University of Plymouth **Risk Assessment Form (RA1)**

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Assessment Ref. No.	Link Shared Offices	**Version No.**	1
Activity Assessed	***Please provide a clear description of the activity, purpose, where, and when it takes place.***		
	Applies to Link rooms 211, 217, 302, 303, 304 and 305		
Assessment Date	December 2025	**Faculty / Directorate**	Health and Human Science
Date of Next Review	December 2026	**School / Service**	Psychology
Assessor	Martyn Atkins (Technical Manager)	**Additional individuals involved in developing the RA**	Occupants of shared offices: PhD students, staff and TARAs (rm 305)
Signature of Assessor	M. Atkins	**Signature of Academic Supervisor / Approver**	

Risk Score Matrix

		Severity				
		Insignificant	Minor	Moderate	Major	Fatal
Likelihood	Very Unlikely	**1 Green**	**2 Green**	**3 Green**	**4 Green**	**5 Amber**
	Unlikely	**2 Green**	**4 Green**	**6 Amber**	**8 Amber**	**10 Red**
	Possible	**3 Green**	**6 Amber**	**9 Amber**	**12 Red**	**15 Red**
	Likely	**4 Green**	**8 Amber**	**12 Red**	**16 Red**	**20 Red**
	Almost Certain	**5 Amber**	**10 Red**	**15 Red**	**20 Red**	**25 Red**

Risk Score and Description

Risk Score	Risk Level	Category	Description
1 – 4	Low	Acceptable	No further actions needed
5 – 9	Medium	Tolerable/Adequate	Should be reviewed to ensure that there is nothing else that can be done
10 – 15	High	Undesirable	Immediately review current control measures, and where appropriate decide on further actions
16 - 25	Very High	Unacceptable	Stop activity and make immediate improvements

Likelihood (L) x Severity (S) = Risk Score (RS)

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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. Likelihood x Severity = Risk Score			**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, Trips and Falls	Researchers and participants. Injury from falling (e.g. sprains, fractures).	Cables secured or covered. Work areas and thoroughfares kept tidy and clear of obstructions. Frequent housekeeping checks and walkarounds. Reporting of hazards to the Technical Manager.	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk
Poor workstation setup, prolonged screen use	All DSE users Postural problems, eyestrains, headaches.	Adjustable chairs and monitor stands provided Additional equipment provided if deemed necessary after assessment Regular breaks encouraged	3 - Possible	2 - Minor	6 - Medium Risk	Require annual DSE assessments by staff via new online system (when available). Action to address issues following assessment.	2 - Unlikely	2 - Minor	4 - Low Risk
Fire	All staff Smoke inhalation/burns.	UoP managed: Fire exits clearly marked. Fire alarm tests / drills. Extinguisher checks. Evacuation signage & fire marshals.	1 - Very Unlikely	4 - Major	4 - Low Risk	Any equipment using Li-ion batteries e.g. VR headsets etc. should not be left charging unattended.	1 - Very Unlikely	4 - Major	4 - Low Risk

		Locally managed: Equipment turned off when not in use. Fire doors kept closed.				Send reminder to researchers and staff.			
Electrical equipment Faulty or damaged equipment	All staff Electrical shocks or burns from faulty electrics, including portable electrical equipment.	UoP managed: Annual PAT testing. Cabling visually inspected regularly and maintained in safe condition. Immediate reporting of faults / hazards to the Technical Manager or Estates. Extension cable use minimised. Battery recycling bin available at the Tech Office hatch.	1 - Very Unlikely	3 - Moderate	3 - Low Risk	Any equipment using Li-ion batteries e.g. VR headsets etc. should not be left charging unattended.	2 - Unlikely	2 - Minor	4 - Low Risk
Manual Handling Lifting heavy or awkward items (e.g. office supplies)	Staff moving items Musculoskeletal injuries	Manual handling training provided Trolleys or lifting aids available from Tech Office if needed. Trained estates staff to move bulky items.	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk
Stress, Mental Health and Wellbeing	All staff	Employee Assistance Programme (EAP)	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk

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	Stress-related illness, decreased productivity	Mental health support and training Flexible working arrangements Promote wellbeing resources regularly (central)							
Environmental Factors Adequate lighting, ventilation and temperature control, noise levels and storage.	All staff Discomfort including headaches, migraines, fatigue and eyestrain	Report issues to estates or via the Tech Office	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk

Please 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
Blocked exits	Weekly inspections of corridor spaces connecting offices	Martyn Atkins and Mark Cooper	31st January 2026	
Fire / Electrical	Any equipment using Li-ion batteries e.g. VR headsets etc. should not be left charging unattended. Send reminder to researchers and staff.	Martyn Atkins	January 2026	
Fire	Installation of a specialised Li-ion extinguisher outside the Tech Office, Link 109	Martyn Atkins / Phil Quarmby	March 2026	

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Poor workstation setup, prolonged screen use	Require annual DSE assessments by staff via new online system (centrally managed). Action to address issues following assessment (Martyn Atkins - DSE assessor training is Feb 2026)	Central / Martyn Atkins	March 2026	

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 X SEVERITY = RISK SCORE

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

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

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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		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
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		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
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		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. Catastrophic business losses. The major contributor to significant environmental harm.	5