

Risk Assessment

Area: _____ Date: 16.06.22 Assessment number: HS/R1

Staff responsible: Bursar / CIC Review Date: 16.06.23

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	Dec 2021		Low	Ongoing annual training for new staff
2	Copying/ Laminating Equipment injury	Admin Staff Receptionists SMT ESO and Clinicians	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)					Low	Annual training for new staff
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)					Low	Annual training for new staff
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)	None				Low	All new staff trained

5	Manual Handling 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	In service training in carrying techniques - for new staff for the academic year	Bur	Dec 2021		Low	All new staff trained
6	Fire 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 2022 Fire Evacuation (schedule 2 per year to be agreed at start of annual year)	HCE/CM	1.10.21		Low	
7	Working at Heights (General)	Admin Staff Receptionists SMT ESO and Clinicians	See working at Hts RA2 - General considerations	Low (2)	Possible (2)	Medium (4)				HS/RA2	Low	
8	Trip Hazards (General)	Admin Staff Receptionists SMT ESO and Clinicians	See moving through the building RA 3 - Risk 2 (Triphazards)	Low (2)	Possible (2)	Medium (4)				HS/RA2	Low	
9	Variable Height Space Admin office	Admin Staff Receptionists SMT ESO	Height restrictions identified with signage eg by Admin photocopier	Low (2)	Possible (2)	Medium (4)					Low	
10	Movement between floors (General)	Admin Staff Receptionists SMT ESO and Clinicians	See moving through the building RA 3 - Risk 1 (General)	Low (2)	Possible (2)	Medium (4)					Low	
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)					Low	

Risk Assessment

Area: Health and Safety Date: 16.06.22 Assessment number: HS/R2

Staff responsible: Bursar & CIC Review Date: 16.06.23

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

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	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)	Safety signage in relevant areas eg library In- service safety awareness training <i>to be done</i>	Bur	01/12/2021		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)	Appropriate safety signage In- service safety awareness training	Bur	01/12/2021		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)	Appropriate safety signage In- service safety awareness training		01/12/2021		Low	

Risk Assessment

Area: Health and Safety Date: 16.06.22 Assessment number: HS/R3

Staff responsible: Bursar/CIC Review Date: 16.06.23

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	with Mitig	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 of 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)	none				Low	
2	Trips/ Slips and Falls 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)	None				Low	
3	Carrying 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 object 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	Negotiating stairs(failures) 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)	Review to ensure sufficient signage	Bur			Low	
5	Admin office (floor 2) _general area safety rules & regulation failures	Staff, students and occasional visitors (maintenance staff)	General awareness of the steep stairs and restricted space in the stairwells 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)	None				Low	

Risk Assessment		
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Area	Health and Safety	Date	16.06.22	Assessment number	HS/R4
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Staff responsible	Bursar/CIC	Review Date	16.06.23
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Task	H&S General - Fire Risk and Management
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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	<p>Fire from materials used or stored Paper products and documentation</p> <p>Paper and package waste from Admin office and clinic (including student and reception areas)</p> <p>Stored chemicals including domestic, clinical (minimal) and general maintenance</p> <p>Poor housekeeping- accumulated litter and other combustible waste products</p>	Staff, students, patients and visitors at the premises	<p>Correct storage of paper products and documentation</p> <p>Routine clearance of litter and 3x weekly cleaning and disposal of waste contract for building</p> <p>Appropriate storage of chemicals (including domestic)</p> <p>3 x weekly cleaning schedule</p> <p>Regular review (annual) of documents to be removed to the lock-up or destroyed</p> <p>General Signage for fire exits and Assembly points Fire Marshalls Evacuation protocol and staff training Fire extinguishers- with maintenance contract</p>	High (4)	Possible (2)	High (8)	New Fire Marshall training			1.12.21	Low	
2	<p>Electrical equipment and products used in their maintenance eg PCs, copiers, shredders, and equipment cleaning solvents</p>	Staff, students, patients and visitors at the premises	<p>New equipment and screens (IT upgrade)</p> <p>PAT testing 2 year cycle- next one due August 2022</p> <p>Minimum and safe storage of chemicals including domestic</p>	High (4)	Possible (2)	High (8)	None				Low	PAT Testing due Aug 2022
3	Smoking on site	Staff, students, patients and visitors at the premises	Building- no smoking	High (4)	Low (1)	Medium (4)	Identify any permitted smoking areas outside the building and provide appropriate vessels for cigarette disposal.	CM/HCE	31.10.21		Low	
4	No evacuation procedure	Staff, students, patients and visitors at the premises	<p>Identified fire marshall(s) and appropriate training in evacuation procedures.</p> <p>Twice yearly fire evacuations</p> <p>Fire evacuation dates scheduled at the start of the academic year</p>	High (4)	Possible (2)	High (8)	Formal identification of new fire Marshalls& evacuation dates	CM/HCE	31.10.21		Low	
5	No general housekeeping rules	Staff and Students	<p>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</p> <p>Signage for fire exits and assembly points Fire marshall(s) Evacuation protocol and staff training Fire extinguishers- with maintenance contract</p>	High (4)	Possible(2)	High (8)	Fire Marshall training	CM/HCE	01/12/2021		Low	

Risk Assessment



Area Health and Safety

Date 16.06.22

Assessment number HS/R5

Staff responsible Bursar & CIC

Review Date 16.06.23

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 2022	Medium (3)	Possible (2)	Medium (6)					Low	PAT Testing Aug 2022
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 Aug 2022
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)	None				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 Cleaning schedule Feb 2021 + cleaning after every clinic and frequent washing down of touchpoints throughout the day.	Medium (3)	Possible (2)	Medium (6)					Low	

Risk Assessment



Area	Health and Safety	Date	16.06.22	Assessment number	HS/R6
	HCE				
Staff responsible	Bursar & CIC	Review Date	16.06.23		

Task	H&S - Managing the visiting public- including patients
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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	with Mitiga	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- Feb 2021 update: not currently being used due to covid restrictions. 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)	None				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 premises and minimal harm to the structure and contents of the building	Medium (3)	Possible (2)	Medium (6)	None				Low	

Risk Assessment

Area Health and Safety

Date 16.06.22

Assessment number HS/R7

Staff responsible HoE /CDC&CIC

Review Date 16.06.23



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	with Mitig	Update
				Impact (I)	Likelihood (L)	Rating						
1	Injury due to poor 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)	Communicate & monitor updated protocols	HCE/CM	1.10.21		Low	Protocols complete Oct 2021 - 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) Reception and booking procedure	High (4)	Possible (2)	High (8)	none			Cross reference to Covid Ras	Low	
3	Cross contamination infection or bacterial / viral infection	Students and clinicians patients/ public	Clinic laundry and hygiene protocol- enforced (Feb 2021 not current laundering due to covid restrictions. Plinths are wiped down) Anti-bacterial hand gel dispensers filled with 70%+ alcohol based hand sanitiser Covers or wipes for plinths Clinic logbook guide/ fitness to practise	Medium (3)	Possible (2)	Medium (6)			01/12/2021		Low	Feb-21
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/ practice manager First Aiders First Aid Boxes	Medium (3)	Possible (2)	Medium (6)	Manual handling awareness training of new staff where appropriate (online)	HCE/CM	01/12/2021		Low	

Risk Assessment



Area: Health and Safety

Date: 16.06.22

Assessment number: HS/R8

Staff responsible: P/Bursar

Review Date: 16.06.23

Task: H & S Lone worker (see RA1 also)

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	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 (New staff and student induction)	High (4)	Possible (2)	High (8)	None				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) (New staff and student induction)	High (4)	Possible (2)	High (8)	None				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) (New staff and student induction)	High (4)	Possible (2)	High (8)					Low	
4	Visitor remain in building after closing	Admin staff Receptionists SMT, ESO & Clinicians and students	Patients and guests sign in and out (visitor/ patient bookings record- Update Feb 2021 not currently being used due to covid restrictions.) Patients and guests are escorted off the building New staff and student induction)	High (4)	unlikely (1)	Medium (4)	None				Low	

Risk Assessment



Area	Health and Safety	Date	16.06.22	Assessment number	HS/R9
Staff responsible	P CIC	Review Date	16.06.23		

Task	H&S - First Aid needs
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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	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. Receptionist is first aid trained 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 University site staff- first aid trained as must adhere to general H & S regulations	High (4)	Possible (2)	High (8)	Inform staff and students via Blackboard of Weekend First Aiders/ location (annually)	Weekend Admin	Annually		Low	

Risk Assessment



Area	Health and Safety	Date	16.06.22	Assessment number	HS/R10
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Staff responsible	HoE/CDC	Review Date	16.06.23
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Task	H&S - Practical work by students - Teaching weekends
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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	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	Medium (3)	Possible (2)	Medium (6)	Practical Protocol - updated	HCE/CM	1.10.21		Low	New protocol updated for 2021
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 current Covid situation and college Risk Assessments in line with professional practice and Public Health England and the Government.)	Medium (3)	Possible (2)	Medium (6)				Cross referen	Low	See specific covid Ras and updates

Risk Assessment



Area Health and Safety

Date 16.06.22

Assessment number HS/R11

Staff responsible HoE/CDC

Review Date 16.06.23

Task H&S - Movement of plinths 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	with Mitiga	Update
				Impact (I)	Likelihood (L)	Rating						
1	Risk of Injury eg back strain due to poor handling/incorrect technique	Staff and Students	<p>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.</p> <p>The plinths and couches will be subject to the University H&S maintenance procedure(s), or annually reviewed and maintained by the college (L)</p> <p>Lecturers will warn students about safe handling of couches and will demonstrate best practice.</p> <p>First aid boxes available on site for minor injuries. Maintenance staff are available to resolve any other issues following university/ site procedures Consider document re safe manual handling technique for moving portable and hydraulic couches and include in appendices</p>	Low (2)	Possible (2)	Medium (4)	None				Low	
2	Risk of finger entrapment in folding couches or in hinges	Staff and Students	<p>First aid boxes available on site for minor injuries. Maintenance staff are available to resolve any other issues following university/ site procedures Consider document re safe manual handling technique for moving portable and hydraulic couches and include in appendices</p>	Low (2)	Possible (2)	Medium (4)	None				Low	

Risk Assessment



Area	Health and Safety	Date	16.06.22	Assessment number	HS/R12
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Staff responsible	HoE/CDC	Review Date	16.06.23
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Task	H&S -Management of Pins(sharps) at Teaching weekends
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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	with Mitiga	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. The type of pin generally used is a Jacobs pin that has an annular surface around the sharp end that substantially eliminates the risk of piercing a 'patient's' skin during normal use. 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)	None				Low	

Risk Assessment



Area Health and Safety

Date 16.06.22

Assessment number HS/R13

Staff responsible Bursar

Review Date 16.06.23

Task **H&S - General teaching within the classrooms / lecture theatres and labs for weekend lectures (FIRE/EMERGENCY)**

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	with Mitiga	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. Fire exits and corridors to remain free from obstructions. Room capacity not to be exceeded	High (4)	Possible (2)	High (8)					Low	