

UWI OPEN CAMPUS

RISK ASSESSMENT RECORD

Type of Hazard	Who might be harmed and how?	Quantitative Risk Assessment			Actions to reduce risk (ALARP)	Responsible Person	Due Date (dd/mm/yyyy)	Signed off as completed (dd/mm/yyyy)
		Likelihood of Occurrence	Severity	Risk Rating (Likelihood x Severity)				
PHYSICAL HAZARDS								
Fall								
1. Partially blocked/narrow corridors. Wires trailing around some workspaces and walkways	Who: 1. Staff members including at risk workers (pregnant women) 2. Customers - the students who traverse these office spaces.	3	2	6	Elimination: Immediately remove all unnecessary items and clear corridors	Ravi B. and/or Nisha B (Facilities/ Maintenance Department)	12/30/2017	Ricardo Drue (Facilities Manager)
	2. How: The office walkways were obscured with boxes and bags of items which could easily be tripped over during daily activities and particularly in the event of an emergency, resulting in injury. Loose wiring in work spaces can entangled workers, resulting in a fall and injury				Isolation: Cover and or seal all running wires and cables between staff and other equipment		1/15/2018	
Wet bathroom floors	Who: Staff, Customers (Students) and Visitors who use the bathroom facilities could slip on the wet surfaces, fall and result in injury	2	2	4	Administrative: use a shift system that allows ancillary staff to monitor and clean wet floors	Nadia Batson and Shurwayne Winchester (Ancillary Staff) (Facilities / Maintenance Dept)	Daily (w.e.f.) 20/11/2017	Daily by Vanessa Baliram (Administrative Supervisor)
					Engineering: Re-design floor surface to include non-slip and/or quick dry coatings		6/30/2018	Ricardo Drue (Facilities Manager)
Uneven/damaged walking surfaces in corridors (cracks and dips)	Who: Staff, students, visitors (particularly those in heels and at risk persons - pregnant, disabled) who traverse the corridors could trip and fall	2	2	4	Administrative: Install temporary signs or warning indicators at the affected areas	Naila Blackman and/or Isaac Blackman Administrative/Facilities Department	11/27/2017	Daily by Vanessa Baliram (Administrative Supervisor)
	How: Falls are possible resulting in injury (particularly twisted ankles) especially when exiting the building				Engineering: Fill all dips and synclines with requisite material/ remedial work to corridors to level surfaces		1/15/2018	Ricardo Drue (Facilities Manager)
					Engineering: Construct a stable step and build a ramp for the differently abled		3/31/2018	
Lifted walkways from tree roots result in raised concrete slabs	Who: Students (who frequent the area) and most at risk persons and canteen staff	3	2	6	Isolation & Engineering: Isolate the area from persons by intalling caution tape or a barricade to cordon off the area	Ravi B. and/or Nisha B (Facilities/ Maintenance Department)	11/27/2017	Allyson Hinds (Maintenance Manager)
	How: Person can trip and fall and possibly injur their legs, hands or head on the raised concrete caused by the tree roots when walking				Engineering: Remove lifted slabs and re-design the area with concrete slabs or tiles to enusre flate surface when walking		4/30/2018	
Sculptures/art on the lawn	Who: Students, staff and visitors	2	1	2	Engineering: Install adequate general overhead lighting in the area, and/or specific lighting arrangements for individual pieces	David Rudder (Electrician) and Slinger Francisco (Facilities/ Maintenece Department)	12/20/2017	Allyson Hinds (Maintenance Manager)
	How: Improper lighting at night - persons using the compound have tripped over/colliding with these items at night when walking across the lawn							

Non-utilized equipment and debris: Chairs and other items (e.g plant pots and inoperable vending machines in the stair vicinity) in corridors or walk areas	Who: Students, staff, visitors How: When walking in these areas persons can trip over and/or collide with these items resulting in fall and injury	2	1	2	Elimination: Immediate removals of these items	Denise Plummer and/or Nisha B (Facilities Department)	12/30/2017	Allyson Hinds (Maintenance Manager)
	How: The inoperable vending machine which is at the bottom of a stairway on the corner could also lead to a collision of persons							
Crush								
Office Entry Barrier	Who: Staff and students including at risk pregnant women.	2	2	4	Elimination: Remove loose barrier.	Jason Statham (Facilities Department)	12/15/2017	Allyson Hinds (Maintenance Manager)
	How: To enter the inner reception office area persons have to lift this barrier. It could fall while someone is entering causing injury. Crushed / squeezed hands				Engineering: Rebuild or re-design a different type of barrier, perhaps an automatic one	Jason Statham (Facilities Department and Mark Whalberg)	3/31/2018	
Overly & improperly stacked items on cupboards and shelves (boxes, papers, books, trophies)	Who: Staff especially at risk persons How: Can be struck in the head or upper body by these items falling, particularly staff members whose desk sits below such hazards. None of the items are secured and could fall if shifted, if more objects are placed on top or in the event of an earthquake	3	2	6	Elimination: Removal of all items from heights and placed in proper storage areas	Naila Blackman and/or Isaac Blackman Administrative/Facilities Department	12/30/2017	Fayann Lyons (Facilities Supervisor)
Unstable partitions/space dividers	Who: Staff in the office space are at risk. How: If an employee lean on the partition it can fall and crush someone's hands, head, feet etc	2	1	4	Engineering: Securing/stabilizing of partitions and dividers to the floor	Ravi B. and/or Nisha B (Facilities/ Maintenance Department)	12/18/2017	Fayann Lyons (Facilities Supervisor)
Dangling damaged roof tiles	Who: All staff members, students and visitors How: Tiles can fall and result in injuries.	2	2	4	Elimination & Engineering: Remove & repair the roof tile	Hollis Liverpool (Facilities Dept.)	12/15/2017	Allyson Hinds (Maintenance Manager)
Pane of glass in office area	Who: Staff in the facilities department or anyone entering that area. How: Located by the entrance can fall, break and injure someone	3	3	9	Elimination: Remove the glass pane and place in a safe/secure area	Kany West (Facilities Department)	11/22/2017	Fayann Lyons (Facilities Supervisor)
ERGONOMIC HAZARDS								
Repetitive Tasks	Who: Staff How: The constant re-shuffling of positions to allow passage by others can increase the possibilities of poor posture	2	1	2	Elimination: Remove chairs that are broken.	Patrice Roberts and/or Iwer George (Facilities Dept)	(Elimination) 22/11/2017	Fayann Lyons (Facilities Supervisor) Allyson Hinds (Maintenance Manager)
Poor Posture	Who: Staff and Students How: Poor posture and limited space to move between chair and desk	1	1	1	Administrative: Provide chairs that are appropriate for staff's size, height, and personal needs in order to get the job done. Engineering: Re design the workspaces and classrooms to make it conducive for learning and working		(Administrative) 31/01/2018	
Strain due to sustained bad posture	Who: Staff and students How: Poor posture, jumping on and off chair to be seated and inability of feet to touch the ground leading to bodily strain. This can also result in sprained ankles	1	2	2			(Engineering) 30/12/2018	
BIOLOGICAL HAZARDS								
Mosquitoes	Who: Staff and students How: Persons can be bitten and be exposed to dengue and other mosquito borne illnesses	2	2	4	Elimination: Remove all open containers that collect water as they are breeding grounds for these organisms	Kees Dieffenthaler (Facilities Dept)	11/30/2017	Fayann Lyons (Facilities Supervisor)
Mould	Who: Staff and Students How: Inhalation of mould can result in infected airways	1	2	2	Elimination: Remove all mould to prevent more growth. Check surrounding areas for possible triggers of mould growth. Engineering: Fix all leaking pipes and other mould causing items	Hollis Liverpool (Facilities Dept.)	1/5/2018	Fayann Lyons (Facilities Supervisor)
Rodents	Who: Staff, students and visitors How: exposure to faecal matter from rodents and other wastes can cause life threatening illnesses	1	3	3	Elimination: Clean surroundings and remove all equipment and tools that are not used which can be homes for rodents. Substitution: Utilize Rentokil bins for waste material and clean and discard of wastes regularly.	Shal Marshall (Facilities Dept)	12/30/2017	Fayann Lyons (Facilities Supervisor) Allyson Hinds (Maintenance Manager)
CHEMICAL HAZARDS								

Exposed rodent bait station	Who: Staff (groundsmen, academic and administrative) and students How: When persons walk in the hallways.	2	3	6	Elimination: Dismantle and remove bait station	Shal Marshall (Facilities Dept)	12/30/2017	Fayann Lyons (Facilities Supervisor) Allyson Hinds (Maintenance Manager)
	Who: Staff and students. How: Accidental ingestion of rat poison can cause internal and external bleeding.							
Chemical along with unlabeled containers being stored in kitchens	Who: Staff. How: Persons who use the kitchen for preparation and consumption of meals.	2	3	6	Elimination: Remove chemicals from under table along with unlabelled containers. Isolation: Store all chemicals in a designated area for cleaning agents and dispose of unlabelled containers.	Nadia Batson and Shurwayne Winchester (Ancillary Staff) (Facilities / Maintenance Dept)	11/24/2017	Fayann Lyons (Facilities Supervisor)
	Who: Staff. How: Accidental consumption of the contents in unlabelled containers. Contamination of food by chemicals.							
Paint, othe chemicals and joint compounds stored in office.	Who: Office staff, students and visitors to that department. How: Unconscious inhalation of these chemicals can cause serious illnesses. Breathing solvent paint fumes for too long can cause headaches, dizziness, and nausea	1	3	3	Elimination: Remove all chemicals from within office department. Isolation: Store chemicals away from staff and in a designated chemical storage containers with appropriate labels. Administrative: Posts signs when chemicals are stored	Shal Marshall (Facilities Dept)	11/27/2017	Fayann Lyons (Facilities Supervisor)
PSYCHOLOGICAL HAZARDS								
Fear of being injured from slipping, tripping and falling; as well as from ergonomic hazards	Who: Students, tutors and staff How: mentally affected by the frequent leakages. Fear of slipping, falling and tripping caused by clutter in walkways and uneven surfaces such as stair treads	1	2	2	Elimination: Remove all clutter and harmful equipment from walkways. Administration: Engage in TIS - Training Information, Instruction and Supervision for all staff members on protecting themselves.	Denise Belfon (Facilities Dept.)	3/31/2018	Fayann Lyons (Facilities Supervisor) Allyson Hinds (Maintenance Manager)
Concern for contracting acute or chronic illnesses	Who: Students, tutors and staff How: from mosquitoes that reside in breeding grounds; as well as bodily injury from poor office equipment.	2	3	4	Elimination: Frequently sanitize the facility by cleaning the drain Replace faulty office equipment to ergonomic standard	Denise Belfon (Facilities Dept.)	12/30/2017	Allyson Hinds (Maintenance Manager)
Frustration and feeling overwhelmed from congested work space	Who: Tutors and staff How: may become stressed and demotivated to work from the discomfort caused by clutter in the limited office space	3	2	6	Elimination: Remove unused office furniture; find other storage locations for fallow items	Destra Garcia (HR Manager) Patrice Roberts and/ or Iwer George (Facilities Dept)	1/31/2018	Machel Montano (Country Manager)
De-motivation to work	Who: Students, tutors and staff How: constantly bored by the everyday tasks and poor working conditions leading to high absenteeism, and lowered productivity.	1	2	2	Administration: Interdepartmental staff rotation Engineering: Improve the facilities		1/31/2018	Machel Montano (Country Manager)
Violence and Robbery	Who: All staff. How: Poor security	3	3	9	Administration: Increase the number of security on the compound. Install security mechanism	Ian Alvarez (Head of Campus Security)	1/31/2018	Fayann Lyons (Facilities Supervisor)
Overworked	Who: Staff members How: Forced to take on additional duties beyond their purview	3	1	3	Administration: Recruit additional staff.	Destra Garcia (HR Manager)	1/2/2018	Machel Montano (Country Manager)

KEY:

OSH Risk Assessment	
Likelihood of Occurrence	Severity (Hazard Potential)
1 - Low	1 - Minor
2 - Medium	2 - Serious injury / temporary disability/
3 - High	3 - Loss of life / Permanent Disability

RISK ASSESSMENT MATRIX				
		LIKELIHOOD OF OCCURRENCE		
		1	2	3
SEVERITY	1	1	2	3
	2	2	4	6
	3	3	6	9
Risk Rating = (Likelihood of Occurrence) x (Severity)				
1 to 2 = Low Risk				
3 to 4 = Medium Risk				
5 to 6 = High Risk				