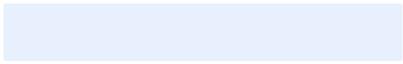


# University of Plymouth

# Risk Assessment Form (RA1)

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training. **When using a generic risk assessment template, it is your responsibility to ensure that it is appropriately tailored to the specific task. You must add any additional details or control measures necessary to ensure the assessment is suitable and sufficient for the work being carried out.**

<b>Assessment Ref. No.</b>	Link Teaching Spaces		<b>Version No.</b>	1																																							
<b>Activity Assessed</b>	<i>Please provide a clear description of the activity, purpose, where, and when it takes place.</i>																																										
	Risk assessment for the activities associated with work in Lecture Rooms & Similar Teaching-Based Environments – Link 113 & 301																																										
<b>Assessment Date</b>	Feb 2026		<b>Faculty / Directorate</b>	Health and Human Science																																							
<b>Date of Next Review</b>	Feb 2027		<b>School / Service</b>	Psychology																																							
<b>Assessor</b>	Martyn Atkins (Technical Manager)		<b>Additional individuals involved in developing the RA</b>																																								
<b>Signature of Assessor</b>			<b>Signature of Academic Supervisor / Approver</b>																																								
<b>Risk Score Matrix</b>							<b>Risk Score and Description</b>																																				
<b>Severity</b>							<b>Risk Score</b>	<b>Risk Level</b>	<b>Category</b>	<b>Description</b>																																	
<table border="1"> <tr> <td></td> <td>Insignificant</td> <td>Minor</td> <td>Moderate</td> <td>Major</td> <td>Fatal</td> </tr> <tr> <td rowspan="5" style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Likelihood</b></td> <td>Very Unlikely</td> <td style="background-color: #00FF00; text-align: center;"><b>1 Green</b></td> <td style="background-color: #00FF00; text-align: center;"><b>2 Green</b></td> <td style="background-color: #00FF00; text-align: center;"><b>3 Green</b></td> <td style="background-color: #00FF00; text-align: center;"><b>4 Green</b></td> <td style="background-color: #FFD700; text-align: center;"><b>5 Amber</b></td> </tr> <tr> <td>Unlikely</td> <td style="background-color: #00FF00; text-align: center;"><b>2 Green</b></td> <td style="background-color: #00FF00; text-align: center;"><b>4 Green</b></td> <td style="background-color: #FFD700; text-align: center;"><b>6 Amber</b></td> <td style="background-color: #FFD700; text-align: center;"><b>8 Amber</b></td> <td style="background-color: #FF0000; text-align: center;"><b>10 Red</b></td> </tr> <tr> <td>Possible</td> <td style="background-color: #00FF00; text-align: center;"><b>3 Green</b></td> <td style="background-color: #FFD700; text-align: center;"><b>6 Amber</b></td> <td style="background-color: #FFD700; text-align: center;"><b>9 Amber</b></td> <td style="background-color: #FF0000; text-align: center;"><b>12 Red</b></td> <td style="background-color: #FF0000; text-align: center;"><b>15 Red</b></td> </tr> <tr> <td>Likely</td> <td style="background-color: #00FF00; text-align: center;"><b>4 Green</b></td> <td style="background-color: #FFD700; text-align: center;"><b>8 Amber</b></td> <td style="background-color: #FF0000; text-align: center;"><b>12 Red</b></td> <td style="background-color: #FF0000; text-align: center;"><b>16 Red</b></td> <td style="background-color: #FF0000; text-align: center;"><b>20 Red</b></td> </tr> <tr> <td>Almost Certain</td> <td style="background-color: #FFD700; text-align: center;"><b>5 Amber</b></td> <td style="background-color: #FF0000; text-align: center;"><b>10 Red</b></td> <td style="background-color: #FF0000; text-align: center;"><b>15 Red</b></td> <td style="background-color: #FF0000; text-align: center;"><b>20 Red</b></td> <td style="background-color: #FF0000; text-align: center;"><b>25 Red</b></td> </tr> </table>												Insignificant	Minor	Moderate	Major	Fatal	<b>Likelihood</b>	Very Unlikely	<b>1 Green</b>	<b>2 Green</b>	<b>3 Green</b>	<b>4 Green</b>	<b>5 Amber</b>	Unlikely	<b>2 Green</b>	<b>4 Green</b>	<b>6 Amber</b>	<b>8 Amber</b>	<b>10 Red</b>	Possible	<b>3 Green</b>	<b>6 Amber</b>	<b>9 Amber</b>	<b>12 Red</b>	<b>15 Red</b>	Likely	<b>4 Green</b>	<b>8 Amber</b>	<b>12 Red</b>	<b>16 Red</b>	<b>20 Red</b>	Almost Certain	<b>5 Amber</b>
	Insignificant	Minor	Moderate	Major	Fatal																																						
<b>Likelihood</b>	Very Unlikely	<b>1 Green</b>	<b>2 Green</b>	<b>3 Green</b>	<b>4 Green</b>	<b>5 Amber</b>																																					
	Unlikely	<b>2 Green</b>	<b>4 Green</b>	<b>6 Amber</b>	<b>8 Amber</b>	<b>10 Red</b>																																					
	Possible	<b>3 Green</b>	<b>6 Amber</b>	<b>9 Amber</b>	<b>12 Red</b>	<b>15 Red</b>																																					
	Likely	<b>4 Green</b>	<b>8 Amber</b>	<b>12 Red</b>	<b>16 Red</b>	<b>20 Red</b>																																					
	Almost Certain	<b>5 Amber</b>	<b>10 Red</b>	<b>15 Red</b>	<b>20 Red</b>	<b>25 Red</b>																																					
							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																																	
							<b>Likelihood (L) x Severity (S) = Risk Score (RS)</b>																																				

# University of Plymouth

# Risk Assessment Form (RA1)

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training. **When using a generic risk assessment template, it is your responsibility to ensure that it is appropriately tailored to the specific task. You must add any additional details or control measures necessary to ensure the assessment is suitable and sufficient for the work being carried out.**

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  Obstructions	Staff, students and others using the room(s).  Injury from falling (e.g. sprains, fractures).  Unnecessary delay in evacuation from the room as a result of obstructions on means of escape.	Cables secured or covered.  Work areas and thoroughfares kept tidy and clear of obstructions.  Regular housekeeping checks and walkarounds.  Reporting of hazards to the Technical Manager / Estates	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk
Electrical equipment  Faulty or damaged equipment	Staff, students and others using the room(s).  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.	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk
<b>EXCEEDING ROOM CAPACITY</b>	Staff, students and others using the room(s).	Capacity of room(s) established prior to timetabling and adhered to.	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk

## University of Plymouth

## Risk Assessment Form (RA1)

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training. **When using a generic risk assessment template, it is your responsibility to ensure that it is appropriately tailored to the specific task. You must add any additional details or control measures necessary to ensure the assessment is suitable and sufficient for the work being carried out.**

	<p>Delay in safe evacuation from the room(s).</p> <p>Insufficient to undertake activities and to use the room(s) safely.</p>	<p>Any potential change of use or desired increase in occupancy checked prior to proceeding.</p>							
Poor workstation setup, <b>prolonged</b> screen use.	<p>Staff, students and others using the room(s).</p> <p>Postural problems, eyestrains, headaches.</p>	<p>Adjustable chairs and monitors. Working mice / keyboards.</p> <p>Workstations are only used transiently (typically &lt; 2h so not prolonged use).</p> <p>Encourage regular breaks during workshops using workstations or laptops.</p>	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk
<b>MANUAL* HANDLING</b>	<p>Those undertaking manual handling and in the immediate vicinity</p> <p>Musculoskeletal injuries through poor manual handling techniques, exceeding physical capabilities etc and other injuries through the dropping of loads etc.</p>	<p>Only lightweight, low-risk loads moved within these rooms.</p> <p>Staff trained in safe lifting principles.</p> <p>Trolleys or AV carts used for heavier items.</p>	1 - Very Unlikely	2 - Minor	2 - Low Risk		1 - Very Unlikely	2 - Minor	2 - Low Risk
<b>VIOLENCE AND AGGRESSION</b>	<p>Staff exposed to such situations.</p>	<p>Staff awareness of recognising situations, diffusing techniques, actions to take, and the reporting of incidents to investigation and</p>	2 - Unlikely	2 - Minor	4 - Low Risk		2 - Unlikely	2 - Minor	4 - Low Risk

## University of Plymouth

## Risk Assessment Form (RA1)

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training. **When using a generic risk assessment template, it is your responsibility to ensure that it is appropriately tailored to the specific task. You must add any additional details or control measures necessary to ensure the assessment is suitable and sufficient for the work being carried out.**

		follow up actions where necessary.  Escalation route (Campus Security).							
Fire	Anyone in the room  Smoke inhalation/burns.	UoP managed: Fire exits clearly marked. Fire alarm tests / drills. Extinguisher checks. Evacuation signage & fire marshals.  Locally managed: Equipment turned off when not in use. Fire doors kept closed.  Any equipment using Li-ion batteries e.g. VR headsets etc. should is not left charging unattended.	1 - Very Unlikely	4 - Major	4 - Low Risk		1 - Very Unlikely	4 - Major	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

## University of Plymouth

## Risk Assessment Form (RA1)

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training. **When using a generic risk assessment template, it is your responsibility to ensure that it is appropriately tailored to the specific task. You must add any additional details or control measures necessary to ensure the assessment is suitable and sufficient for the work being carried out.**

### 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
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
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

### 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
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
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

## University of Plymouth

## Risk Assessment Form (RA1)

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training. **When using a generic risk assessment template, it is your responsibility to ensure that it is appropriately tailored to the specific task. You must add any additional details or control measures necessary to ensure the assessment is suitable and sufficient for the work being carried out.**

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
----------------	--	---	-------	--	---