

Risk Assessment

Area

Date

01.10.24

Assessment number

HS/R1

Staff responsible

Bursar / CIC

Review Date

01.10.25

Task

H&S - General - Office & Clinic Administrative Reception

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Display screen assessment Eye Strain Repetative Strain Poor Posture Stress	Admin Staff Receptionists SMT ESO and Clinicians	Workstation Layout Breaks Lighting (additional lighting if required) Breaks WorkStation Layout Correct Seating Breaks Foot rests if required Work load allocation Sensitive Supervision	Low (2)	Possible (2)	Medium (4)	Display screen assessment for new staff for academic year	Bur	Ongoing		Low	Ongoing training and for new staff
2	Copying/ Laminating Equipment injury	Admin Staff Receptionists SMT ESO	Key staff trained for trouble shooting and contact for maintenance service Maintenance Contract Machines Sited Appropriately Machine located with appropriate ventilation	Low (2)	Possible (2)	Medium (4)		Bur	Ongoing		Low	
3	Electrical Shredders (mechanical and electrical parts)	Admin Staff Receptionists SMT ESO and Clinicians	Key staff trained for trouble shooting and contact for maintenance service Maintenance and repairs by qualified staff only	Low (2)	Possible (2)	Medium (4)		Bur	Ongoing		Low	
4	<u>Miscellaneous hand tools</u> eg scissors stapler, and staple remover tacks Guillotine Mechanical binders	Admin Staff Receptionists SMT ESO and Clinicians	Ensure tools are suitable for the task Guards if required Transporting mechanical binder/ guillotine between floors (see manual Handling and lifting and carrying RAs)	Low (2)	Possible (2)	Medium (4)		Bur	Ongoing		Low	
5	<u>Manual Handling</u> Post Filing and Storage Furniture and Equipment	Admin Staff Receptionists SMT ESO and Clinicians	Correct carrying and lifting technique to be used Provision of suitable carrying equipment	Low	Possible	Medium		Bur/PM	Ongoing		Low	Ongoing training and for new staff
6	<u>Fire</u> Electrical Materials, chemicals and solvents Smoking Evacuation	Admin Staff Receptionists SMT ESO and Clinicians	See General sheet RA 4 Ensure correct fusing of all appliances Proper storage and disposal of chemical solvents Appropriate signage- no smoking in building Identified Fire Marshall(s) and appropriate training in evacuation procedures	Low (2)	Possible (2)	Medium (4)	Review PAT testing renewal date August 2026 Fire Evacuation (schedule 2 per year to be agreed at start of annual year)	Bur/PM	Ongoing		Low	Ongoing training and for new staff
7	<u>Working at Heights (General)</u>	Admin Staff Receptionists SMT ESO and Clinicians	See working at Hts RA2 - General considerations	Low (2)	Possible (2)	Medium (4)		COM/Bursar	Ongoing	HS/RA2	Low	Ongoing training and for new staff
8	<u>Trip Hazards (General)</u>	Admin Staff Receptionists SMT ESO and Clinicians	See moving through the building RA 3 - Risk 2 (Triphazards)	Low (2)	Possible (2)	Medium (4)		COM/Bursar	Ongoing	HS/RA2	Low	Ongoing training and for new staff
9	<u>Variable Height Space Admin office</u>	Admin Staff Receptionists SMT ESO and Clinicians	Height restrictions identified wih signage eg by Admin photocopier	Low (2)	Possible (2)	Medium (4)		COM/Bursar	Ongoing		Low	Ongoing training and for new staff
10	<u>Movement between floors (General)</u>	Admin Staff Receptionists SMT ESO and Clinicians	See moving through the building RA 3 - Risk 1 (General)	Low (2)	Possible (2)	Medium (4)		COM/Bursar	Ongoing		Low	Ongoing training and for new staff

11	General Housekeeping	Admin Staff Receptionists SMT ESO and Clinicians	General housekeeping policies to be enforced to ensure minimum opportunity of danger of injury to staff, students and the public or damage to property, eg locking up protocol Awareness of others in the building (lone worker) Meet and greeting patients and guest sign in Reception presence/ door closure	Low (2)	Possible (2)	Medium (4)		COM/Bursar	Ongoing		Low	Ongoing training and for new staff
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Risk Assessment

Area

Health and Safety

Date

01/10/2024

Assessment number

HS/R2

Staff responsible

Bursar & CIC

Review Date

01/10/2025

Task

H&S - General - Working at Height eg Office, student areas, library, kitchen

				Risk Rating								
Risk Number	Risk Description	Effects/ Impact on	Existing controls	Impact (I)	Likelihood (L)	Rating	Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
1	General considerations	Admin Staff Receptionists SMT, ESO & Clinicians Students (all people in the work/ teaching and training area)	Maintained and appropriate equipment provided in a central location- steps	Medium (3)	Possible (2)	Medium (6)					Low	
2	Falls- People	Admin Staff Receptionists SMT, ESO & Clinicians Students (all people in the work/ teaching and training area)	Maintained equipment with hand/ rail grip	Medium (3)	Possible (2)	Medium (6)					Low	
3	Falls- Materials	Admin Staff Receptionists SMT, ESO & Clinicians Students (all people in the work/ teaching and training area)	General layout- minimum storage of objects at height	Medium (3)	Possible (2)	Medium (6)					Low	

Risk Assessment

Area

Health and Safety

Date

01/10/2024

Assessment number

HS/R3

Staff responsible

Bursar/CIC

Review Date

01/10/2025

Task

H&S - General - Movement through the building

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	General considerations failure	All people using the building	General best practice when moving through the building guided by the general expected professional behaviours required in a clinical and office environment eg no running, guiding and supporting patients as required, provision of suitable location for work/ treatment, dependent on individual mobility	Low (2)	Possible (2)	Medium (4)					Low	
2	<u>Trips/ Slips and Falls</u> eg carpet, cables, objects safety failures	All people in the general working area- including visitors/ patients	Cable covers Carpet joins secured Nosing on stairs	Low (2)	Possible (2)	Medium (4)					Low	
3	<u>Carrying</u> Spills of liquids/ falling objects failures	Students and staff	General policy and practice in terms of cleaning up spills and broken objects- no drinks in clinic General staff awareness of carrying objects through the building (provision of carrying boxes and trays with sides for drinks (floor 1 & 2 staff only)	Low (2)	Possible (2)	Medium (4)					Low	
4	<u>Negotiating stairs(failures)</u> General Carrying objects	Staff, students, patients and visitors. Staff and students	General use of treatment room use upstairs restricted- minimal use by appropriately mobility assessed patients Appropriate safety signs	Low (2)	Possible (2)	Medium (4)					Low	
5	<u>Admin office (floor 2) - general area safety rules & regulation failures</u>	Staff, students and occasional visitors (maintenance staff)	General awareness of the steep stairs and restricted space in the stairwheels which require extra care in negotiating , particularly when carrying objects Daily access is restricted to staff and students on a limited basis	Low (2)	Possible (2)	Medium (4)					Low	

Risk Assessment

Area

Health and Safety

Date

01/10/2024

Assessment number

HS/R4

Staff responsible

Bursar/CIC

Review Date

01/11/2025

Task

H&S General - Fire Risk and Management

Risk Rating												
Risk Number	Risk Description	Effects/ Impact on	Existing controls	Impact (I)	Likelihood (L)	Rating	Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
1	Fire from materials used or stored Paper products and documentation Paper and package waste from Admin office and clinic (including student and reception areas) Stored chemicals including domestic, clinical (minimal) and general maintenance Poor housekeeping- accumulated litter and other combustible waste products	Staff, students, patients and visitors at the premises	Correct storage of paper products and documentation Routine clearance of litter and 3x weekly cleaning and disposal of waste contract for building Appropriate storage of chemicals (including domestic) 3 x weekly cleaning schedule Regular review (annual) of documents to be removed to the lock-up or destroyed General Signage for fire exits and Assembly points Fire Marshalls Evacuation protocol and staff training Fire extinguishers- with maintenance contract	High (4)	Possible (2)	High (8)					Low	
2	Electrical equipment and products used in their maintenance eg PCs, copiers, shredders, and equipment cleaning solvents	Staff, students, patients and visitors at the premises	New equipment and screens (IT upgrade) PAT testing 2 year cycle- next one due August 2026 Minimum and safe storage of chemicals including domestic	High (4)	Possible (2)	High (8)					Low	Note PAT Testing due Aug 2026
3	Smoking/vaping/e-cigarettes on site	Staff, students, patients and visitors at the premises	Building- no smoking/vaping or use of e-cigarettes on-site. Statements in place to cover students, staff and patients - displayed in clinic	High (4)	Low (1)	Medium (4)					Low	
4	No evacuation procedure	Staff, students, patients and visitors at the premises	Identified fire marshal(s) and appropriate training in evacuation procedures. Twice yearly fire evacuations Fire evacuation dates scheduled at the start of the academic year	High (4)	Possible (2)	High (8)					Low	
5	No general housekeeping rules	Staff and Students	General All policies to be enforced to ensure the safety of all personnel in the building and reduce the likelihood of damage to the premises due to fire Signage for fire exits and assembly points Fire marshal(s) Evacuation protocol and staff training Fire extinguishers- with maintenance contract	High (4)	Possible(2)	High (8)					Low	

Risk Assessment

Area

Health and Safety

Date

01/10/2024

Assessment number

HS/R5

Staff responsible

Bursar & CIC

Review Date

01/10/2025

Task

H&S - Student Staff & kitchen areas

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Food and drink preparation area failings Microwave Kettle Other equipment (sharp)	Staff and students	Equipment appropriately located or stored Maintenance of electrical equipment by trained electrical staff only Appropriate extinguishers/ fire precautions in place 2 year cycle of PAT testing- due August 2026	Medium (3)	Possible (2)	Medium (6)					Low	PAT Testing due Aug 2026
2	Other Electrical equipment maintenance & use failures Use Maintenance Location	Staff and students	Equipment appropriately located or stored Maintenance of electrical equipment by trained electrical staff only Appropriate extinguishers/ fire precautions in place 2 year cycle of PAT testing	Medium (3)	Possible (2)	Medium (6)					Low	PAT Testing due Aug 2026
3	Storage associated failures	Staff and students	Provision of appropriate storage for equipment/ food and drink/ clothing Appropriate signage cross reference to HS14	Medium (3)	Possible (2)	Medium (6)					Low	
4	No general housekeeping rules	Staff and students	Enforcement of general housekeeping policies around waste disposal and cleanliness Regular 3 x weekly cleaning schedule of areas by contracted staff. Appropriate pre and post activity cleaning.	Medium (3)	Possible (2)	Medium (6)					Low	

Risk Assessment

Area	Health and Safety	Date	01/10/2024	Assessment number	HS/R6
HCE					
Staff responsible	Bursar & CIC	Review Date	01/10/2025		

Task

H&S - Managing the visiting public- including patients

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	with Mitig	Update
				Impact (I)	Likelihood (L)	Rating						
1	Meeting and greeting visitors at the door/ reception failure	Staff and students	Patients diary/ reception staff made aware of expected visitors Signing in book Closed door (main entrance) policy Receptionist present Till/ banking protocol	Medium (3)	Possible (2)	Medium (6)					Low	
2	Telephone/ electronic/ written communication failure	Staff and students	Protocol with lines of communication Electronic software with junk and spam blocks/ IT service contract	Medium (3)	Possible (2)	Medium (6)					Low	
3	No general housekeeping rules	Staff and students	General policies to be enforced by all supervisors including staff supervising students and their management of patients, to ensure that all entrants pose minimal risk to those working on the premesis and minimal harm to the structure and contents of the building	Medium (3)	Possible (2)	Medium (6)					Low	

Risk Assessment

Area

Health and Safety

Date

01/10/2024

Assessment number

HS/R7

Staff responsible

HoE /CDC&CIC

Review Date

01/10/2025

Task

H&S - Students treating patients or practising techniques each other in clinics & practical sessions

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Injury due to poor/inappropriate handling or incorrect technique	Students and clinicians patients/ public	Students/ staff responsibility to declare and update college on existing health concerns Fitness to practice regulations Qualified and registered clinicians supervising and training Clinic induction Clinic practical log books Protocols	Medium (3)	Possible (2)	Medium (6)					Low	Protocol updates completed Oct annually
2	Interaction with individuals who pose a risk to the public or in a vulnerable position	Students and clinicians patients/ public	DBS check on all students Professional and skilled clinicians on site (GOsC registered) Safeguarding and Prevent processes Reception and booking procedure	High (4)	Possible (2)	High (8)					Low	
3	Cross contamination infection or bacterial / viral infection	Students and clinicians patients/ public	Hygiene protocol for clinic rooms enforced - Disposable gowns provided Plinths are wiped down. Anti-viral/bacterial hand gel dispensers filled with 70%+ alcohol based hand sanitiser Clinic logbook, infection control statements, induction guide/fitness to practise	Medium (3)	Possible (2)	Medium (6)					Low	
4	Movement and use of hydraulic plinths or foldable couches eg back strain, trapped fingers	Students and clinicians patients/ public	Manual handling awareness/ training Plinth maintenance yearly (formally), weekly issues to be reported to administrator/ PMs First Aiders First Aid Boxes	Medium (3)	Possible (2)	Medium (6)					Low	

Risk Assessment

Area

Health and Safety

Date

01/10/2024

Assessment number

HS/R8

Staff responsible

P/Bursar

Review Date

01/10/2025

Task

H & S Lone worker (see RA1 also)

				Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
Risk Number	Risk Description	Effects/ Impact on	Existing controls	Impact (I)	Likelihood (L)	Rating						
1	Main street doors left open	Admin staff Receptionists SMT, ESO & Clinicians and students	General House Keeping policies exist eg Receptionist/ door opening on electronic release Protocol to accompany visitors off the premises and close the door (Staff and student induction)	High (4)	Possible (2)	High (8)					Low	
2	Staff locked in the building	Admin staff Receptionists SMT, ESO & Clinicians and students	For example, locking up protocol (All students and staff are required to carry this out every night and inform relevant section (clinic/ admin) when the last person is leaving from their section) (Staff and student induction)	High (4)	Possible (2)	High (8)					Low	
3	Staff unaware everyone else has left	Admin staff Receptionists SMT, ESO & Clinicians and students	For example, locking up protocol (All students and staff are required to carry this out every night and inform relevant section (clinic/ admin) when the last person is leaving from their section) (Staff and student induction)	High (4)	Possible (2)	High (8)					Low	
4	Individual remains in building after closing	Admin staff Receptionists SMT, ESO & Clinicians and students	Students/staff/guests sign in and out (visitor/staff sign in record). Patients monitored via diary. Patients and guests are escorted out of the building. (Staff and student induction)	High (4)	unlikely (1)	Medium (4)					Low	

Risk Assessment

Area

Health and Safety

Date

01/10/2024

Assessment number

HS/R9

Staff responsible

P CIC

Review Date

01/10/2025

Task

H&S - First Aid needs

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Emergency First Aid not available eg resuscitation	All staff, students general public and visitors to the college	All clinicians are first aid trained- always 1 x first aider per day in clinic. Most staff who are osteopaths are first aid trained	High (4)	Possible (2)	High (8)					Low	
2	Emergency First Aid not available eg resuscitation at weekends when not on college site	Staff and students	Weekend Administrator for the College is first aid trained. All staff offered first aid training on a 3 year cycle. University site staff- fist aid trained as must adhere to general H & S regulations	High (4)	Possible (2)	High (8)		Weekend Admin			Low	

Risk Assessment

Area

Health and Safety

Date

01.10.24

Assessment number

HS/R10

Staff responsible

HoE/CDC

Review Date

01.10.25

Task

H&S - Practical work by students - Teaching weekends

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Injury due to poor handling or technique	Students and Teachers	All students are advised at the start of each year of their responsibility to declare and update health issues that might impact on teaching or learning. Students complete a Fitness to Practice consent form which covers aspects of working on each other and volunteering to be a model for practical sessions. The programme and university regulations on Fitness to Practice are referred to in the Award Handbook. Osteopathy lecturers are qualified practitioners. Safe procedures and awareness of contraindications is taught at the appropriate time as part of the programme. Annual health screen questionnaire issued to all employees.	Medium (3)	Possible (2)	Medium (6)					Low	
2	Cross contamination, infection, or viral/ bacterial infection	Students and Teachers	Students and staff are subject to protocols relevant for each location. (Protocols reflective of any global, national or local event. College Risk Assessments in line with professional practice and UKHSA and the Government.)	Medium (3)	Possible (2)	Medium (6)					Low	

Risk Assessment

Area

Health and Safety

Date

01.10.2024

Assessment number

HS/R11

Staff responsible

HoE/CDC

Review Date

01.10.2025

Task

H&S - Movment of plints for teaching weekends

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Risk of Injury eg back strain due to poor handling/incorrect technique	Staff and Students	Safe use of plinths is taught from Y1 in the teaching clinic. Student groups and the numbers of couches being moved at any one time are usually in single figures. The plinths and couches will be subject to the University H&S maintenance procedure(s), or annually reviewed and maintained by the college (L) Lecturers will warn students about safe handling of couches and will demonstrate best practice. Introduction to manual handling during clinic induction. First aid boxes available on site for minor injuries.	Low (2)	Possible (2)	Medium (4)					Low	
2	Risk of finger entrapment in folding couches or in hinges	Staff and Students	Introduction to manual handling during clinic induction. First aid boxes available on site for minor injuries.	Low (2)	Possible (2)	Medium (4)					Low	

Risk Assessment

Area

Health and Safety

Date

01.10.2024

Assessment number

HS/R12

Staff responsible

HoE/CDC

Review Date

01.10.2025

Task

H&S -Management of Pins(sharps) at Teaching weekends

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Accidental finger prick (note, due to the design of the pin used, there is very little chance of anyone being able to pierce the skin) Uncapped pins left in the classroom; next user or cleaner may be pricked	Students, teachers, cleaners and technicians	Lecturers that include diagnostic testing will be allocated to rooms that have sharps disposal facilities and appropriate floor covering. Lecturers will give clear instructions to students about safe use of neurological pins at the start of the session. Neurological pins will be disposed of immediately (uncapped) in the available shaprs bin. First aid boxes are available and footwear must be worn at all times when not on the couch. Should an injury occur an accident form will be completed.	Very Low (1)	Possible (2)	Low (2)					Low	

Risk Assessment

Area	Health and Safety	Date	01.10.2024	Assessment number	HS/R13
Staff responsible	Bursar	Review Date	01/10/2025		

Task	H&S - General teaching within the classrooms / lecture theatres and labs for weekend lectures (FIRE/EMERGENCY)
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Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Fire safety failure	Students and teachers	All teachers to be aware of fire evacuation procedures including location of fire exits, break glasses, and fire assembly points. Teachers are responsible for the evacutaion of their students via the nearest fire exit. Students to be made aware of the above at the induction. Fire orders in each room and campus as a whole. Fire exits and corridors to remain free from obstructions. Room capacity not to be exceeded	High (4)	Possible (2)	High (8)					Low	