

	Risk ASSESSMENT	Version 2.0
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RISK ASSESSMENT

Document Control Information		
Document title:	LSIC collaboration rooms and events (RA No. 00337)	
Description of activity:	Using the LSIC collaboration rooms and events	
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Line manager signature:		
Head of Department signature:		
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1.0		22.11.24
2.0	Yes, move form	06.02.26
Related Documents		
Risk Assessment Code of Practice		
Risk Assessment 'Read and Understood' - Confirmation Record		

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People Involved in Assessment Process

<p>Position (*highlight author)</p>	<p>Name</p>
<p>Line Manager</p>	<p>Antonia Pritchard</p>
<p>Departmental Safety Officer</p>	<p>Janet Adamson</p>
<p>Head of Department</p>	<p>Antonia Pritchard</p>
<p>Representative of Employee Safety</p>	
<p>Facilities and Procurement Mgr.</p>	<p>Tim Skyrme</p>
<p>Impacted Staff</p>	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p>

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Task step	Hazard	Who might be harmed and how	Existing control measures	Residual risk (see matrix*)			Further action necessary Y/N
				C.	L.	Rating C. x L.	
1.	Slips, trips and falls	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p> <p>Injury (sprains and fractures) from tripping or falling as a result of:</p> <ul style="list-style-type: none"> • Obstructions (bags, coats) in walkways. • Trailing cables. • Uncovered floor boxes. 	<ul style="list-style-type: none"> • Meeting rooms areas should be kept clear of obstructions. • All floor boxes should be returned to a safe state flush with the floor at the end of use. • Any uncovered floor boxes should immediately be reported to the FM provider using the QR code in the Tea Bar area. • All bags and coats should be stored tidily away from walkways. • First aid kit and a defibrillator is provided in the LSIC reception area. • The meeting organiser is responsible for nominating a person responsible for providing first aid for the duration of their meeting/event. • First aid kit contents and defibrillator checks are completed monthly. 	3	2	6	Yes
2.	Health, welfare and environment	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p> <p>Thermal discomfort leading to dizziness or disorientation from room temperature being incorrect. Irritated eyes and headache due to insufficient humidity.</p>	<ul style="list-style-type: none"> • Use air conditioning to adjust temperature. • Open windows and doors to adjust temperature and humidity. 	2	2	4	Yes

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		<ul style="list-style-type: none"> Meeting rooms are too hot or cold. Humidity in meeting room is wrong (too dry). 					
3.	Health, welfare and environment	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p> <p>Eyestrain from lighting being too bright not too dim.</p>	<ul style="list-style-type: none"> The lighting in all LSIC meeting rooms is adjustable. Increase and decrease brightness using wall controller. 	2	1	2	Yes
4.	Health, welfare and environment	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p> <p>Illness or allergy due to food allergies or intolerance</p>	<ul style="list-style-type: none"> Meeting organiser should obtain information from attendees on food allergies or intolerances and inform catering provider. First aid kit and a defibrillator is provided in the LSIC reception area. The meeting organiser is responsible for nominating a person responsible for providing first aid for the duration of their meeting/event. First aid kit contents and defibrillator checks are completed monthly. 	5	2	10	Yes
5.	Electricity	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p> <p>Electrical shock or burns from malfunctioning electrical equipment, such as:</p> <ul style="list-style-type: none"> Damaged portable electrical equipment (IT and AV equipment) Other electrical equipment being used in the meeting rooms. 	<ul style="list-style-type: none"> All electrical equipment provided by UHI in LSIC meeting rooms is PAT testing in accordance with UHI's schedule. Damaged or defective electrical equipment should be immediately reported to the FM provider using the QR code in the Tea Bar area. 	5	2	10	Yes

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6.	Manual handling	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p> <p>Injury to upper and lower limbs, back, hands or feet due to inappropriate handling technique, such as:</p> <ul style="list-style-type: none"> Moving tables and other furniture in LSIC meeting rooms. 	<ul style="list-style-type: none"> Room layouts requested should be submitted in advance when room booking is made. The event organiser should ensure that any adjustments to the furniture layout should only be undertaken by individuals who have completed suitable manual handling. 	3	2	6	Yes
7.	Fire	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p> <p>Injury in the form of smoke inhalation and burns if unable to evacuate meeting rooms in a timely manner due:</p> <ul style="list-style-type: none"> Lack of awareness of evacuation procedure. Fire exits being obstructed. Walkways being obstructed. 	<ul style="list-style-type: none"> Fire risk assessments are carried out in accordance with UHI's schedule. All electrical equipment provided by UHI in LSIC meeting rooms is PAT testing in accordance with UHI's schedule. All bags and coats should be stored tidily away from walkways. Doorways/fire exits should not be obstructed by furniture, whiteboards and other meeting room equipment. The use of naked flames and sparks is not permitted in LSIC meeting rooms. LSIC is a no smoking building. The fire alarm system in LSIC is installed, maintained and tested in accordance with UHI's schedule. Meeting organiser is responsible for maintaining a register of attendees and providing a copy to the emergency services at the fire assembly point in the event of an evacuation. 	5	1	5	Yes

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			<ul style="list-style-type: none"> The meeting organiser is responsible for fire safety for the duration of their meeting or event, including alerting attendees about any scheduled fire alarm testing. The meeting organiser is responsible for providing information on fire exits, evacuation procedure and fire assembly points with meeting/event attendees. The meeting organiser is responsible for preparing a personal emergency evacuation plan (PEEP) for any attendees required assistance in the event of an evacuation. The meeting organiser is responsible for overseeing evacuation of any attendees with a PEEP in place. 				
8.	Workplace stress	<p>UHI personnel (staff and students), visitors, cleaners, contractors and FM staff.</p> <p>Stress caused by:</p> <ul style="list-style-type: none"> Inappropriate visitor behaviour, visitors behaving inappropriately towards other visitors, causing damage to the building and /or reputational damage to the organisation. 	<ul style="list-style-type: none"> Meeting organiser is responsible for monitoring attendees in the building. Contact numbers for Campus security are displayed throughout LSIC. Contact numbers for the emergency services are displayed throughout LSIC. 	3	1	3	Yes

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Action plan				
Task step	Further action required (training, etc.)	By whom	By when	Completed (date)
1.	<ul style="list-style-type: none">• Include guidelines on room use in LSIC booking form terms and conditions.• Include information on first aid arrangements and defibrillator in LSIC booking form terms and conditions.• Include guidelines on meeting organisers responsibilities in LSIC booking form terms and conditions.	Admin Team	13.02.26	01.03.26
2.	<ul style="list-style-type: none">• Include information on room use (location of air con controller) in LSIC meeting rooms.	Admin Team	13.02.26	01.03.26
3.	<ul style="list-style-type: none">• Include information on room use (location of lighting controller) in LSIC meeting rooms.	Admin Team	13.02.26	01.03.26
4.	<ul style="list-style-type: none">• Include guidelines on room use in LSIC booking form terms and conditions.• Raise awareness using of QR code in Tea Bar area to report damaged electrical equipment by including LSIC booking form terms and conditions.	Admin Team	13.02.26	01.03.26
5.	<ul style="list-style-type: none">• Inform the meeting organiser about obtaining information on food allergies and intolerances and informing caterer.• Include information on first aid arrangements and defibrillator in LSIC booking form terms and conditions.• Include guidelines on meeting organisers responsibilities in LSIC booking form terms and conditions.	Admin Team	13.02.26	01.03.26
6.	<ul style="list-style-type: none">• Include guidelines specifying on room layouts in LSIC booking form terms and conditions.	Admin Team FM provider UHI FM team	13.02.26	01.03.26
7.	<ul style="list-style-type: none">• Include guidelines on meeting organisers responsibilities in LSIC booking form terms and conditions.• Ensure UHI's statutory responsibilities for fire risk assessment and PAT testing are completed annually.• Ensure LSIC fire alarm is tested in accordance with UHI's schedule.	Admin Team UHI FM team	13.02.26	01.03.26
8.	<ul style="list-style-type: none">• Include guidelines on meeting organisers responsibilities in LSIC booking form terms and conditions.	Admin Team UHI FM team	13.02.26	01.03.26

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| | <ul style="list-style-type: none"> • Contact numbers for Campus security are displayed throughout LSIC. • Contact numbers for the emergency services are displayed throughout LSIC. | | | |
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Risk Matrix – for Gross and Residual Risk					
CONSEQUENCE					
5 - Catastrophic	5	10	15	20	25
4 – Major	4	8	12	16	20
3 - Significant	3	6	9	12	15
2 – Minor	2	4	6	8	10
1 - Insignificant	1	2	3	4	5
	1 – Very Rare	2- Unlikely	3 – Possible	4 – Likely	5 – Almost Certain
	LIKELIHOOD				

Score	Rating	Description
15 – 25	High	Priority. Must be reduced to an acceptable level prior to commencing task.
4 – 12	Medium	Lesser priority. Agree an action plan for implementing further controls, where needed.
1 – 3	Low	Contingency measures may apply. Monitor task and review as necessary.

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