Risk Assessment Record

Activity: Building Risk Assessment	**Site: GH**	**No:1**	**Version: V 2**

Hazards	**Who is affected?** (Employees, Contractors, Public etc.)	**Initial Risk**			**Control Measures** (What do we have in place?)	**Residual Risk**			**Additional Control Measures** (Site Specific / local controls)
		L	**S**	**R**		**L**	**S**	**R**	
Building Construction - Maintenance activities – ill-health from dust, noise generated. Injury from contact, falling objects etc	Employees Agency workers Contractors Residents Public	3	4	12	• CDM sites are audited for compliance with risk assessments and method statements • Non-CDM work sites to be regularly inspected, at least once per week • Safe system of work to be employed to ensure minimal waste and pollution produced	1	2	2	
Confined Spaces	Employees Agency workers Contractors	3	4	12	• UPP staff are prohibited from entering confined spaces • Only trained and competent persons to carry out works. • Testing of atmospheres is conducted, verified and repeated; • Ventilation - appropriate arrangements placed in the work area • A rescue plan must be in place - contractor responsibility. This must include a Stand-by person stationed at all times – they shall not attempt a rescue • Warning notices in place at point of entry/ within work area • Confined space register in place • Spaces are correctly identified with suitable signage • Trained persons who will enter confined spaces need ~~to adopt the wipe in wipe out procedure for Covid-19~~ • Trained persons need to use PPE ~~in line with Covid-19 requirements~~	1	2	2	
Electrical Appliances - Electricity – burns, shocks	Employees Agency workers Contractors Residents Public	3	4	12	• Staff - qualified electricians (or electrical contractor) employed • Use signage and barriers when working below the floor voids/ above ceiling voids. Ensure the installation is checked, verified, tested and commissioned before allowing use. • Where test instruments are used ensure they are company approved, calibrated and have test certificates • Tagout and Lockout Arrangements for Equipment / Electrical Supply in place.	1	2	2	

Hazards	Who is affected? (Employees, Contractors, Public etc.)	Initial Risk			Control Measures (What do we have in place?)	Residual Risk			Additional Control Measures (Site Specific / local controls)
		L	S	R		L	S	R	
					• Safe access and egress routes established before commencement of the works where appropriate these must be clearly identified • Warning notices in place at point of entry/ within work area • Tools selected as to be appropriate for the tasks to be undertaken • Permit to Work System in place as per UPP's Electrical Safety Policy and Procedure • Items provided to residents (eg Kettles and irons) PAT tested annually and checked during room inspections • Procurement process to ensure equipment was fit for purpose and adequately installed • Policy stating no personal electrical items allowed on site is in force (staff only) • Access to power supply at desks restricted • Fixed wire electrical testing conducted • Portable Appliance Testing carried out • Vending machines were regularly inspected and maintained by competent engineers • Limited use of multi-adaptors and only after sockets were checked and confirmed as not overloaded • Work on electrical systems and equipment is limited to competent electrical contractors • Permit to work system in place whenever work involved contact with live conductors • Employees and contractors must use PPE ~~in line with Covid-19 requirements and follow the wipe in wipe out procedure.~~				
Electrical Appliances - Frayed cords, Missing ground pins, Improper wiring	Employees Contractors Agency workers Residents	3	4	12	• Inspect wiring prior to commencing work • Tag equipment 'Do Not Use', send to repair/replace and when in a resident room/kitchen these must be removed	1	1	2	
Extreme temperatures - too hot. too cold	Employees Contractors	3	3	9	• Temperature in buildings monitored and if required fans / heaters issued	1	1	2	

Hazards	Who is affected? (Employees, Contractors, Public etc.)	Initial Risk			Control Measures (What do we have in place?)	Residual Risk			Additional Control Measures (Site Specific / local controls)
		L	S	R		L	S	R	
	Agency workers				• Ensure breaks and drinking of fluids (staff) • Proper PPE used (staff) ~~also must be in line with Covid-19 requirements.~~ • Limit exposure to area				
Fragile Roofs	Employees Contractors Agency workers	3	4	12	• Fragile Roofs mark as such • Permit to Work System in Place • Fragile roof barrier off where possible eg skylights • Employees and Contractors must where PPE ~~in line with Covid -19 requirements and wipe in wipe out.~~	1	2	2	
Fire - Fire, smoke – damage to health	Employees Contractors Agency workers Residents	3	4	12	• Fire risk assessment completed for site annually. Reports are held on file produced internally by the fire safety team with actions uploaded, monitored and tracked on plan on • Fire Drills held twice annually • Sufficient number of trained Fire Wardens on site • Alarm systems installed within the building • Fire extinguishers in place maintained and inspected as per UPP's Fire Procedure • Fire safety statuatory items are testing and operational at all times	1	2	2	
Fix Ladders	Employees Contractors Agency workers Residents	3	4	12	• Access is restricted – ladders behind locked doors • Inspections carried out – Bristish Engeering Services • Training provided to staff that are requried to use fixed ladders • Staff must wear PPE ~~in line with Covid-19 requirements and wipe in wipe out.~~	1	1	2	
Flammable Materials	Employees Contractors Agency workers Residents Public	3	4	12	• Fire extinguishing equipment in place • Warning notices in place at point of entry/ within work area	1	1	2	
Gas	Employees Contractors Agency workers	3	4	12	• Gas system maintened and inspected by competency person (GasSafe Register)	1	1	2	

Hazards	Who is affected? (Employees, Contractors, Public etc.)	Initial Risk			Control Measures (What do we have in place?)	Residual Risk			Additional Control Measures (Site Specific / local controls)
		L	S	R		L	S	R	
	Residents Public								
Heavy machinery / equipment - Fail to Lock out tag out, Unguarded moving parts, Machine guards removed, Slips, trips and falls	Employees Contractors Agency workers	3	4	12	• Tagout and Lockout Arrangements for Equipment / Electrical Supply in place • Use only trained and competent persons to carry out this work • Guarding of moving machinery in place before works commence/ on completion • Guarding of moving machinery in place before works commence/ on completion • Clean area to remove slippery surfaces before commencing • Employees and contractors must wear PPE ~~in line with Covid-19 requirements and wipe in wipe out.~~	1	1	2	
Movement around site - Slips, trips and falls - Physical Injury	Employees Contractors Agency workers Residents Public	3	4	12	• Good housekeeping standards maintained • Regular cleaning schedule is in place • Sufficient lighting provided in all areas • Walkways and surface condition are in good state of repair • Occupants advised to report spillages immediately • HomeatHalls App is available for reporting issues or concerns • Staircases are in good state of repair • Light fittings and switches positioned so they are operated without risk • Emergency lighting provided and maintained to ensure critical areas and routes remained safe	1	1	2	
Noisy Environments	Employees Contractors Agency workers Residents	3	4	12	• Limit exposure to work area • Appropriate PPE used by staff and contractors ~~in line with Covid-19 requirements and wipe in wipe out.~~ • Noise Procedure and Complaints Procedure • Where necessary areas assessed and designated as 'hearing protection zone'	1	1	2	

Hazards	Who is affected? (Employees, Contractors, Public etc.)	Initial Risk			Control Measures (What do we have in place?)	Residual Risk			Additional Control Measures (Site Specific / local controls)
		L	S	R		L	S	R	
					• Plant rooms locked to prevent unauthorised access - Minimal access required to plant rooms due to modern plant installed which minimises the manual labour required • If access required to plant rooms, hearing protection is provided				
Passenger lifts - Entrapment, fatalities, panic	Employees Contractors Agency workers Residents Public	3	5	15	• Regularly maintained and inspected • Visual inspections undertaken to check lifts were levelling; means of communication with the lift were working etc. • Safe working load clearly marked in the lift car • Entrapment procedure are devised and communicated to all relevant parties on site • All moving and dangerous parts were enclosed • Certificates of examination undertaken by British Engineering Services (BES) • Staff need to use PPE ~~in line with Covid-19 requirements and wipe in wipe out.~~	1	2	2	
Pest Control- Bed bugs, mice, rats	Employees Contractors Agency workers Residents	3	3	9	• HomeatHalls App is available for reporting issues or concerns • Pest control measures in place (e.g. bait boxes)	1	1	2	
Pressure Systems	Employees Contractors Agency workers Residents	3	3	9	• Permit to work system in place • Work on pressure systems only undertaken by competent persons • Certificates of examination undertaken by British Engineering Services (BES) • Staff need to wear PPE ~~in line with Covid-19 requirements and wipe in wipe out.~~	1	2	2	
Staff and student common space - eating areas Consumption of food / food	Employees Contractors Agency workers	1	3	3	• Complaints procedure in place. Any complaints triggered investigation to establish cause and control measures • Pest control policy in place and monitored for effectiveness	1	2	2	

Hazards	Who is affected? (Employees, Contractors, Public etc.)	Initial Risk			Control Measures (What do we have in place?)	Residual Risk			Additional Control Measures (Site Specific / local controls)
		L	S	R		L	S	R	
preparation / food storage – food poisoning, allergic reactions					• Staff to make others aware of any allergies				
Storage Areas - Use of racking/shelving – falling objects, racking collapse, entrapment	Employees Contractors Agency workers	3	3	9	• Adequate storage areas were provided so areas not overcrowded or racking overloaded • Areas provided to store resident parcels	1	2	2	
Staff and Resident common welfare facilities (toilets and showers) - Shower / toilet / hand washing facilities – odour, Ill-health due to spread of bacteria, scald	Employees Contractors Agency workers Residents Public	1	3	3	• Showers were provided with a thermostatic mixer valve to prevent scalding • Regular cleaning was conducted throughout the day • Blockages were attended to through onsite facilities • Hot running water, soap and hand towels or hand dryers are provided • Number of toilet facilities provided were calculated based on predicted use • Water taps were clearly marked to advise of Hot/Cold • Wipe in wipe out procedure needs to be actioned.	1	2	2	
Waste - Housekeeping	Employees Agency workers Residents	3	3	9	• Bins were provided are clearly labelled ‘recycle’ and ‘general waste’ these bins are emptied either by the residents or once per week by UPP • Waste collected from the floors and taken to the bin area for removal • PPE ~~in line with Covid-19~~ needs to be worn and wipe in wipe out practice to take place.	1	2	2	
Water Systems - Legionella, other water borne diseases	Employees Contractors Agency workers	3	4	12	• Flushing of the system is conducted as per UPP Water Hygiene Policy • Vending machines are cleaned down regularly – UOL Contractor	1	1	1	

Hazards	Who is affected? (Employees, Contractors, Public etc.)	Initial Risk			Control Measures (What do we have in place?)	Residual Risk			Additional Control Measures (Site Specific / local controls)
		L	S	R		L	S	R	
	Residents Public				• Wholesome drinking water is provided • Water management system is in place • Temperature testing completed as per the requirements of UPP's Water Hygiene Policy • Testing for legionella conducted as per UPP's Waste Hygiene Policy				
Windows (risk of accidental fall)	Employees, Agency Workers, Contactors, Residents, Public	3	5	15	• Windows restricted sufficiently to prevent fall • Window restrictors tested on at least an annaul basis • Disciplinary process in place for those that interfere with window restrictors (staff and residents) • PPE ~~in line with Covid-19~~ needs to be worn and a wipe in wipe out practice needs to be followed.	1	2	2	
Working at heights (Window cleaning etc) - Fall.	Public Contractors Agency workers	3	5	15	• Carry out as much work as possible from the ground • Ensure workers can get safely to and from where they work at height • Ensuring the reach of the ladder far enough over roof / platform (1m) and it is lower than 6m (combined rise less than 4m) • Permit to Work System implemetned as per UPP's Permit to Work Procedure • Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly • Take precautions when working on or near fragile surfaces • Provide protection from falling objects • Consider emergency evacuation and rescue procedures • Inspect equipment, steps, and ladders - before uses • Use PPE such as head protection ~~also PPE in line with Covid-19 and wipe in wipe out.~~ • Roof access is controlled • Edge protection is provided	1	2	2	

Hazards	Who is affected? (Employees, Contractors, Public etc.)	Initial Risk			Control Measures (What do we have in place?)	Residual Risk			Additional Control Measures (Site Specific / local controls)
		L	S	R		L	S	R	
					• Clear walkway is present • Risk assessment completed by contractors for work at height tasks				
Working at heights (Roof Work**)**	Employees Contractors Agency workers	3	5	15	• Use safety harness if roof area is equipped with fixing points • Do not leave loose materials on the roof • Do not go on to the roof in windy, or very inclement weather (snow/ sleet) • Safe access and egress routes established before commencement of the works. • Use only trained and competent persons to carry out this work • Guarding of Open Edges to avoid 'Falls From Height' • Control of entry into work area / erect barriers where required • Communications are maintained for duration of tasks • ~~Wipe in wipe out and Covid-19~~ PPE to be worn	1	2	2	
Stress, Anxiety and Work overload	Employees Agency workers	3	4	12	• Internally published posters,1 to1's/ communications with line managers and UPP Mental Health First Aiders (MHFA) available to discuss concerns around workload, stress levels. ~~COVID-19 guidance~~. • Regular breaks to be taken • Refreshments to be provided • Employee Assistance Programme available	2	3	6	

Likelihood	1 - Hardly ever Heard of in industry / work type	2 - Unlikely Occurred within UPP	3 - Possible Occurs several times at UPP	4 - Likely Occurs on site / will probably happen	5 - Almost certain Occurs several times on site / will almost certainly happen or reoccur

Severity	1 - Incidental/No injury	2 - Minor / No treatment	3 - First Aid Treatment / Lost Time	4 - Major injury / Reportable Injury	5 - Severe / Fatal
Risk Rating (L x S = R)	**1 - 4 = LOW** (to be continually monitored/reviewed - annually)				
	5 - 11 = MEDIUM (to be continually monitored/reviewed - every six month)				
	12 - 25 = HIGH (not acceptable - further assessment required to avoid the work activity / further control measures required)				

PPE and safety equipment: (please tick as appropriate and provide details)							
 Safety Footwear		 Gloves (please specify type)		 Hard Hat		 Safety Glasses/ Goggles	
 Face Visor		 Fall arrest/fall restraint (please specify type)		 Filtering face piece (please specify type)		 Half Mask (please specify type)	
 Hearing protection (in ear or muffs)		 Hi Vis Clothing		 Protective Overall		**Any other PPE/Equipment:**	
All PPE and equipment must be purchased through approved suppliers only							
Assessment Completed By Sarah Morgan Reviewed by J Piesse		**Signature:**		**Position: RD**		**Date: 17 July 2026**	

***This Risk Assessments must be reviewed within the specified period(s) or following significant change, accident/incident or other cause of concern**

***Dates of review must be recorded on the Risk Assessment Register**