

Table 1 Indicative risk level and types of approvals		
Risk Level	Suggested type of approval	Notes
Low	<p>"General Approval" would normally be given for this type of work/ access e.g.;</p> <ul style="list-style-type: none"> • work in an office environment, • using a computer laboratory, • studio work <u>not</u> involving hazardous substances, hazardous machinery, high work requiring use of lifting devices, ladders, scaffolding or "wet lab" work, • interview / survey work with communities except high risk groups, • working alone where other suitably skilled and experienced support is readily available, • readings or observations from low risk experiments, • work in seminar rooms, study areas, libraries, and information commons facilities, • work in fully operational Halls of Residence. 	<p>Office work hazards are generally low. Members should arrange a contact to advise safe return.</p> <p>It is advisable to have arrangements to ensure safety if Working Alone especially at night, such as parking near office or security escort to vehicle.</p> <p>What may in substance be Low risk work, in a laboratory or studio may be deemed as a <u>moderate</u> hazard due to the surrounding hazards, as may "tailgating" in secure areas.</p> <p>Access for children, even accompanying Members, shall be deemed a "moderate" hazard.</p>
Moderate	<p>"General Approval" may be given for this type of access/work e.g. a competent Member who is:</p> <ul style="list-style-type: none"> • working or dealing with at risk persons or for example in clinical situations, • undertaking low risk work in a moderate risk laboratory, • working in a remote area. 	<p>Some moderate risk activities require appropriate supervision e.g. Members undertaking work with hazardous substances, radiation, or operating workshop machines or where Working Alone. If a hazard cannot be safely handled by a <u>Member</u> on their own, conditions must apply.</p> <p>A "General Approval" is not appropriate for any person Working Alone or After Hours. Any person Working Alone during No-access Time shall obtain an Individual Approval.</p>
High	<p>Individual Approval may only be given to a Member provided the hierarchy of controls is used and adequate controls have been implemented and documented. An example list of high risk activities for laboratories is shown in Table 3 below. Equivalent other examples are given in Table 4.</p>	<p>Members shall not undertake work or be granted access where the risk is identified as high without an Approval which is subject to conditions including supervision. Every effort shall be made to reduce the level of risk.</p> <p>Where a Member is alone After Hours, contact shall be made on a regular and planned basis. The frequency shall be dependent on the nature of the activities and the perceived hazards. Contact might take the form of periodic visits by the Supervisor or regular communication by telephone or radio or security staff.</p>
Extreme	<p>No approval. Every effort shall be made to reduce the level of risk</p>	<p>No staff or student shall undertake extreme risk activities.</p>