


All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training.

Assessment Ref. No.	LLG		Activity Assessed	Psychology Lab use for basic research in Link Building and PSQ						
Assessment Date	Sept 2025		Faculty / Directorate	H&HS						
Assessor	A.MEE (School Technical Manager)		School / Service	Psychology						
Version No.	1		Additional individuals involved in developing the RA	N/A						
Signature of Assessor			Signature of Academic Supervisor / Approver							
Risk Score Matrix						Risk Score and Description				
Likelihood	Severity					Risk Score	Risk Level	Category	Description	
		Insignificant	Minor	Moderate	Major					Fatal
	Very Unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber	1 – 4	Low	Acceptable	No further actions needed
	Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red	5 – 9	Medium	Tolerable/Adequate	Should be reviewed to ensure that there is nothing else that can be done
	Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red	10 – 15	High	Undesirable	Immediately review current control measures, and where appropriate decide on further actions
	Likely	4 Green	8 Amber	12 Red	16 Red	20 Red	16 - 25	Very High	Unacceptable	Stop activity and make immediate improvements
Almost Certain	5 Amber	10 Red	15 Red	20 Red	25 Red	<i>Likelihood (L) x Severity (S) = Risk Score (RS)</i>				

What is/are the hazard(s) involved with the activity being undertaken?	Who might be harmed and how?	What are you already doing to control the risk?	Risk Score with current controls in place			What further action is necessary? (Add these actions to the action plan below).	Target Risk Score Likelihood x Severity = Risk Score		
			L	S	RS		L	S	RS
Slips and trips	Staff, students and visitors - Minor injuries from falls.	Work areas and thoroughfares kept tidy and clear of obstructions. Cables to be kept tidy and away from users. All areas to be well lit. Any hazards such as trailing cables, defects to floor coverings, faulty lighting etc. should be reported immediately to the Tech Office.	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk

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Electrical	Staff, students and visitors - Electrical shocks or burns from faulty electrics, including portable electrical equipment.	All electronic items PAT tested. Plugs, leads, wires and cables should be visually inspected regularly and kept in a condition that does not cause harm. Extension cable use to be avoided where possible. Electrical equipment stored and used away from water and only used with dry hands.	2 - Unlikely	3 - Moderate	6 - Medium Risk		2 - Unlikely	3 - Moderate	6 - Medium Risk
Display Screen Equipment	Staff and students - Postural problems, eyestrains, headaches	Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. Usage to include regular breaks or change of activity. Lighting and temp suitably controlled.	1 - Very Unlikely	2 - Minor	2 - Low Risk	Use of DSE training and assessments. Provision of required equipment where necessary.(Chairs, monitor risers etc)	1 - Very Unlikely	2 - Minor	2 - Low Risk
Manual Handling	Staff and students - Back injuries	A trolley should be used to transport heavy goods. Light items only to be stored on high shelves. Training in lifting techniques should be provided for anyone who undertakes the lifting of heavy loads.	1 - Very Unlikely	3 - Moderate	3 - Low Risk		1 - Very Unlikely	3 - Moderate	3 - Low Risk
Fire	Staff, students and visitors - Smoke inhalation/burns	Equipment should be switched off when not in use.	1 - Very Unlikely	4 - Major	4 - Low Risk		1 - Very Unlikely	4 - Major	4 - Low Risk
Working at height	Staff and students - Falls from any height can cause bruising and fractures	Chairs or desks must not be used for reaching heights, approved stepladder from Tech Office provision only to be used.	1 - Very Unlikely	3 - Moderate	3 - Low Risk		1 - Very Unlikely	3 - Moderate	3 - Low Risk
Hazardous substances	Staff and students and visitors - Skin irritation or eye damage from direct contact, vapour	If any hazardous substances are to be used within offices or labs a COSHH risk assessment must be completed and a safe system of work issued.	1 - Very Unlikely	3 - Moderate	3 - Low Risk		1 - Very Unlikely	3 - Moderate	3 - Low Risk

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	causing breathing problems								
Lone/Out of hours working (LOOH)	Staff and students	LOOH work should be minimised or avoided where feasible, if unavoidable a specific assessment is required by contacting the school safety officer.	1 - Very Unlikely	2 - Minor	2 - Low Risk		1 - Very Unlikely	2 - Minor	2 - Low Risk
Play Equipment and small items	Vising children – Minor injuries, choking.	Play equipment needs to be inspected on a regular basis to ensure it is in good working condition and suitable for the age range. Small items such as coins and pen tops must be kept out of reach.	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk
			Choose an item.	Choose an item.	Choose an item.		Choose an item.	Choose an item.	Choose an item.

Refer to scoring matrix and likelihood / severity descriptors

Action Plan and Monitoring

This section should be completed by the Risk Assessor and discussed with Manager / Academic Supervisor		This section should be completed by the Manager / Academic Supervisor for monitor and review		
Hazard	Action required	Action assigned to	Target date	Date Completed

Review

When reviewing this risk assessment remember to move completed actions into the ‘what are you already doing.’ column, as these actions should be in place by the time you review the risk assessment. You should review your risk assessment periodically **and** if circumstances change, which means it is no longer valid (e.g. following an incident in the workplace or if there are any significant changes; such as new work equipment, work activities, personnel, environment, legislation or guidance etc.)

Likelihood Descriptors

Likelihood of injury / harm	Examples	Score
Very unlikely	Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
Unlikely	Reasonable control measures are in place, but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity.	2
Possible	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity and situations sometimes arise from this activity.	3
Likely	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / situation often arise from this activity.	4
Almost certain	No controls in place where there should be, exposure to the hazard is expected to occur in most circumstances. The activity is considered such high risk that it will certainly lead to injuries.	5

Severity Descriptors

Severity of injury / harm	Examples	Score
Insignificant	None or very insignificant injuries, health effects, damage or disruption to work. Short-term and/or localised environmental harm.	1
Minor	Cuts bruises, mild skin irritations, mild headaches and pains requiring minor first aid treatment. Minor property damage or disruption to work. Notable contributor to environmental harm.	2
Moderate	More serious injuries or ill-health requiring time off work, or a hospital visit for example burns sprains, strains, short term musculoskeletal disorders, cut requiring stitches, back injuries, fractures to fingers and toes. Short term absence relating to physical or mental health issues. More serious property damage or disruption. A significant contributor to environmental harm.	3
Major	Broken limbs, amputations, long-term health problems or longer absence. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work. A major contributor to significant environmental harm.	4
Fatal	Injury or ill-health which leads to death either at the time, soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers.	5

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					Catastrophic business losses. The major contributor to significant environmental harm.	
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