



RISK ASSESSMENT STAFF GUIDANCE

Originator: Health and Safety Officer
Date: July 2024
Approved by: SMT
Type: Guideline
Previous version: 23/01/20

CONTENTS

1.	Introduction	3
2.	Risk Assessments	3
3.	Risk Assessment Management System - Simple Compliance	7

1. Introduction

- 1.1 It is a legal requirement for all employees and self-employed people to carry out a suitable and sufficient risk assessment of their activities at work which could affect the health and safety of themselves, their employees or anyone else.
- 1.2 If an accident occurs, the investigating authorities will ask to see evidence that the process of risk assessment has been conducted. If it cannot be shown that “reasonably practicable” consideration to working safely has taken place, it becomes more difficult to demonstrate a responsible approach. All the law requires is that reasonable steps to try to be as safe as possible and the use of a logical method for checking what has been done are in place.
- 1.3 What the law says

Under the Management of health and safety at work regulations 1999, every employer must make a suitable and sufficient assessment. A risk assessment is a careful examination of what could cause harm to people in a particular workplace. It will help determine if enough precautions have been taken or whether more should be done to prevent harm. The aim is to minimise the risk of someone being harmed or becoming ill.

2. Risk Assessments

- 2.1 Where there is a potential for people to be exposed to hazards through activities in the workplace, risk assessments should be carried out by the staff responsible before an activity takes place. This is so that the hazards can be identified and controlled before it can cause harm.
 - 2.1.1 There are five stages to completing a risk assessment:
 1. Identify the hazards.
 2. Assess the risk - decide who might be harmed and how.
 3. Evaluate the risks and take action to control them.
 4. Record your findings.
 5. Review your assessment and revise it if necessary.
 - 2.1.2 A Hazard is anything that has the potential to cause harm. Exposure to hazards can come from many different sources, including but not limited to: the activity, the environment where the activity is taking place, any materials and substances used, the process, the equipment or machinery involved, and utilities.
 - 2.1.3 A Risk is the likelihood of a hazard to cause harm to yourself or others.
 - 2.1.4 The University has a number of generic risk assessments in place, the purpose of these generic risk assessments are to enable activities to take place without further risk assessment, provided the actions identified in them are taken to mitigate the risks involved. The generic risk assessments can be found as part of the Risk and Safety resource list, such as those below:

- Educational Visits
- Office Environments

- Low Risk Art & Design Exhibitions and Installations
- Low Risk Film and Photography Shoots
- Lone Working
- Manual Handling

This information can be accessed via the Portal linked below (you must be logged into the Portal to access this): <https://portal.leeds-art.ac.uk/health-safety/riskandsafetyresources>

2.1.5 It is the responsibility of each department or area to ensure that risk assessments are in place, and that all hazards arising from activities are adequately controlled.

2.2 Step 1 - Identify the hazards

Look for hazards which you could reasonably expect to result in harm under the conditions in the working environment. Examples of generic hazards identified arising out of the University's activities can be found below. This is not an exhaustive list and the following examples should be used as a guide only:

- Asbestos
- Chemicals and hazardous substances (e.g., battery acid)
- Crowds
- Display screen equipment
- Dust
- Electricity
- Extreme weather
- Fire (e.g., flammable materials)
- Food hygiene
- Fumes
- Hazardous waste
- Hot drinks
- Lone working
- Machinery and equipment
- Manual handling
- Moving parts of machinery
- Noise
- Personal injury
- Poor lighting
- Pregnancy
- Pressure systems
- Slip and trip hazards (e.g., carpet, facilities ducting)
- Stress
- Sharp tools or objects
- Vehicles and other motor transport
- Vibration
- Work at height
- Young persons

2.2 Step 2 - Assess the risk - who might be harmed and how?

In most circumstances there is no need to list individuals by name - instead, list the groups

of people who may be affected by the hazard (such as staff, students, contractors, members of the public, other exhibitors etc). Consider whether the task is limited to people with a certain level of competence - those who have the specific knowledge, skills, and experience to understand the associated hazards and the ways to prevent or guard against them. In contrast, pay particular attention to certain groups who may have particular needs or are more vulnerable to the hazards present, such as:

- Members of the public, visitors, contractors
- New or expectant mothers
- People with disabilities
- Lone workers
- Young persons

2.3 Step 3 - Evaluate the risks and take action to control them

2.3.1 When considering control measures, the risks identified should be mitigated by prioritising the most effective approach using the Hierarchy of Controls listed below, in order of most effective to the least effective:

1. Elimination - can the source of the hazard be removed altogether?
2. Substitution - can the hazard be replaced with something less hazardous? Ensure that substitutions reduce the risk instead of creating new ones.
3. Engineering controls - can a solution be developed so the hazard is physically isolated from people?
4. Administrative controls - are procedures, safe working practices and required training in place? Have adequate information been provided?
5. Personal protective equipment (PPE) - ensure that the equipment is adequate for the potential risks (for example, checking that the Kevlar gloves are the correct grade for the task and the length covers the risk areas such as the wrist).
6. Welfare facilities - is there suitable access to first aid provisions and handwashing facilities where required?

2.3.2 Evaluate the risks to decide whether existing precautions are adequate or whether more should be done. For the hazards listed, do the precautions taken:

- Meet the standards set by legal requirement?
- Comply with a recognised industry standard?
- Follow the hierarchy of controls to remove the hazard altogether or reduce the risk as far as reasonably practicable?
- Are any remaining risks brought down to a reasonable level?

2.3.3 If it can be demonstrated that the above has been done, then the risks are adequately controlled. Where the risk is not adequately controlled, indicate what more could be done in the action plan section, including who needs to carry it out and when the action is due.

2.4 Step 4 - Record your findings

2.4.1 Risk assessments should be completed at the planning stage of the activity so that any hazards can be considered and mitigated before it occurs.

2.4.2 There are a number of course-specific handbooks which are available to teaching staff and students which provide guidance on how to carry out student activities and

projects safely whether off-site or within the university, and ensure that everyone understands their responsibilities in order to achieve this. They also include generic risk assessments that cover low risk activities, as well as guidance on the escalation process for higher-risk projects. Please see below for the links to the handbooks currently available on the Portal (you must be logged in to view the pages):

- Art & Design Studio Handbook - Fine Art
<https://portal.leeds-art.ac.uk/health-safety/fine-art-studio-handbook>
- Art & Design - Exhibition & Installation Handbook
<https://portal.leeds-art.ac.uk/health-safety/art-design-exhibition-installation-handbook>
- Film and Photography Location Shoot Handbook
<https://portal.leeds-art.ac.uk/health-safety/film-photography-location-shoot-handbook>
- Music Performance and Events Handbook
<https://portal.leeds-art.ac.uk/health-safety/music-performance-and-events-handbook>

2.4.3 Please be aware that course staff should ensure the guidance and processes in these handbooks are followed. For any other activities not covered by the handbooks or generic risk assessments available on the Portal, please refer to the following sections.

2.4.4 Risk Assessments for Activities and Areas Managed by Staff

There should be a risk assessment for any work activity, workshop/studio location, and equipment used which may cause harm, and this should be produced and managed by the course or department responsible for that area. The Risk & Safety team may be consulted for any guidance or support where needed.

All risk assessments must only be created on the University's **Simple Compliance system** (please see section 3), with the exception of the following:

- Educational Visits risk assessments
- International trips by members of staff
- Events and Activities risk assessment (please follow the separate guides for these on the Risk and Safety Resources section of the Portal).
- Student Course Safety Hand Book Risk Assessment (Although PDF of approved versions should be uploaded on to the Simple Compliance System as a record)

Once the risk assessment is recorded on Simple Compliance, it must be reviewed and approved before it is published using the correct authorisation and escalation process, which will be dependent on the level of risk:

Level of Risk:	Approval required from:
Low risk	Line Manager
Medium risk	Head of Department
High risk	Contact the Safety & Risk Team

This can be done within the system, where the appropriate person can be assigned to review the created risk assessment. Once done, the reviewer will receive a notification from the system via email to review the document. For further details on assigning a

reviewer, please see the Simple Compliance guidance linked in Section 3.

Once the risk assessment has been approved, its status will be marked as ‘Complete’ and it will be published onto the system.

2.4.5 Risk Assessments for Students

As specified in the relevant course safety handbooks or Studio/Exhibition safety guidance any risk assessments completed by students for their activities should be submitted to their tutor or module leader in the first instance.

If the activity is already covered by the generic risk assessment, or is deemed low risk by the tutor or module leader who have determined that all hazards have been adequately controlled (confirmed in writing sent via email), the student may proceed with the activity.

If the activity is deemed to be a medium or high risk, the tutor must escalate the risk assessment to the relevant parties, as outlined below:

Level of Risk:	Approval required from:	
Low risk	Module Leader	
Medium risk	Course Leader	Safety & Risk Team
High risk	Director of Higher Education	

For proposed medium and high-risk student activities it is important the Course Leader and Director of Higher Education make their own assessments of the risks and potential options for mitigation measures to reduce the risk in the first instance. Only if it is deemed to be viable with the proposed control measures in place to bring the risks down to a reasonable level, should the Risk & Safety team be consulted for final review.

2.5 Step 5 - Review and revision

2.5.1 When reviewing a risk assessment, check that the precautions for each hazard are still adequately controlling the risk. It is good practice to review a risk assessment periodically, as a minimum on an annual basis. For higher risks it is recommended to have this review more frequently to ensure that the risk is continually managed sufficiently.

2.5.2 Risk assessments may require a review before its next planned review date if there are any significant changes; this could be the introduction of new machines, equipment, procedures or anything else that may introduce a change or significant hazard to the situation which could require additional or different control measures to be implemented. A risk assessment may also require revision before its planned review date if a significant incident occurs which may highlight some inadequacies or gaps in the risk assessment that need addressing.

3. Risk Assessment Management System - Simple Compliance

3.1 Simple Compliance is the Risk and Safety management system used by the university that provides a central place for the creation, management, storage and reviewing of risk

assessments for the following categories:

- Activity-based risk assessments
- Control of Substances Hazardous to Health (COSHH) risk assessments
- Lone working risk assessments
- Dangerous Substances and Explosive Atmospheres (DSEAR) risk assessments

3.2 The link to the Simple Compliance system can be accessed from the Risk and Safety portal Page under Risk Assessment Management available from the Risk & Safety menu on the left-hand side, or by following the web address: <https://lau.simplecompliance.co.uk/>.

3.3 To use the Risk Assessment module, you will need an account on the Simple Compliance system. Your login details will be sent through by email from a member of the Simple Compliance team. If you have not received this or are unable to login, please contact their support team at support@simplecompliance.co.uk.

3.4 How to use the system

3.4.1 Once logged in, you will be able to access the Help and Support page where there are guidelines available on how create a risk assessment on the system. Please use the following link to access this page:

https://support.simplecompliance.co.uk/helpsystem/system_detail/19/sc_instance/lau/

3.4.2 Before you create a risk assessment, please ensure to do a search in the search bar in the relevant department or activity section to confirm that there is not already one in place for the same task and location.