CARDIFF UNIVERSITY
PRIFYSGOL CAERDYDD

Risk Assessment Form

Task/Activity: Out of hours access for Staff, PGR/PGT and UG students.
Location: Abacws

1. General Information

Department	Computer Science and Informatics	**Building**	Abacws (Building)	**Room No**	Building
Name of Assessor	Abigail Rutherford	**Status of Assessor**	Facilities Manager	**Assessment No**	GRA-Abacws 24 hour access
Date of Original Assessment	April 2022	**Assessment Revision history**	N/A	**This version**	V1
Summary of overall risk	Medium	**Date of Next Assessment**	April 2023	**Date**	

2. Brief Description of Activity:

This Risk Assessment covers the 24 hours access to the Abacws building for COMSC Staff, UGT and PGT students and is to be used in conjunction with the University's Organisational Risk Assessment. Use of building as covered by this risk assessment is defined as office-work and computer-based work not involving the use of high-risk equipment or work within the Amber level lab spaces.

Building Core Hours: 8am – 6pm - no porters or security on-site during these times but there are staff trained as First Aiders and Fire Wardens. Although please note Security can be contacted on ext. 74444 or via the Safezone app if needed.

The Abacws building is secured by electronic access control (PAC) which is managed by Security and internal rooms are secured by Salto locks managed by the Facilities Team. Classrooms are set to open at 9am and lock at 6pm or at the request of a School if needed outside of core hours. COMSC 24-hour Lab spaces (1.34, 1.39, 4.07, 5.44) will also be locked but can access can be gained by a valid staff/student ID card.

Any access/use of the building outside of the core hours as stated above are classed as out of hours.

All Abacws staff must read and sign this risk assessment, complete the annual Fire Safety Awareness module, and have read the Emergency Evacuation Procedure as no Fire Marshals will be on-site.

G4S security are an external security company who are working with our internal security to provide extra security and support to the Abacws building between 8pm and 8am.

PLEASE KEEP YOUR PHYSICAL ID CARDS ON YOU AT ALL TIMES

Valid ID Cards will give you access to the building and office areas. Security can and will ask for ID cards upon arrival and/or on their hourly sweeps of the building. Anyone without a physical ID card will not be given access and/or will be asked to leave the building.

3. Persons at Risk Are they Notes

Staff ☒	Trained ☒	Levels of experience will vary, and some staff and/or participants may have a disability.
PGR/PGT Students ☒	Competent ☒	There will be a G4S Security member from 8pm until 8am, who will complete sweeps of the building on an hourly basis and check IDs of those entering.
UG Students ☒	Inexperienced ☒	All staff will be required to complete the Fire Awareness module.
Visitors ☐	Disabled ☒	
Contractor ☐		

4. Level of Supervision Notes

None ☒ Constant ☐ Periodic ☒	The level of supervision varies – majority of time will be unsupervised with security providing minimal supervision on hourly sweeps between 8pm and 8am.
Training Required ☐	

5. Will Protective Equipment Be Used? Please give *specific* details of PPE

Head ☐ Eye ☐ Ear ☐	N/A
Body ☐ Hand ☐ Foot ☐	

6. Is the Environment at Risk? Notes

Yes ☒ No ☐	Resources relating to heating/lighting/power will be used. Event documentation such as hard copy documents may be produced.

7. Will Waste be generated? If 'Yes' please give details of disposal

Yes ☒ No ☐ **Not Applicable**	All waste be will disposed of in the correct waste stream at one of the recycling points

8. Activities, Associated Hazards and Existing Controls

Work Activity / Item of Equipment / Procedure / Physical Location	Hazard	Control Measures and Consequence of Failure	Likelihood (0 to 5)	Severity (0 to 5)	Level of Risk

COVID-19	Transmission of virus	• Follow government and University guidelines. • Use available hand sanitiser stations.	3	4	12
General use of building	Slips trips and falls Fire	• Lights on sensors will switch on automatically in corridors. • Switch on lights in office/Lab • Stairways, corridors and office floors kept free of obstructions, spills or other slip or trip hazards; all spills to be cleaned up immediately • No trailing cables from computer equipment, etc. in office spaces. • G4S security are first aid trained and will be first responders for any First Aid between the hours of 8pm and 8am. • Between the hours of 6pm and 8pm users should report incidences to Security via 74444 or via the SafeZone app	1	3	3
		• Fire Extinguishers are provided and are available in various locations across the building • Emergency exits are signposted • All staff are required to complete the Fire Awareness online module. • Ensure building users know locations of nearest fire exits and are aware of the building fire risk assessment and School's evacuation procedure. • In the event of fire outside of normal opening hours, building users should evacuate the building and contact the Security Centre to inform them that they have safely exited.	1	5	5
Building Access	Access permissions/Intruders	• Only staff of the School of Computer Science & Informatics and the School of Mathematics	1	3	3

		will be given 24-hour access to the Abacws building. • PGR students with full-time offices will be given 24-hour access. • All COMSC UGs will be given 24 hour access to the relevant Lab spaces and corridors to access them. • Access will not be given to anyone other than the above unless permission is given by the Head of Schools or School Managers. • G4S Security will be checking ID cards as needed • Staff/Students not permitted to give anyone else access. • Staff/Students not permitted to give their ID card to anyone else.			
Working alone or with few others present	Lone working	• Activities being carried out low risk. • Do not work alone when feeling tired or unwell. • Means of summoning emergency assistance easily available (SafeZone App available, security and Fire alarms) • G4S Security on-site between 8pm and 8am. • The University's Lone Working Policy adhered to. • For staff ensure that number of additional hours worked is managed and that time off in lieu is used • For students ensure you speak with a supervisor, student support or member of staff if additional hours are needed or inducing stress.	1	3	3
		• G4S security will make hourly sweeps of the building and request IDs on arrival between 8pm and 8am.	1	2	3

	Security	• All single occupancy offices can be locked by a key and all shared spaces can only be accessed by an ID card with the allocated access.			
	Encounter with threatening individuals: General	• Trust your instincts and if necessary move away from the threatening individual to a place of greater safety. Never engage in confrontation. • Contact Security Centre immediately either via the SafeZone app or the G4S Security member. • Report incidents where you felt under threat following the incident reporting procedure. • Personal alarms are available from the Safety Officer.	1	3	3
	Encounter with threatening individuals: Intruders	• Contact Security on 74444 promptly should you know or suspect that an intruder is present within your building. Alert G4S security if you see them on a building sweep. • Do not confront the potential intruder. • Lock office door or close door to shared spaces (intruders will not have access to these areas due to PAC and Salto systems)	1	5	5
	Routes home	• Plan how you will get to your car/public transport/home after leaving the Abacws building e.g. taking well lit routes	1	5	5
Kitchen use	Hot/cold burns from equipment and water supply	• First aid kits are available • G4S security are first aid trained and will be first responders for any First Aid. • Between the hours of 6pm and 8pm users should report incidences to Security via 74444 or via the SafeZone app	1	2	2

Hazard	Control Measures	Likelihood	Severity	Level of Risk
	• All accidents/incidents/near misses need to be reported to the Department Safety Officer (abacws@cardiff.ac.uk) • For emergencies please call 999			
Working with Computers and other Electrical Devices	Electrocution • Visually inspect electrical equipment for signs of damage before use. • Equipment tested regularly for electrical safety (Annual PAT testing or earlier if needed) • Users familiar with proper operation procedures • Keep electrical devices away from water and other liquids.	1	3	3
Moving equipment	Physical injury from heavy leads/ falling objects. • Arrange with Facilities Team or Manual Handling within Core Hours. • Where appropriate, heavy equipment to be lifted by two people at a time. Participants will be given advice on lifting and moving equipment in a safe manner • Trolleys are available if requested within Core Hours • Electrical equipment must not be moved unless by a member of the IT service team.	1	2	2
Working at height	Falls • Avoid working at height when working alone. • Place books, research papers, etc. within reach when possible.	1	3	3

Scoring Criteria for Likelihood (chance of the hazard causing a problem)
0 – Zero to extremely unlikely, 1 – Very Unlikely, 2 – Unlikely, 3 – Likely, 4 – Very Likely, 5 – Almost certain to happen

Scoring Criteria for Severity of injury (or illness) resulting from the hazard
0 – No injury, 1 – First Aid is adequate, 2 – Minor injury, 3 – "Three day" injury, 4 – Major injury, 5- Fatality or disabling injury

9. Chemical Safety (COSHH Assessment)

Hazard	Control Measures	Likelihood (0 to 5) ✕	Severity (0 to 5) =	Level of Risk

10. Source(s) of information used to complete the above

Cardiff University SSWEL Safety Policy & procedure documents. Facilities Manager's knowledge of procedures and control measures COVID regulations (University intranet/ Welsh Gov website)

11. Further Action

Highest Level of Risk Score	Action to be taken
0 to 5 ☐	No further action needed
6 to 11 ☐	Appropriate additional control measures should be implemented
12 to 25 ☒	Additional control measures **MUST** be implemented. Work **MUST NOT** commence until such measures are in place. If work has already started it must **STOP** until adequate control measures are in place.

12. Additional Control Measures – *Likelihood and Severity and the values with the additional controls in place*

Work Activity and associated hazard(s):	Hazard and Existing Control Measures	Additional Controls needed to Reduce Risk	Likelihood (0 -5)	Severity (0 to 5)	Level of Risk
COVID-19	See Section 8	Maintain social distancing if possible Recommended that masks are worn inside or in unventilated areas	2	5	10

After the implementation of new control measures the procedure/activity should be re-assessed to ensure that the level of risk has been reduced as required.

13. Action in the Event of an Accident or Emergency

Report to Event Organiser, School Manager and Safety Officer. Complete accident/incident report form. First aiders are available in the buildings, lists provide on walls and in staff directories. Contact the Security Control room: 74444 from internal phone. 029 20874 444 from external. Call emergency services if necessary use '999' or '112'. Evacuate in the event of a fire alarm sounding; adhere to the School's fire safety procedures. Fire Action posters are available, and Safe Havens are signposted.

14. Arrangements for Monitoring the Effectiveness of Control

| Ad-hoc visual checks and Workplace Inspection Programme, review of accident statistics and internal audit. |
| PDR programme and regular meeting between staff and line managers. |

15. Review: This assessment must be reviewed by (date): March 2023

Name of Reviewer:		Date of Review	
Have the Control measures been effective in controlling the risk?			
Have there been any changes in the procedure or in information available which affect the estimated level of risk?			
What changes to the Control Measures are required?			

16a. Signatures

Assessor: Abigail Rutherford	Date: April 2022
In consultation with:	Date:
Approved by:	Date:

16b. Please follow link or QR code below to sign and confirm you have read and understood this Risk Assessment

Link:

https://forms.office.com/r/LhEpjfHHXz

QR Code: