

ROYAL HOLLOWAY, UNIVERSITY OF LONDON: GENERAL RISK ASSESSMENT FORM

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Environmental Health Supervisor and Housekeeper		21.12.11 Reviewed: 08.02.12 Reviewed 11.11.14	Kingswood II – general domestic or residential use of the circulation space and bedrooms by visitors to the site or building. Some of the users maybe under the age of 18yrs.					
Ref No	Hazard under review	No & Description of Staff/Students/ Others Involved	Existing Controls	Assessed Level of Risk*			Further Action Required	By (Date) + Review Date
				L	M	H		
1	Slips, trips and falls as a result of spillages or damaged surfaces, or obstructions	Staff, residents or visitors	Carpet is provided in the residential areas and vinyl flooring is provided in the kitchens Housekeeping staff clean the carpet and wash the hard floor surfaces daily. Wet floor signs are used for kitchen areas. Defects in the structure are reported to the Housekeeper on a daily basis – faults are reported via the CAFM system for repair. Daily checks by the housekeeping team and weekly checks by the porters monitor the structure of the means of escape	<input checked="" type="checkbox"/> 1 X 2	<input type="checkbox"/>	<input type="checkbox"/>	none	
2	Slips, trips or falls due to inadequate lighting	Staff, residents or visitors	Light fittings provided in all areas – faults reported by housekeeping staff during daily cleaning regime. Emergency lighting provided in the event of failure due to fire – a physical test is conducted by the compliance monitors during weekly fire alarm testing.	<input checked="" type="checkbox"/> 1 X 2	<input type="checkbox"/>	<input type="checkbox"/>	The motion sensor in flat D2B needs adjusting so the light comes on earlier.Work ref:164931	Housekeeper Dec 14
3	Falls on stairs – handrails must be at least 900mm high, if installed after 1.1.93 where it is possible to	Staff, students and visitors	Internal stairs all fitted with metal hand rails with a height of 900mm. Railing at the head of the stairs is at 1108mm.	<input checked="" type="checkbox"/> 1 X 6	<input type="checkbox"/>	<input type="checkbox"/>	none	

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Document Owner: Campus Services, Premises Manager

	fall >2m the top rail must be 1100mm and of rigid construction.							
4	Falls through open windows – window sills must be a minimum of 800mm, safe means of opening and a restricted opening gap	Staff, students and visitors	Pantry window sill height is 1260mm; full length windows on stair wells do not open except above head height, pedestrians are separated from the window by a railing 1080mm high, the windows are fitted with a hand operated winder to open them; Bedroom and flat corridor window sill heights are 1010mm.	<input checked="" type="checkbox"/> 1 x 6	<input type="checkbox"/>	<input type="checkbox"/>	none	
5	Slips/trips/falls on bathroom or toilet surfaces	Residents	Daily cleaning by the housekeeping team to reduce build up of grease or slippery deposits; Bath mats are provided for residents to use on the floor beside the bath.	<input checked="" type="checkbox"/> 1 x 3	<input type="checkbox"/>	<input type="checkbox"/>	none	
6	Contact with steam or hot water resulting in burns and scolds from showers or kettles	Residents or cleaning or maintenance staff	showers and hot water supplies are thermostatically controlled. Kettles fitted with automatic switch off devices once boiled. All kitchens provide manufacturer's instructions and information on the safe way to use appliances. Maintenance – there is a programme of checks of water systems including temperature checks of end sentinel points. Identified faults are reported to maintenance for repair..	<input checked="" type="checkbox"/> 1 x 3	<input type="checkbox"/>	<input type="checkbox"/>	none	
7	Illness from drinking non-potable water	Staff, students, Visitors	Drinking water is provided in all the kitchens and is labelled.	<input checked="" type="checkbox"/> 1 x 1	<input type="checkbox"/>	<input type="checkbox"/>	"Drinking water" labels should be provided on the potable water taps in the kitchens	Housekeeper Feb15
8	cuts or bruises or trapped fingers, limbs etc from damaged or faulty furniture	Students, visitors	Housekeeping staff complete a furniture inventory at the end of term and check the condition of the furniture, damaged items are replaced. Termly room checks also take place to	<input checked="" type="checkbox"/> 1 x 1	<input type="checkbox"/>	<input type="checkbox"/>	none	

			monitor the condition of the rooms and furniture whilst in use. Information on how to report damage is provided to the resident students in each kitchen.					
9	Smoke inhalation or burns due to a fire in the residence	Staff , students or visitors	All staff receive basic fire training. Annual fire evacuations are carried out. Fire extinguishers, doors, detectors, call points and fire blankets are provided at designated locations. Fire evacuation instructions are provided on the back of the bedroom doors. A fire briefing or leaflet fire instructions are given at the start of language school visits. Visitors under 18 supervised by conference staff at a ratio of 1:8. A mobile evac chair is carried by Security attending any fire call out. A Fire risk assessment is completed for the building by the Fire Safety Officer and specifically identifies further fire safety requirements. Disciplinary procedures are in place for any resident tampering with or misusing fire equipment, these are operated by the Resident Support Team or Conference Organiser.	<input checked="" type="checkbox"/> 1 x 6	<input type="checkbox"/>	<input type="checkbox"/>	none	
10	Contact with, inhalation or ingestion of a hazardous substance	Residents or Visitors	COSHH assessments are completed for cleaning chemicals in use; all substances kept in a locked housekeeping cupboard when not in use. Minimum of stock is held in each block cupboard, checked by housekeeper inspections. Approved purchase list for chemicals operates to control substances purchased.	<input checked="" type="checkbox"/> 1 x 3	<input type="checkbox"/>	<input type="checkbox"/>	none	

			Chemicals can only be purchased from the nominated supplier -3 year contract.					
11	Electrocution from equipment provided in the pantries ; or electrocution from equipment in electrical switch rooms or fuse rooms	Visitors	Housekeeping – during routine cleaning and checks damaged items are removed from the residence. Instructions on the process to follow on discovering damaged equipment are provided in the kitchens; Instructions for the safe use of electrical appliances, including microwaves, are provided in the kitchens. Annual portable appliance testing is conducted under contract organised by Campus Services, Maintenance; Fuse rooms and plant rooms are kept locked shut, warning signs placed on the outside, authorised access only;	<input checked="" type="checkbox"/> 2 x 6	<input type="checkbox"/>	<input type="checkbox"/>	None	
12	Being struck by falling items eg irons placed on top of fridge freezer units by residents	Staff, students or visitors	Irons are only provided in a separate detached laundry area. Untidy or dangerous storage in kitchens will be reported by housekeeping staff to the housekeeper who will follow up with the residents in writing	<input checked="" type="checkbox"/> 2 x 4	<input type="checkbox"/>	<input type="checkbox"/>		
13	Injury from impact or contact with a vehicle	Visitors or residents	Vehicle access is restricted to the front of Kingswood I in a small car park and a larger car park to the side of B block and behind F-G blocks. There is no vehicle access between the blocks. Pedestrians have to cross the small front car park when leaving the site by the main front door. Separate pedestrian paths are provided to the rear of the building; Signs are placed beside the fire exit route from B block main kitchen warning of reversing vehicles.	<input checked="" type="checkbox"/> 1 x 6	<input type="checkbox"/>	<input type="checkbox"/>	Provide warning sign in the road accessing the squash courts: "pedestrians in road"	Housekeeper Mar 15

			Pedestrians have to walk in the road behind blocks D and E to access the squash courts					
14	Falls on footpaths around the building perimeter	Visitors, staff or students	A concrete paving slab path is present in front of the blocks and a wood chip path between KW II blocks and C block. Planned maintenance programme for footpaths and paving around the site; gritting policy and procedure for icy weather. Roads and pathways can be closed by barriers according to the RHUL weather policy. Temporary signage for detours or hazard warnings. Information on procedures is available on the web site.	<input checked="" type="checkbox"/> 3 x 3	<input type="checkbox"/>	<input type="checkbox"/>	Replace the wood chips on the paths so that there is no lip at the top of the footpath by the fire escape from B block.	Premises Mgr Sep 15
15	Distress or anxiety or bites caused by pest infestation eg bed bugs or mice	Residents	Pest control contract with facility for emergency call outs and routine visits; Room inspection during and at the end of occupancy by the housekeeping team; Campus services procedures for responding to infestations	<input checked="" type="checkbox"/> 4 x 2	<input type="checkbox"/>	<input type="checkbox"/>	None	
16	Contact with a resident with an infectious disease or illness	Residents, staff or visitors	Premises Manager: Advice from RHUL Health Centre or PHE (Public Health England) sought in each case. Communication: persons who are at risk through contact with the infected person are identified and contacted by Premises, Customer Service and Residential Support teams. Reporting: RHUL Director of H&S informed and any additional expert advice is followed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	none	

			<p>Isolation – in necessary infected individuals:are contained in their bedrooms/locations until an ambulance arrives.</p> <p>Public areas: contaminated areasare cordoned off and specialist cleaning arranged where necessary.</p> <p>Private rooms: specialist contractors undertake cleaning of residential spaces of infected persons</p>					
17	Failure of food and other supplies to reach campus due to weather, industrial action or other reasons causing hunger or ill health	Residents,	<p>Consolidation: open catering outlets and menus re-aligned to meet the needs of the population on site and to maximise stock longevity.</p> <p>Prioritisation: Service concentrated on meeting the needs of residents according to priority, catered hall residents> self-catering residents.</p> <p>Suppliers: alternate suppliers or locations contacted to meet production needs.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	none	
18	Injury or ill health when flooding from heavy rainfall enters buildings.	Students, staff or visitors	<p>Customer Services : Communication with residents and on impact via website/notice boards and email .</p> <p>Temporary signage for detours or hazard warnings.</p> <p>Housekeeping procedures to remove flood waters.</p> <p>Maintenance procedures to fight water ingress.</p> <p>Uninhabitable Halls - , alternative dormitory style accommodation will be set up in unaffected buildings.</p> <p>Cateringoutlets to remain open for extended periods – in locations where residents have been decanted</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	none	

19	Injury to individuals and damage to buildings/infrastructure from gale force or hurricane force winds.	Students, staff or visitors	RHUL adverse weather policy and procedure implemented. Communications: via RHUL communications dept on web site and emails on weather expectations and action to take . External mobile equipment eg site waste bins are secured, locked at the wheels or brought under cover. Closure of high risk areas eg. woodland path .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
20	Ill health from water restrictions during a drought or loss of water supply	Residents, staff or visitors	Communication with residents and staff on impact via website/notice boards and email: including reduction in water available for cooking. Stocks of bottled water/drinks increased in all outlets. Bottled water distributed to resident students. Water bowsers brought to site in event of sustained drought. All launderettes on site closed. All residents and staff informed of these contingency measures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
21	Loss of gas supply leading to ill health	Residents, staff or visitors	Communication with residents on impact to heating and advise on consolidation in unaffected areas. Access to library and public study spaces and catering/leisure spaces available Premises Liaise with Estates on options in terms of heating and hot water provision. Premises strategy = Hire or purchase additional heaters and blankets if weather demands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	

22	Injury due to Loss of electricity after dark	Residents, staff or visitors	Emergency lights fitted with a 3 hour battery to provide visibility on escape routes. Housekeeping – daily checks to ensure access routes are safe. Access to library and public study spaces and catering/leisure spaces available. Premises Managers liaise with Estates Services in terms of heating and hot water provision and back up generator supplies Premises/Customer Service team - Communicate with students via email/posters on progress of repairs Implement RSA Wardening System in event of Emergency Light failures. Deploy Sports mobile flood lights to area where light is required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	
23	Decreased security due to lock failure preventing opening of block front doors.	Students, staff or visitors	reporting procedure for all faults via hall reception. Emergency door release point to enable exiting of block. Premises manager - to arrange repair via contractor; door remains in an unlocked position until access control is re-instated. Doors are equipped with a 3 hour emergency battery life to cover the risk of electrical failure. For immediate access the on-site maintenance team can open the rooms in an emergency. If outside normal working hours maintenance operate an on-call service.	<input checked="" type="checkbox"/> 1x1	<input type="checkbox"/>	<input type="checkbox"/>		
24	Explosion or Injury from a bomb	All site users	Induction for students/staff – report suspicious packages to Security; do not touch. On receipt of a bomb threat – report	<input checked="" type="checkbox"/> 1 x 6	<input type="checkbox"/>	<input type="checkbox"/>	none	

			<p>immediately to Security using the emergency phone number: 01784 443888 or 444 from an internal extension. Provide any details relating to the threat eg:who? What? When? How? Accents? Male/female? Background noises? Security will implement the site control procedure. Do Not : attempt to locate an alleged bomb.</p>					
25	Exacerbated injuries or health or fire damage due to the loss of public emergency services	All site users	<p>Students – report incidents according to the normal procedure via the hall reception. First aiders – continue to offer a service for minor injuries. Director of H&S review site arrangements for health care cover and liaise with external agencies. College fire safety officer – review site arrangements for fire cover and liaise with external agencies. RHUL communications – inform all site users via web communication of loss of service and any temporary procedures.</p>	<input checked="" type="checkbox"/> 1 x 6	<input type="checkbox"/>	<input type="checkbox"/>	none	
26	Entrapment in a lift or lift shaft	All building users	<p>Routine maintenance programme; Automated doors fitted with an obstruction detector; Alarm call system in the event of lift failure; designated staff trained in emergency lift release procedures; All lift control rooms and access points to the shaft are securely locked off and no unauthorised access is permitted.</p>	<input checked="" type="checkbox"/> 1 x 2	<input type="checkbox"/>	<input type="checkbox"/>	none	