

GENERAL RISK ASSESSMENT

New Risk Assessment Reference (EHS use only)

GEN 84 V2

To be completed by EHS		Supersedes		GEN 84 V1		Superseded / Obsoleted by	
Section 1: Assessment Detail and Scope - to be completed by risk assessor(s)							
Title of Risk assessment		3M Young Innovators Fragile Freight Challenge 2020					
Value Stream/Department		Corporate Communications Department		Location		Charnwood Campus, Loughborough	
Author of Risk assessment - <i>Author must be on the training matrix</i>		Print JULIE OWEN		Sign 		Date Completed 11/10/2019	
Risk Assessment Team		Print		Sign		Position Communications and visual identity manager	
Risk assessment Team		Print		Sign		Position	
Scope of assessment - <i>Summarise In/Out scope Include Tasks and Materials used</i>		Risk Assessment to cover teacher-accompanied secondary school visits to Charnwood Campus in 2020 for judging of Fragile Freight Challenge, part of the 2020 3M Young Innovators Challenge competition.					
Equipment assessed <i>List all equipment included in the assessment</i>		Model designed off site by students, pulley system and carrying containers, cherry tomatoes, digital weighing scales, absorbent matts, 3M laptop and multimedia projector for presentations, CLIP table top exhibition panels.					
Section 2: Conclusion - Summarise overall risk associated with task(s) and highlight significant risks that remain and require attention.							
The activity presents a low level of risk to students, teachers and judges participating in the Fragile Freight Challenge. The supervision provided by both Charnwood Campus Security, 3M and the respective school staff is sufficient to support students attending the judging at Charnwood Campus.							
Section 3: Approvals - The manager/nominated deputy of the department must review the completed risk assessment to ensure all hazards have been assessed and select the appropriate statement from below							
Acceptable	I accept the conclusions of this assessment and agree that the level of risk acceptable without further action.		Print/Sign/Date				
Acceptable with action plan	I accept the conclusions of this assessment and agree that the level of risk should be reduced further. All resulting actions must be completed within the next month / 3 months/ 6 months/ 12 months.		Print/Sign/Date				
Unacceptable with action plan	I accept the conclusions of this assessment and agree that the level of risk is unsatisfactory and that the specified activities will cease until further action has been taken.		Print/Sign/Date		John Klee 11/10/2019		

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The risk assessment has been reviewed to ensure all sections have been completed and signed where required.

Print/Sign/Date

W. Lach 21/10/19

Section 4: General Risk Assessment Hazards

In the first column - Use this list to ensure that you consider all foreseeable hazards within the General risk assessment

In the second column - Can the hazard be **Elimination (E)** and/or **Substituted (S)** answer next to the hazard in this section. If **Yes** Complete **Section 6**

Hazardous Agents	Haz	E or S	General Workplace Issues	Haz	E or S	General Workplace Issues	Haz	E or S
1. Hazardous substances - Toxic			21. Access/Exit	X		41. Slips, Trips & Falls	X	
2. Hazardous substances - Corrosive			22. Traffic routes	X		42. Static ³		
3. Hazardous substances - Irritant			23. Housekeeping	X		43. Dust - Explosion ³		
4. Hazardous substances - Harmful			24. Lighting			44. Vapour - Explosion ³		
5. Hazardous substances - Dermatitic			25. Fire	X		45. Gas - Explosion ³		
6. Hazardous substances - Sensitiser			26. Means of Escape	X		46. FLT Battery charging - explosive gases		
7. Hazardous substances - Carcinogenic			27. Lone Working			47. Cleaning of Equipment		
8. Hazardous substances - Mutagenic			28. Electricity	X		48. Maintenance Interaction		
9. Hazardous Substances - Flammable ³			29. Confined Space			49. Equipment Interaction / Troubleshooting		
10. Hazardous Substances - Oxidising ³			30. Restricted / limited working spaces			50. Other (Please specify)		
11. Hazardous Substances - Explosive ³			31. Open Flame / Hot Works			Manual Handling & Ergonomic Factors	Haz	E or S
12. Hazardous Substances - Asbestos			32. Work at height			51. Display Screen Equipment (DSE)	X	
13. Hazardous Substances - Asphyxiant			33. Glazing/Glass ¹			52. Manual handling / Material Movement		
14. Biological agents			34. Equipment / Machinery			53. Manual Handling - Lift or carry > 25 kg ²		
15. Noise			35. Nips and Traps			54. Manual Handling - Push / Pull > 29.5 kg ²		
16. Vibration			36. Lifting Equipment ⁴			55. Repetition of Joints: Wrists: / 5000 counts ²		
17. Ionising radiation			37. Hand tools / Power tools			56. Repetition of Joints: Elbow / 3000 counts ²		
18. Non-Ionising radiation			38. Use of Blades			57. Repetition of Joints: Shoulder / 900 counts ²		
19. Extremes of temperature - Hot/Cold			39. Pressure systems ⁴			58. Repetition of Joints: Neck / 6500 counts ²		
20. Storage/Handling/Transport of dangerous substances			40. Compressed Gas			59. Stretching / over reaching		

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Note:

- ¹ Specific guidance related to Glazing/Glass is available V:\EHS\EHS document templates\Risk Assessment\2 Standard risk assessments\Glazing guidance, read this guidance prior to considering element 33 in above check-list.
- ² Where this has been indicated as a risk, a more detailed "Ergonomic High Risk Survey" (HRS) may be required.
- ³ Where this has been indicated as a risk, a more detailed "Dangerous Substances and Explosive Atmosphere Regulations" (DSEAR) risk assessment may be required by an external provider, complete Section 9 to gather appropriate information.
- ⁴ Where pressure system or lifting equipment has been identified, ensure these systems are registered with Plant Engineering within Legal Document (LD) Files.

Section 5: Environmental Risk Assessment Hazards

In the second column – Can the hazard be **Elimination (E)** and/or **Substituted (S)** answer next to the hazard in this section. If **Yes** Complete **Section 6**

Environmental Factors	Haz	E or S	Haz	E or S	Haz	E or S
60. Environmental pollution - Air			66. Waste disposal - Gas		72. Spillages	
61. Environmental pollution - Land			67. Waste disposal - Hazardous		73. Resource consumption – Electricity	
62. Environmental pollution - Water			68. Waste disposal – Non-Hazardous		74. Resource consumption – Gas	
63. Environmental pollution - Noise			69. Waste disposal - Flammable		75. Resource consumption – Water	
64. Waste disposal - Solid			70. Waste disposal - Clinical		76. Other (Please specify)	
65. Waste disposal - Liquid			71. Waste disposal - Recyclable			

Section 6: Hazard Elimination and / or Substitution of Hazards

Where hazards have been identified via the checklists in Sections 4 & 5 and eliminated or substituted can be implemented, complete the below table and include actions in Section 10

Hazards Identified	Elimination or Substitution (E/S)	Reasoning	Actions Required
21. Building Access/Exit	No	Required to enable students and visitors to attend site for judging session. Risks have been suitably assessed and acceptable control measures put in place.	No
22. Traffic Routes	No	Required to enable students and visitors to attend site for judging session. Risks have been suitably assessed and acceptable control measures put in place.	No
23. Housekeeping	No	Required to enable students and visitors to attend site for judging session. Risks have been suitably assessed and acceptable control measures put in place.	No
25. Fire	No	Required to enable students and visitors to attend site for judging session. Risks have been suitably assessed and acceptable control measures put in place.	No

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28. Electricity	No	Required to enable students and visitors to attend site for judging session. Risks have been suitably assessed and acceptable control measures put in place.	No
42. Slips, Trips and Falls	No	Required to enable students and visitors to attend site for judging session. Risks have been suitably assessed and acceptable control measures put in place.	No
48. Display Screen Equipment	No	Required to enable students and visitors to attend site for judging session. Risks have been suitably assessed and acceptable control measures put in place.	No

Section 7: Classification of Risk

Indicate how the Risk Level Score has been derived (P x F x C)

Probability Of Control (P)		Frequency Of Exposure (F)	Consequence Severity (C)	Risk Level Score	
What is the likelihood of existing controls not working as intended? (Safeguards / LOP)		How often or how long does personnel exposure to the hazard occur?	If a control does not work as intended, what is the most likely consequence?	P x F x C	
Consider the effectiveness of the controls.		Choose the factor of "1" if personnel exposure is not applicable.	Consider the effectiveness of the controls.		
Risk Rating		Risk Rating		Risk Level Score	
0.5	Highly Effective: Hazard no longer exists, it has been eliminated	1	Very rare: Occurrence no more than once per year or is not applicable	0 to 11 (Level I Risk)	Low Where reasonably practicable control measures should be introduced to reduce the risk.
1	Effective: Highly effective safeguards & controls, multiple engineering controls & multiple administrative controls	1.5	Rare: Occurrence likely 2 to 11 times per year	12 to 80 (Level II Risk)	
2	Somewhat Effective: Somewhat effective safeguards & controls, minimal engineering controls & some administrative controls	2	Unusual: Occurrence likely at least once per month	81 to 160 (Level III Risk)	Moderate Control measures will be required and must be implemented.
4	Somewhat Ineffective: Somewhat ineffective safeguards & controls, engineering controls do not function	3	Occasional: Occurrence likely at least once per week	161 to 600 (Level IV Risk)	

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	adequately & minimal administrative controls								
6	Ineffective: Engineering controls do not exist & inadequate administrative controls	4	Daily: Occurrence likely at least once per day	40	Severe: Long Term Absence / Significant Investment Loss	601 to 1600 (Level V Risk)	High Immediate action must be taken to reduce the risk. The task must not continue until control measures have been implemented.		
8	Highly Ineffective: Engineering Controls do not exist & administrative controls are missing or not followed	6	Repetitive: Occurrence frequently throughout the shift	100	Catastrophic: Death / Business Interruption	1601 to 4800 (Level VI Risk)			

Section 8 : Evaluate risks and determine whether further actions are required

Refer to Standard Operating Procedure LBSOP-07-000218 for guidance on aspects to consider for a suitable and sufficient assessment of risk

What are the hazards?	Who might be harmed and how?	What control measures are already in place?	Risk High/Medium/Low (See section 7 – Classification of risk)				Further action(s) (add actions to section 10)	Residual Risk (on completion of action, section 10)
			P	F	C	Risk		
21. Access/Exit	School students exiting site unsupervised, leading to accident or abduction risk	Building access controlled by Charnwood Campus Security, manned at all times. Students to be accompanied by teaching staff and/or designated 3M employees at all times. Security and 3M Reception staff advised of school visit and names in advance.	1	1	40	40	No	Acceptable/N ot acceptable Acceptable
21. Access / Exit	School students entering site unsupervised and becoming lost, causing stress and anxiety	Building access controlled by Charnwood Campus Security, manned at all times. Students to be accompanied by teaching staff and/or designated 3M employees at all times. Security and 3M Reception staff advised	1	1	15	15	No	Acceptable

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			P	F	C	Risk		
		of school visit and names in advance.						Acceptable/N ot acceptable
22. Traffic Routes	School students, teachers and judges in collision with moving vehicle in car park	Teachers instructed to park in visitor car park spaces. Students to be accompanied by teaching staff at all times. Pedestrian walkways /level pavements around perimeter of car park and designated walkway to building entrance.	1	1	15	15	No	Acceptable
23. Housekeeping	School students – access / egress issues. Bumps and bruises from CLIP exhibition panels falling over.	Main walkways and fire exits to be kept clear. Good housekeeping to be practised in meeting rooms and communal areas. Students to be accompanied by teaching staff and/or designated 3M employees at all times. CLIP panels are lightweight and use to be supervised by designated 3M employees.	1	1	3	7	No	Acceptable
25. Fire	School students, teachers and judges trapped in burning building or overcome by smoke inhalation	Regular fire alarm testing in operation (weekly.) Fire evacuation and exit routes clearly marked. Fire extinguishers and fire call points	1	1	40	40	No	Acceptable

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			P	F	C	Risk		
		located at regular intervals throughout the building. Visitors assembly point assigned in external car park. Designated 3M employees to accompany students, teachers and judges on building evacuation. Names provided to Reception staff in advance for roll call purposes.						Acceptable/N of acceptable
26. Means of Escape	School students, teachers and judges trapped in building	Emergency escape routes clearly defined. Designated 3M employees to accompany students, teachers and judges.	1	1	40	40	No	Acceptable
28. Electricity	School students, electrocution	All electrical equipment PAT tested. Designated 3M employees and teaching staff to supervise use of computer equipment.	1	1	40	40	No	Acceptable
42. Slips, Trips and Falls	School students, teachers and judges tripping over	Judging to be held on ground floor of building 47. Floors maintained in good condition. First Aid room and First Aiders available on site. Designated 3M employees to accompany students, teachers and judges.	1	1	3	7	No	Acceptable

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What are the hazards?	Who might be harmed and how?	What control measures are already in place?	Risk High/Medium/Low (See section 7 – Classification of risk)				Further action(s) (add actions to section 10)	Residual Risk (on completion of action, section 10) Acceptable/Not acceptable
			P	F	C	Risk		
48. Use of Display Screen Equipment	School students, eye strain or repetitive strain from use of laptop and mouse	Equipment used for minimal time period. Designated 3M employees and teaching staff to supervise use of computer equipment	1	2	3	7	No	Acceptable
Additional hazards								
Testing of model	School students and judges, injury by setup/assembly of model structure, such as finger cut from sharp edge	Demonstration of model to be supervised by judges and accompanying teachers. Judges asked to wear protective gloves when examining and testing the structure. First Aid room and First Aiders available on site.	1	2	3	7	No	Acceptable
Refreshments (juice, fruit and biscuits) provided by 3M	School students with food allergies (nut, dairy, eggs, gluten) leading to anaphylaxis	Teachers advised in pre-judging briefing that juice, fruit and biscuits will be available for students after the judging. Teachers to check food allergy status of students in advance and identify any students who have a food allergy/ies of any kind. 3M to request caterers produce a notice identifying components of biscuits and juice and to provide nut free	1	1	40	40	No	Acceptable

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			P	F	C	Risk		
		and gluten free varieties of biscuits. Teachers to ensure relevant students do not consume food or drink which may cause an allergic reaction. First Aid room and First Aiders available on site.						Acceptable/N of acceptable
Testing of Model	Judges and school students – hand or eye injury caused by structure breaking under testing revealing sharp edges or projecting small fragments.	School students to be supervised by 3M employees and teachers at all times. Judges and 3M employees to operate digital weighing scales. Judges instructed to wear protective gloves when examining and testing the model. Absorbent matting to be placed on the floor around the model during testing to absorb any moisture from damaged tomatoes. 3M supervisor to wipe up any spillages between testing models to ensure the area is kept clean.	1	2	3	7	No	Acceptable

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			P	F	C	Risk		
								Acceptable/Not acceptable

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Section 10: Action Tracker

High Immediate action required: Legislative/Corporate compliance. Task not to be continued until control measures have been implemented.
Medium Action required: Legislative/Corporate compliance. Control measure must be implemented and controlled.
Low Action required: Considered as good practice. Where reasonably practicable, control measures should be introduced to reduce the risk.

Action description		Please ensure that actions and associated timelines have been agreed by the action owner	
Risk M	Management of event: Ensure 3M Reception staff and Charnwood Campus Security staff are briefed on visit and names of students, teachers and judges are provided in advance. Ensure Reception and Security staff know names of designated 3M employees supervising the visit.	Completion date(s)	Owner details
		Estimated 20/4/2020	Owner(Print/Sign) Julie Owen
		Actual	Owner(Print/Sign)

Append evidence of completion to this form and record any relevant comments in this section.

Action description		Please ensure that actions and associated timelines have been agreed by the action owner	
Risk L	PPE: Ensure judges instructed to wear safety shoes, safety glasses and protective gloves when testing models and protective foam mats are correctly positioned on the floor surrounding the testing area.	Completion date(s)	Owner details
		Estimated 15/05/2020	Owner(Print/Sign) Julie Owen
		Actual	Owner(Print/Sign)

Append evidence of completion to this form and record any relevant comments in this section.

Action description		Please ensure that actions and associated timelines have been agreed by the action owner	
Risk (H,M,L)		Completion date(s)	Owner details
		Estimated	Owner(Print/Sign)
		Actual	Owner(Print/Sign)

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