemical burns externally	Staff, visitor and students	Eye wash station available, all staff using the Animal house aware to use PPE. All chemicals should be used as per manufacturers instructions. Chemical Hazards available. All chemicals categorised under COSHH register.	1	1	1	None. Any chemical incidents reduced through training and awareness.
General Cleaning:	Hot water	Burns	Staff and students	Hot water is clearly sign posted, all parties using the sinks are verbally warned about the hot water.	1	1	1	Thermostatic regulated by qualified Plummer.



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less. PPE, inspections, systems etc
Animal Handling: (General)	Bites, nips, scratches, dropping of an animal, squeezing or handling too forcefully.	Animal injures self or someone else	Animal, staff, students	Users should always be aware of the dangers and be supervised when handling animals. Animals should be frequently handled to reduce the risk. All staff and students should work calmly with animals with the minimum of noise, impatience or unnecessary force.	1	1	1	Users should have up-to-date tetanus records and be supervised aware of the possible dangers. New staff receive practical training for handling animals safely.
Animal Handling: (General)	Personal attire/fashion i.e long hair, beards, long nails, jewellery etc	All staff, students, visitors and animals may be at risk of injury and damage to personal property.	All staff, students and visitors	Staff, students and visitors should always keep long hair tied up, remove any jewellery and insure that nails are kept short when working in the Animal house. Also using PPE provided.	1	1	1	None
Animal Handling: (General)	Animal handling contamination	Risk of zoonotic disease transmission	All staff, students, visitors and animals	Any person in contact with animals that notes of an "unusual occurrence" can inform the technician in charge of the Animal house. Any animal suspected of illness is taken to the care of a veterinary professional	1	1	1	Continued use of Annual evidence of medical suitability. Verbal compliance from staff.

Animal Handling: (General)	General animal presence	Panic attacks, cardiac arrhythmia or hyperventilation from fears/phobias	All staff, students, and visitors	Any persons entering the Animal house are made aware of animals in residence, also poster indications of phobia awareness.	1	1	1	None
---	-------------------------	--	-----------------------------------	--	---	---	---	------



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less PPE, inspections, systems etc
Animal Handling: (Specific Animals)	Reptiles - Risk of infection	Salmonella infection	All staff, students and visitors	Ensure all staff, students and visitors use correct PPE when handling reptiles. Ensure good hygiene practices are followed, i.e. washing hands, do not touch face or eyes.	1	1	1	None
Animal Handling: (Specific Animals)	Reptiles -Bearded Dragon claws	Injury by scraps by the claws of the bearded dragon	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum. Bearded dragons' claws should be kept short	1	1	1	None
Animal Handling: (Specific Animals)	Reptiles -Bearded Dragon teeth	Injury by being bitten by the bearded dragon	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	1	1	1	None
Animal Handling: (Specific Animals)	Reptiles -Tortoise beak	Injury by being bitten by the tortoise.	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	1	1	1	None



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less PPE, inspections, systems etc
Animal Handling: (Specific Animals)	Amphibians - Risk of infection	Risk of salmonella infection from touching amphibians.	All staff, students and visitors	Ensure all staff, students and visitors use correct PPE when handling amphibians. Ensure good hygiene practices are followed, i.e. washing hands, do not touch face or eyes.	1	1	1	None
Animal Handling: (Specific Animals)	Amphibians - Risk of burns	Risk from burns from oils in human skin contact.	All amphibians	Ensure all staff, students and visitors use correct PPE when handling amphibians.	1	1	1	None
Animal Handling: (Specific Animals)	Mammals - Guinea pig teeth	Injury by being bitten by the guinea pigs	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament	1	1	1	None

				monitored for likely bite behaviours				
Animal Handling: (Specific Animals)	Mammals - Guinea pig claws	Scrapes by the claws of the guinea pigs	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum. Guinea pigs' claws should be kept short	1	1	1	None



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less PPE, inspections, systems etc
Animal Handling: (Specific Animals)	Mammals - Guinea pig hair	Allergic reaction to guinea pig hair. Risk of internal or external parasites with direct contact.	Any staff, students and visitors to the animal house	PPE should be worn to stop the spread of guinea pig hair onto clothing. Follow good hygiene practices and ensure that animals receive prophylactic treatment for any possible parasites.	1	1	1	None
Animal Handling: (Specific Animals)	Mammals - Hedgehog quills	May experience allergic reaction to hedgehog quills. Risk of penetrating injury when in contact with hedgehog quills.	Any staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum. Handling of hedgehog should be stopped or only in emergencies when quilling	1	1	1	None
Animal Handling: (Specific Animals)	Mammals - Hedgehog teeth	Injury by being bitten by the hedgehog	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	1	1	1	None



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NECESSARY
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less PPE, inspections, systems etc
Animal Handling: (Specific Animals)	Mammals - Small rodent teeth	Injury by being bitten by any of the small rodents	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum. Animal should be handled regularly and competently. Warning signs and temperament monitored for likely bite behaviours	1	1	1	None
Animal Handling: (Specific Animals)	Mammals - Small rodent claws	Scraped by the claws of any of the small rodents	All staff, students and visitors to the animal house	PPE should always be worn, contact to skin should be kept to a minimum.	1	1	1	None

Handling: (Specific Animals)	- Small rodent hair	allergic reaction to small rodent hair. Risk of internal or external parasites with direct contact.	students and visitors to the animal house	OneNote spread of guinea pig hair onto clothing. Follow good hygiene practices and ensure that animals receive prophylactic treatment for any possible parasites.				
Animal Handling: (Specific Animals)	Fish handling - general	Any staff, students and visitors to the animal house in direct contact with infected fish or contaminated water may be at risk of zoonosis		Ensure all staff, students and visitors use correct PPE when handling aquatics. Following good hygiene practices.	1	1	1	None

43



INSPIRING. TRANSFORMING. ENRICHING.

NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTI NECESSA
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less. PPE, inspections, systems etc
Animal Handling: (Specific Animals)	Fish handling - general	All fish/aquatic species are at risk from burns from oils in human skin contact.	All fish/aquatic species are at risk	Ensure all staff, students and visitors use correct PPE when handling aquatics.	1	1	1	None
Animal Handling: (Specific Animals)	Fish - Tank lids ajar	Slipping on wet floors	Any staff, students, visitors to the animal house	Ensuring that tank lids stay closed and that any water spilled is mopped/dried as soon as possible.	1	1	1	None
Animal Handling: (Specific Animals)	Fish - Tank lids ajar	Maybe at risk of jumping out of the tanks risk injuring themselves from the fall.	Any aquatic species	Ensuring that tank lids stay closed when possible	1	1	1	None
Animal Handling: (Specific Animals)	Birds (General)	Maybe at risk of avian infections, cuts/abrasions or injury from beaks/claws	Any staff, students and visitors to the animal house	PPE should be worn to stop the spread of contaminants onto clothing. Follow good hygiene and handling practices and ensure that animals receive prophylactic treatment for any possible parasites	1	1	1	None
Animal Handling: (Specific Animals)	Invertebrates - Giant African Land snails (GALS)	Maybe at risk of illness though contamination.	Any staff, students and visitors to the animal house	Ensure all staff, students and visitors use correct PPE when handling GALS	1	1	1	None

44



INSPIRING. TRANSFORMING. ENRICHING.

NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTI NECESSA
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 or less. PPE, inspections, systems etc
Animal Handling: (Specific Animals)	Invertebrates - Insects, including feeder insects i.e. crickets, locusts etc.	Maybe at risk of illness though contamination.	Any staff, students and visitors to the animal house	Ensure all staff, students and visitors use correct PPE when handling insects.	1	1	1	None
Animal Handling: (Specific Animals)	Invertebrates - Insects, including feeder insects	Risk of infestation and insect escape. Leading to contamination of	Any staff, students and visitors to the animal house	Ensure all staff, students and visitors use correct handling and transport procedures when handling insects.	1	1	1	None

	i.e. crickets, locusts etc.	parts of the College outside of the animal house restrictions.						
Animal Handling: (Specific Animals)	Invertebrates - Rainbow (Halloween) Crabs claws	Risk injury though being nipped	Any staff, students and visitors to the animal house	Only staff and students experienced with the crabs and experienced in handling the crabs can handle them.	1	1	1	None
Animal Handling: (Specific Animals)	Arachnids - Tarantula bites	risk injury though being bitten	Any staff, students and visitors to the animal house	Only staff and students experienced with the tarantula and experienced in handling tarantulas can handle them.	1	1	1	None



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTI NECESSA
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 (PPE, inspections, systems etc)
Animal Handling: (Specific Animals)	Arachnids - Tarantula hairs	may experience allergic reaction to tarantula hairs.	Any staff, students and visitors to the animal house	Only staff and students experienced with the tarantula and experienced in handling tarantulas can handle them.	1	1	1	None
Animal feeding:	Use of knives and scissors	risk injuring by cut.	All staff and students,	Only staff and students experienced with the use of knives and scissor tools should be participating.	1	1	1	None
Animal feeding:	Tong Feeding	Risk of injury through strike by tong fed animals	All staff and students	Only staff and students experienced with tong feeding and experienced in handling tongs should be using them.	1	1	1	None
Animal feeding:	Hand feeding	Risk of bites/nips and scratches when hand feeding	All staff and students	Only staff and students experienced with hand feeding.	1	1	1	None



Animal feeding:	Cross contamination of food	At risk from illness	All staff, students, and animals	Following good food hygiene practices.	1	1	1	None
NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTI NECESSA
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc		e.g. Students, Staff, Public etc	e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to 4 (PPE, inspections, systems etc)
Animal grooming:	Grooming clippers/nail clippers	Direct contact with nail clippers could be injured by	All staff, students and animals	Only staff and students experienced with the use of grooming tools should be participating.	1	1	1	None

		inappropriate use of grooming clippers.					
Animal grooming:	Use of scissors	Direct contact with scissors could be injured by inappropriate use of grooming scissors.	All staff, students and animals	Only staff and students experienced with the use of grooming tools should be participating.	1	1	1
Animal grooming:	Blaster/dryer	Direct contact with blaster/drier are at risk of injury of burns if appliance is not use correctly.	All staff, students and animals	Only staff and students experienced with the use of grooming tools should be participating. Follow manufacturers guidelines, store safely when cooled.	1	1	1
Animal housing maintenance:	Bulbs	Burns, cuts, electrocution, and shock	All staff, students, and animals	Follow manufacturers guidelines, remove safely when cooled	1	1	1
Animal housing maintenance:	Ceramic heat emitters (CHE)	Burns, cuts, electrocution, and shock	All staff, students, and animals	Warning labels on/relevant distance to items likely to cause injury by burn. Staff and students aware of	1	1	1

47



NATURE OF ACTIVITY Can be broken down into manageable sub-activities	HAZARD/S i.e. Anything associated with this activity with the potential to cause injury, disease etc	Risk	PEOPLE AFFECTED e.g. Students, Staff, Public etc	EXISTING CONTROL MEASURES e.g. Training given, supervision, on-site training, standard operating procedures	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTIONS NECESSARY
								List any measures required to reduce the risk to 4 or less PPE, inspections, systems etc
Animal housing maintenance:	Electrical wires	Burns, electrocution, and shock	All staff, students, and animals	Visual checks to ensure that all wiring is in good repair, action taken if wiring become damaged.	1	1	1	None
Animal housing maintenance:	Loose screws, nails, staples	Risk of injury by cuts	All staff, students, and animals	Visual checks carried out during maintenance, damage reported/recorderd and action to remove/repair taken.	1	1	1	None
Animal housing maintenance:	Rusted bars/wire cages	Risk of injury by cuts	All staff, students, and animals	Visual checks carried out during maintenance, damage reported/recorderd and action to remove/repair taken.	1	1	1	None
Animal housing maintenance:	Glass doors and windows	Risk of injury by cuts	All staff, students, and animals	Visual checks carried out during maintenance, damage reported/recorderd and action to remove/repair taken.	1	1	1	None
Animal housing maintenance:	Glass tanks	Risks of injury by cuts	All staff, students, and animals	Visual checks carried out during maintenance, damage reported/recorderd and action to remove/repair taken.	1	1	1	None
Animal housing maintenance:	Glass tanks	Risks of injury/strains from lifting	All staff, students, and animals	Ensure that all manual handling protocols are being met and that the glass tanks are made as light and secure as possible before moving.	1	1	1	None

48



NATURE OF ACTIVITY Can be broken down into manageable sub-activities	HAZARD/S i.e. Anything associated with this activity with the potential to cause injury, disease etc	Risk	PEOPLE AFFECTED e.g. Students, Staff, Public etc	EXISTING CONTROL MEASURES e.g. Training given, supervision, on-site training, standard operating procedures	SEVERITY	LIKELIHOOD	RISK RATING	ADDITION PRECAUTIONS NECESSARY
								List any measures required to reduce the risk to 4 or less PPE, inspections, systems etc
Visiting animals to Animal house	Unknown temperaments	Potential to cause harm in a variety of ways from animals	All staff, students, visitors and animals	Only having animals with known calm temperaments to participate in animal practical's	1	1	1	None

		whose temperaments are unknown.						
Visiting animals to Animal house	Unknown vaccination records	Risk of infections/biological hazards	All staff, students, and animals	Only having animals with known vaccination records to participate in animal practical's	1	1	1	None
Visiting animals to Animal house	Unknown parasite records	Risk of cross contamination or spread of parasites, zoonosis, biological hazards	All staff, students, and animals	Only having animals with known parasite records to participate in animal practical's	1	1	1	None
Visiting animals to Animal house	Transportation of animals	Risk to personal and animal safety through injury	All staff, students, and animals	Animals should only be transported in well secured and animal safe carriers. Larger animals unable for carriers should be under control and restricted by lead/harness.	1	1	1	None
Visiting animals to Animal house	Animal defecation	Risk of disease, illness, cross contamination, spread of parasites, zoonosis and biological hazards	All staff, students, and animals	Enforcing good hygiene practices, ensuring any waste is removed and disinfected.	1	1	1	None



NATURE OF ACTIVITY	HAZARD/S	Risk	PEOPLE AFFECTED	EXISTING CONTROL MEASURES	SEVERITY	LIKELIHOOD	RISK RATING	ADDITIONAL PRECAUTIONS NEEDED
Can be broken down into manageable sub-activities	i.e. Anything associated with this activity with the potential to cause injury, disease etc			e.g. Training given, supervision, on-site training, standard operating procedures				List any measures required to reduce the risk to acceptable levels e.g. PPE, inspections, systems etc
Visiting animals to Animal house	“Hayden” visiting dog in Animal house	Risk of injury	All staff, students, and animals	Behavioural monitoring Should be under control and restricted by lead/harness	1	1	1	None
Visiting animals to Animal house	“Marco” visiting cat in Animal house	Risk of injury	All staff, students, and animals	Behavioural monitoring Should be under control	1	1	1	None
Visiting animals to Animal house	“Logan” visiting cat in Animal house	Risk of injury	All staff, students, and animals	Behavioural monitoring Should be under control	1	1	1	None
Visiting animals to Animal house	“Fifty” visiting cat in Animal house	Risk of injury	All staff, students, and animals	Behavioural monitoring Should be under control	1	1	1	None

Name of person in charge of the visit/activity and contact number: Laura Leebody; Technician; 07894646395



RISK RATING GUIDE

Severity x Likelihood = Risk Rating

<u>SEVERITY</u>	<u>LIKELIHOOD</u>
4 - Fatality	4 - Probable
3 - Major = Broken limb, > 24hrs in hospital	3 - Highly Likely
2 - Serious => 3 day injury/attends casualty	2 - Likely
1 - Minor = First Aid treatment only	1 - Unlikely

For an overnight stay this form MUST be signed by the Head of Faculty/HOS AND a member of the Directorate

I hereby give approval for this Risk Assessment and am satisfied that the learning outcomes identified will support the work of the College and students' learning and i been thoroughly Risk Assessed.

Signed: _____ Laura Leeboldy _____

Technician

Date: 19/08/19 _____

2nd Signature: _____


Head of School/Faculty

Date: _____