



General Risk Assessment

Form RA1

(Refer to Notes for Guidance before completing this form)

School Assessment No:	
Title of Activity:	Generic risk assessment for meetings within the working day and within Informatics' meeting rooms
Location(s) of Work:	Meeting room
Brief Description of Work:	
Generic risk assessment for meetings within Informatics' meeting rooms and during working hours (i.e. regular University/School support available)	

Hazard Identification: Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork. See <http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments> for details.

Hazard(s)	Present Risk Evaluation L/M/H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	Risk Evaluation after control L/M/H
Covid-19 (Biohazard – exposure through air droplet transmission)	H	Anyone with Covid symptoms should isolate and follow current NHS guidelines. Room max. occupancy must not be exceeded. Where available windows/vents should be opened to allow fresh air to circulate. Masks wearing is encouraged.	M

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<p>Covid-19 (Biohazard – exposure through surface contamination)</p>	<p>M</p>	<p>Anti-bacterial wipes will be supplied for the use of attendees on any surface of concern</p> <p>Regular hand washing before and after attendance in a room is advised.</p> <p>Avoid touching face/eyes as much as possible</p>	<p>L</p>
<p>Fire</p>	<p>H</p>	<p>Buildings all have fire detection systems regularly tested.</p> <p>Attendees to leave the building by the nearest fire exit without delay.</p> <p>For events above or below the ground floor: Persons incapable of using stairs should be guided to the nearest refuge point by the meeting organiser and a call or notification made to the Fire Controller at the main door, who will arrange for a team to attend and evacuate the individual.</p>	<p>L</p>
<p>Electrical shocks</p>	<p>H</p>	<p>All electrical items should be inspected before use and identified as safe to use (PAT label). Damaged, failed, unmarked, or out of date items (dated within past 18 months) should not be used.</p> <p>Faulty items, circuits etc., should be shutdown before attempting any patient recovery.</p> <p>The meeting organiser should arrange for injuries to be treated by a First Aider.</p> <p>Meeting organiser/First Aider should escalate serious issues to Emergency services. Security should also be notified and location given.</p> <p>A defibrillator is available and should be brought to site in case of requirement. First Aider and meeting organiser may be required to provide CPR until relieved by a medical</p>	<p>L</p>

		professional.	
Food preparation (Bacterial/ Biological hazard)	M	A recognised caterer should be hired to provide food and they will take care of all preparation risks	L
Food (allergies)	M	<p>Caterer will be able to supply a list of common allergens in supplied foods and/or ingredients. Meeting organiser should ensure this information is made available to all attendees.</p> <p>In the event of someone taking an allergic reaction: If the patient carries their own medicine the meeting organiser should assist them to find it and to administer.</p> <p>If no medicine is available a call to the Emergency services should be made immediately. Security should also be notified and location given.</p> <p>Responsible person or First Aider to monitor response levels and be prepared to treat for anxiety/unconsciousness/CPR until relieved by medical professional.</p> <p>A defibrillator is available and should be brought to site if necessary</p>	L
Hot Drinks (scalds)	M	<p>Hot drinks should be supplied from insulated containers and dispensed into suitable cups (insulated and/or with handles)</p> <p>In the event of scalds the meeting organiser should arrange for a First Aider to treat the patient</p>	L
Alcohol	L	Meeting organiser should ensure no attendees over-imbibe and refuse alcohol to anyone suspected of doing so.	L
Slips, trips, cuts	M	Meeting organiser will ensure the floor surfaces are kept clear and cables and other trip hazards are	L

		<p>minimised (taping down or moving hazards to avoid risk of entanglement)</p> <p>Meeting organiser will contact a First Aider in the event of any significant injuries, escalating to emergency services for serious cases.</p>	
Spills	M	<p>Meeting organiser will ensure floor surfaces are kept clear of liquids and any containers to be stored on a sensible surface.</p> <p>In the event of spillage the meeting organiser will arrange a clear up and/or barricade of the area.</p>	L

**Continue on separate sheet if necessary*

Engineering Controls: Tick relevant boxes

Guarding		Extraction (LEV)		Interlocks		Enclosure	
Other relevant information (incl. testing frequency if appropriate):							

Personal Protective Equipment (PPE): Identify all necessary PPE.

Eye / Face		Hand /Arm		Feet / Legs		Respiratory	
Body (clothing)		Hearing		Other (Specify)			
Specify the grade(s) of PPE to be worn:							
Specify when during the activity the item(s) of PPE must be worn:							

Non-disposable items of PPE must be inspected regularly and records retained for inspection

Persons at Risk: Identify all those who may be at risk.

Academic staff		Technical staff		P'Grad students		U'Grad students	
Maintenance staff		Office staff		Cleaning staff		Emergency personnel	
Contractors		Visitors		Others			

Additional Information: Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

First Aider: Contact via the information on local H+S posters (corridors, entryways); via request to Reception; via the information on the Informatics H+S webpages. Ensure you clearly give the location of the patient.

Emergency contact numbers:

Security – 0131 650 2222 (or 2222 from any internal phone)

Emergency Services – 999 from a mobile phone , or 9999 from any internal number.

Security MUST also be informed when calling an ambulance.

Give accurate location information to both parties. Ideally send someone to main door to guide helpers back to the victim

Locations of useful equipment:

Cleaning equipment – Cleaner’s closet ground floor (store in the corridor to Female toilets)

Defibrillator: Informatics Forum Reception waiting area

Assessment carried out by:

Name:	David Hamilton	Date:	28/4/2022
Signature:		Review Date:	04/2023