

Displays Risk Assessment

Location(s): <i>(where will the activity or task take place?)</i>			Description of task or Activity: <i>(to include enough information to establish the foreseeable hazards)</i>		
Bill Bryson Library, including Display Area, Level 2.			Setting up Free Standing Displays potentially involving tables; chairs; wipeboards; pull-up banners; table-top display boards; electric devices/lights; festive decorations; giveaway items (including food); artefacts and books from ULC collections.		
Hazards <i>(things with the potential to cause harm)</i>	Those at risk <i>(people who could be harmed)</i>	How could they be harmed? <i>(nature of injuries, damage that could result)</i>	Uncontrolled risk level <i>(level of risk without control)</i>	Required controls <i>(how the risk can be removed or reduced by for example engineered methods, safe systems of work, training and/ or personal protective equipment)</i>	Controlled risk level <i>(level of risk remaining when controls are in place)</i>
Slips and trips	Staff and visitors	Trip over objects or slip on spillages causing sprains or fractures.	4 x 4 High Risk	<p>Good housekeeping practices reinforced in the department.</p> <p>All areas are well lit, including stairs.</p> <p>Trailing leads or cables are moved or protected.</p> <p>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</p> <p>Staff clean up or report spillages immediately.</p> <p>Staff to report any building issues through the K2 system to the Estates Helpdesk.</p> <p>Online Oracle training available for slips, trips and falls, also reinforced during H&S Awareness training at induction.</p>	3 x 2 Low Risk
Manual handling	Staff and visitors	Strains or sprains and injuries or back pain from handling heavy/bulky objects, eg moving furniture into position.	4 x 4 High Risk	<p>Equipment provided to move heavy items where appropriate. e.g. Trolley/sack barrow</p> <p>Where possible heavy items are stored/accessible at the appropriate height. Lighter items only should be stored at higher level.</p> <p>Manual handling training is available and mandatory for all DU staff.</p> <p>Staff are aware/trained on how to split heavy loads and make them easier to handle using the online Oracle Manual Handling training.</p>	3 x 2 Low Risk

Events and activities (Increased numbers of visitors to site)	Staff and visitors	Injury to person(s) involved	2 x 3 Medium Risk	<p>Guidance published by the University Health and Safety Service regarding events should be reviewed and followed: Event Management (sharepoint.com)</p> <p>Support is available in the event of emergency based on expected visitor numbers (eg. First Aid and fire wardens), either from staff working in Bill Bryson Library, or the university security team.</p> <p>The BBL Capacity Management process should be followed where appropriate <u>BBL Capacity Management Plan.docx (sharepoint.com)</u></p>	3 x 2 Low Risk
Work equipment/electronic devices as part of displays	Staff and visitors	<p>Electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.</p> <p>Theft</p>	5 x 5 Extreme Risk	<p>There is a process in place which means that defective equipment is taken out of use.</p> <p>All new equipment is visually checked before each use to ensure there are no obvious accessible dangerous moving parts</p> <p>Equipment is placed in a location which does not cause any additional hazards.</p> <p>Checks in place to ensure new and existing staff are trained to use equipment.</p> <p>PAT testing is carried out for all fixed equipment and electrical systems. The person responsible for PAT testing is CS Buildings Team</p> <p>Devices such as laptops, ipads etc should not be left unattended e.g., on a display table.</p>	4 x 1 Low Risk
Displaying of artefacts/books from ULC collections or items that are personal possessions	Staff and visitors	Theft or damage of items. Personal injury as a result of theft or damaged items.	3 x 4 Moderate Risk	<p>All items from ULC collections are displayed correctly, with correct security measures in place (e.g. tattle tape). Valuable items are monitored by BBL staff.</p> <p>Displays with valuable items should be staffed at all times; personal possessions should not be left on unstaffed displays.</p> <p>Valuable items to be insured (if applicable).</p>	2 x 3 Low Risk
Food/Drink items to take away	Staff and visitors	Allergic reactions/foods avoided for religious or ideological reasons.	3 x 2 Moderate risk	<p>All displays containing food or drink items should have a prominent notice detailing ingredients and possible allergens (including 'may also contain' warnings).</p> <p>Food and drink will be supplied by commercial operators – homemade food will not be provided</p>	2 x 2 Low risk
GDPR	Staff and visitors	Requesters submit personal data on the Display Enquiry	2 x 4 Moderate Risk	The responses to the form will only be accessed by the Information Assistant team via the Request Fulfilment email and are weeded once the event has	1 x 2 Low Risk

		Form which could be used to target individuals if there is public access to this data.		taken place.	
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Internal Guidance/Linked Documents:	https://forms.office.com/e/2zkU5paxiB		
Competence Requirements:	H&S Awareness, Manual Handling as linked in above document		
Supervisor/Manager Review and Comment:	Review Date February 2025		
Assessment Prepared by Naomi Marklew		Supervisor/Manager acceptance	
Name:	Naomi Marklew	Name:	Katharine Davidson-Brown Maria Carnegie
Signature:	NMarklew	Signature:	JKDavidson-Brown MA Carnegie
Date:	10/02/23 12/01/23	Date:	16/02/23 15/01/23
This risk assessment should be read by those performing and supervising the work in conjunction with all relevant documentation including method statements and safe systems of work			

Health and Safety Risk Matrix

		Probability/ likelihood of risk realisation					
		Almost Impossible (1)	Not Likely to occur (2)	Could occur (3)	Known to occur (4)	Common occurrence (5)	
Health and Safety		A freak combination of factors would be required for risk to be realised	A rare combination of factors would be required for risk to be realised	Could happen when additional factors are present otherwise unlikely to occur	Not certain to happen but an additional factor may result in risk being realised	Almost inevitable that risk will be realised	
Potential Consequences	Severe (5)	One or more fatalities. Irreversible health problems	5	10	15	20	25
	Major (4)	Partial or medium-term, disabilities or major health problems	4	8	12	16	20
	Moderate (3)	Lost-time injuries or potential medium-term health problems	3	6	9	12	15
	Minor (2)	Minor, very short-term health concerns on recordable injury cases.	2	4	6	8	10
	Insignificant (1)	Inherently safe, unlikely to cause health problems or injuries	1	2	3	4	5

Extreme risk	High risk	Medium risk	Low risk