
Health and Safety Audit within the UWTSD IQ Building's Environmental Laboratory



January 9

UWTSD MSc Property and Facility Management
Health and Safety Management
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I INTRODUCTION

University of Wales Trinity Saint David's (UWTSD) recently constructed a new £350m learning facility located in the SA1 Swansea waterfront complex. This facility finished construction mid 2018 and therefore the facility is still in transition. During this transition period, all the health and safety documents are recent or are in the middle of being completed and there are multiple rooms that are unorganized due to moving. This can cause more issues with the health and safety of the facility. The UWTSD IQ building has different rooms that all have different functions. The environmental laboratory is one of the room facilities within the IQ building. The laboratory is where students can interact with the environmental sciences studies (UWTSD, 2018).

Risk assessments became mandatory within a facility since the health and safety acts of 1974. "In the UK the requirement to undertake risk assessments came in with the health and safety at work act 1974" (Ball, J & Ball-King, L 2011). These risk assessments were created so that any risks or hazards associated within the facility was managed and prevented respectfully to make sure that the public using the specific area is safe.

Primarily, this audit paper will seek to identify what risks are located within the environmental laboratory of the UWTSD IQ building, and whether these risks can be minimized and contained. To Identify this, the audit will conduct a general risk assessment of the room and all the equipment and chemicals associated within the facility, whilst taking into consideration COSHH; Fire, gas and electrical safety; and general hazards. Further to this, the audit will highlight any risks that have not been controlled and compose recommendations on how to minimize or remove the risk from the facility.

The audit paper is structured to construct and review a risk assessment of the environmental laboratory and is structured as follows: Introduce the data collection methods and risk assessment construction through a methodology ⁽ⁱ⁾; The identification of any special considerations to the facility and room being audited ⁽ⁱⁱ⁾; The inclusion of the risk assessment conducted and any risks and hazards identified ^(iv); and will finalize with a conclusion ^(v).

II METHODOLOGY

DATA COLLECTION METHODS

This audit will collate information based on primary research. The research will collate using a risk assessment through visitational tour of the environmental laboratory and IQ building. This risk assessment will be created by the auditor. The auditor will also create a fault event tree of one of the risks to show how to use this method of data collection.

RISK ASSESSMENT MATRIX

To construct a risk assessment there needs to be a concrete understanding of how to grade the risk. Whether the risk is high or low will depend on the type of risk assessment that has been created and its specific boundaries. There are different methods to construct a risk assessment. However, this audit will construct a risk assessment based on the probability and severity matrix. This matrix highlights: the severity, (How severe the injury); and the probability (The likelihood of the risk-taking place) to give a risk score. Below is how the risk assessment will be conducted for the purpose of this audit with regards to the probability and severity specifications:

Probability (PFS)

The probability is calculated on a probability frequency-based scale (PFS), basing the probability/likelihood of the risk-taking place on how frequently the risk is likely to occur over a 1-year period. These are calculated as the following: Highly Unlikely (<1 per annum); Occasional (1-5 per annum); Probable (6-10 per annum); and Frequent (11> per annum). With the IQ building being a new construction there is little to no evidence of certain risks occurring based on historical data however these numbers will be used through an average facilities occurrence and should be changed regularly to keep up to date.

Probability	How often?
Highly Unlikely	<1 per annum
Occasional	1-5 per annum
Probable	6-10 per annum
Frequent	11> per annum

Severity (SCS1+2)

The severity is calculated by using a two-step severity calculation. The first matrix scale (SCS1) represents how the severity of the risk is calculated. This calculates a severity score by identifying what would occur if the risk was not managed. The scale looks at the treatment that would be required and the days of work that would be lost due to recovery and treatment.

Severity Calculation Scale	Days lost for recovery			
Treatment Required	<2 day (1)	2-7 days (2)	8-14 days (3)	15> days (4)
Self Medicated Treatment (1)	1	2	3	4
Minor First Aid/ Doctors Visit (2)	2	4	6	8
Hospitalisation (3)	3	6	9	12
Major Hospitalisation/ Fatality (4)	4	8	12	16

Using the Severity calculation scale (SCS1), the hazard can be given a severity score of low, moderate, high or critical within the second severity calculation scale (SCS2) which is then given a final severity score (FSS).

Severity	Scale Score
Low	<3
Moderate	3-6.
High	7-15.
Critical	16>

Overall Probability/Severity Matrix (OMS)

By using the (PFS), (SCS1) and (SCS2) scales, the risk assessment can calculate a more specific risk assessment score. This is combined into a final matrix as seen below:

Severity	Probability			
	Highly Unlikely (1)	Occasional (2)	Probable (3)	Frequent (4)
Low (1)	1	2	3	4
Moderate (2)	2	4	6	8
High (3)	3	6	9	12
Critical (4)	4	8	12	16

III HEALTH AND SAFETY CONSIDERATIONS

PEOPLE INVOLVED

Special consideration should be taken into consideration if there are children and young people involved in any activity within the facility. Similarly, if there are any new and expectant mothers or elderly people within the facility. These specific cases should be monitored more closely with the health and safety of them within the facility as they are more prone to personal injury and risk. The environmental laboratory will mainly focus on the staff and students at UWTSd although there may be cases where visitors may use the facility and in which case these categories of people may be introduced to risk. To prevent risks involving these cases, employees should be informed of any personal health related risks and whether these cases are going to be on the premises. Similarly, the risk should be managed with a good level of monitorization by staff when they are at the facility.

RECORDS

The facility is new and therefore there are not a lot of records available to show the historical risks that occur within the facility. This should be closely managed, and risk assessments should be constantly changed in accordance to any new risks and injuries that could occur within the facility.

COSHH

COSHH is the control of substances hazardous to health. COSHH was created in order to minimize the risk of chemical and substance related risks such as chemical reactions. It provides guidelines on how to handle the substances and keep everyone using them safe from chemical related injuries. The COSHH within the environmental laboratory should be maintained as there are multiple chemicals that can and will be used within the room facility that is needed for students and staff research. These chemicals can not be replaced or removed. However, they can be managed and maintained in order to prevent or minimize the risk of cross-contamination and chemical reactions. A template for COSHH Can be found in the appendices.

PERSONAL PROTECTION EQUIPMENT (PPE)

There was no PPE within the environmental laboratory during the time the risk assessment was conducted. However, reassurance that this equipment will be accessible if an activity required it within the room.

MANUAL HANDLING, NOISE ASSESSMENT AND WORKING FROM HEIGHT

The facility does have rooms that facilitate the need to undergo a noise risk assessment, manual handling assessments and working from height assessments however, the environmental laboratory will not be undertaking any activities that would cause noise or heights related risk. Further to this, if any new activities were proposed to be located at the laboratory then there would be the need to complete a risk assessment for these risks.

IV RISK ASSESSMENT COMPOSED

The full risk assessment that was completed for the environmental laboratory is as follows:

Specificity				SCS1	Days lost for recovery				Severity	Probability			
Probability	PFS	Severity	SCS2	Treatment Required	<2 day (1)	2-7 days (2)	8-14 days (3)	15> days (4)		Highly Unlikely (1)	Occasional (2)	Probable (3)	Frequent (4)
Highly Unlikely	<1 per annum	Low	<3	Self Medicated Treatment (1)	1	2	3	4	Low (1)	1	2	3	4
Occasional	1-5 per annum	Moderate	3-6	Minor First Aid/ Doctors Visit (2)	2	4	6	8	Moderate (2)	2	4	6	8
Probable	6-10 per annum	High	7-15	Hospitalisation (3)	3	6	9	12	High (3)	3	6	9	12
Frequent	11> per annum	Critical	16>	Major Hospitalisation/ Fatality (4)	4	8	12	16	Critical (4)	4	8	12	16

Identification			Assessment of risk			Preventative Measures		Control Measures			Re-Assessment	
What is the hazard?	Who is at risk?	Injury caused?	PFS	SCS1	OMS	Removeable	Replaceable	What can be done to minimise risk?	By whom?	By When?	Has the risk been controlled?	Continual improvement
Uneven or defective flooring	Everyone	Slips, trips and falls	Frequent	1 Low	4	No	No	Upkeep good maintenance of flooring	Janitor	Continual	Yes	N/A
Obstruction of walkway/floor space	Everyone	Trips and Falls	Frequent	1 Low	4	Yes	Yes	Remove and keep clear all floor space	Staff	Continual	Yes	N/A
Water on floor from tap splash	Everyone	Slips	Frequent	1 Low	4	Yes	No	Mop and clean up any spills	Staff	Continual	Yes	N/A
Lighting and pipework falling from ceiling	Everyone	Concussion, bruising and scratches	Highly unlikely	2 Low	1	No	No	Upkeep good maintenance on ceiling	Janitor	Continual	Yes	N/A
Burst Pipework	Everyone	Scalds, gas burns, explosions, fire	Highly unlikely	6 Moderate	2	No	No	Upkeep good maintenance on pipework	Janitor	Continual	Yes	N/A
Electricution from machinery	Staff, Students	Electricution, shock, Lethal	Highly unlikely	16 critical	4	No	No	abide by electrical safety standards	Staff	Continual	Yes	N/A
Poisoned by water source	Staff, Students	Illness, sickness, lethal	Highly unlikely	16 critical	4	No	No	Test water regularly for levels	Janitor	Continual	Yes	N/A
Chemical Reaction	Everyone	Chemical burns, inhalant, lethal	Highly unlikely	16 critical	4	Yes	Yes	Store chemicals correctly, do not cross contaminate	Users	Continual	Yes	N/A
Fire	Everyone	burns, lethal	Highly unlikely	16 critical	4	n/a	n/a	Keep flammables away from facility	Everyone	Continual	Yes	N/A
Gas leak from gas taps	Everyone	Explosion, poisonous	Highly unlikely	16 critical	4	No	No	Turn gas taps off, turn main gas off when not in use	Users	Continual	Yes	N/A
Cuts from glass equipment	Staff, Students	Minor cuts	Occasional	1 Low	2	Yes	Yes	Replace with glass replacal beakers	Staff	Continual	Yes	N/A
Extreme Weather conditions	Everyone	Limitless	Highly unlikely	16 critical	4	No	N/A	N/A	N/A	N/A	No	N/A
Building collapse	Everyone	Limitless	Highly unlikely	16 critical	4	No	N/A	check reguarly for structural stability	PFM	Continual	Yes	N/A

To break down the risk assessment into sections the top half of the risk assessment was created to specify how the risks were graded. The risk assessment was then separated into a further section where the risks were identified, assessed, prevented or controlled and then re-assessed. This provides a complete structure where the risks can be categorized into which ones need immediate action and ones that will need continual maintenance.

Specificity				SCS1	Days lost for recovery				Severity	Probability			
Probability	PFS	Severity	SCS2	Treatment Required	<2 day (1)	2-7 days (2)	8-14 days (3)	15> days (4)		Highly Unlikely (1)	Occasional (2)	Probable (3)	Frequent (4)
Highly Unlikely	<1 per annum	Low	<3	Self Medicated Treatment (1)	1	2	3	4	Low (1)	1	2	3	4
Occasional	1-5 per annum	Moderate	3-6	Minor First Aid/ Doctors Visit (2)	2	4	6	8	Moderate (2)	2	4	6	8
Probable	6-10 per annum	High	7-15	Hospitalisation (3)	3	6	9	12	High (3)	3	6	9	12
Frequent	11> per annum	Critical	16>	Major Hospitalisation/ Fatality (4)	4	8	12	16	Critical (4)	4	8	12	16

Identification		
What is the hazard?	Who is at risk?	Injury caused?
Uneven or defective flooring	Everyone	Slips, trips and falls
Obstruction of walkway/floor space	Everyone	Trips and Falls
Water on floor from tap splash	Everyone	Slips
Lighting and pipework falling from ceiling	Everyone	Concussion, bruising and scratches
Burst Pipework	Everyone	Scalds, gas burns, explosions, fire
Electricution from machinery	Staff, Students	Electricution, shock, Lethal
Poisoned by water source	Staff, Students	Illness, sickness, lethal
Chemical Reaction	Everyone	Chemical burns, inhalant, lethal
Fire	Everyone	burns, lethal
Gas leak from gas taps	Everyone	Explosion, poisonous
Cuts from glass equipment	Staff, Students	Minor cuts
Extreme Weather conditions	Everyone	Limitless
Building collapse	Everyone	Limitless

Assessment of risk				Preventative Measures		Control Measures			Re-Assessment	
PFS	SCS1	SCS2	OMS	Removeable	Replaceable	What can be done to minimise risk?	By whom?	By When?	Has the risk been controlled?	Continual improvement
Frequent	1	Low	4	No	No	Upkeep good maintenance of flooring	Janitor	Continual	Yes	N/A
Frequent	1	Low	4	Yes	Yes	Remove and keep clear all floor space	Staff	Continual	Yes	N/A
Frequent	1	Low	4	Yes	No	Mop and clean up any spills	Staff	Continual	Yes	N/A
Highly unlikely	2	Low	1	No	No	Upkeep good maintenance on ceiling	Janitor	Continual	Yes	N/A
Highly unlikely	6	Moderate	2	No	No	Upkeep good maintenance on pipework	Janitor	Continual	Yes	N/A
Highly unlikely	16	critical	4	No	No	abide by electrical safety standards	Staff	Continual	Yes	N/A
Highly unlikely	16	critical	4	No	No	Test water regularly for levels	Janitor	Continual	Yes	N/A
Highly unlikely	16	critical	4	Yes	Yes	Store chemicals correctly, do not cross cont	Users	Continual	Yes	N/A
Highly unlikely	16	critical	4	n/a	n/a	Keep flammables away from facility	Everyone	Continual	Yes	N/A
Highly unlikely	16	critical	4	No	No	Turn gas taps off, turn main gas off when nd	Users	Continual	Yes	N/A
Occasional	1	Low	2	Yes	Yes	Replace with glass replcal beakers	Staff	Continual	Yes	N/A
Highly unlikely	16	critical	4	No	N/A	N/A	N/A	N/A	No	N/A
Highly unlikely	16	critical	4	No	N/A	check reguarly for structural stability	PFM	Continual	Yes	N/A

V CONCLUSION

The risk assessment conducted identified a few risks that could be critical if left unattended and unmaintained. However, most of the risks that were critical in the SCS2 scale were found to be highly unlikely. This was a trend throughout the risk assessment although they were given a 4 for the overall matrix score (OMS). Similarly, there was the same correlation between the PFS Score being Frequent but the SCS1 score was low. This left most of the OMS scores a 4. There was no risk at the environmental laboratory that needed immediate action. However, this could be in response to the new building and the current transition period. The facility room had not been used and was not being occupied during the time of the risk assessment being conducted. Therefore, the risk assessment was not accurate in the current state of the room. To combat this the risk assessment needs to be continually updated to make sure the room is being as safe as possible to prevent any risks and identify whether the residual risk is maintained accordingly.

The first step to minimizing the risks within the room was to remove the risk altogether or replace the risk with equipment that has less of a risk impact. This was reviewed when the glass beakers were discovered. It is recommended that the risk of glass could be replaced with a more suitable glass like material that is less likely to break and cause injury. By removing this from the equation there was less of a likelihood of this risk happening. Some of the risks that were discovered in the risk assessment could not be prevented. Risks such as natural disasters can not be prevented, however they can be monitored to make sure the risk limits those who are involved. The probability of these events occurring are very low, but the risk is still there and should be taken into consideration when completing a risk assessment.

Due to the facility still being in transition, there was no chemicals currently within the environmental laboratory. However, there are plans to introduce chemicals to the room and therefore these risks need to be accounted for. The room has been already been equipped to manage the risks associated with the chemicals that are planned to be used, with the laboratory having obtained a COSHH safety cabinet and a chemical evacuation fan unit. These are both used in order to prevent chemicals from cross-contamination and to contain any reactions. One of the chemicals proposed to be used within the room was hydrochloric acid and sodium thiosulfate and a COSHH risk assessment was conducted for an activity involving these two substances which can be found within the appendices. A COSHH risk assessment has been conducted for this chemical to demonstrate what should be done for the rest of the chemicals when they will be used in the facility.

The risk assessment also identified what kind of treatment would be needed if the risks were to occur. First aiders are located at reception where there is a first aid room and a defibrillator. These are there for the entire facility as a method to treat any injuries that were to occur on the facility. There is also access to a phone to call emergency services if required. Similarly, within the environmental laboratory there is a first aid response station which is equipped with burns first aid, general first aid and eyewash facility. These were provided in accordance to the activities that could occur within the room. There is also a fire evacuation protocol in place in to minimize the risk of injury if there was a fire to occur.

There is also a personal risk consideration, where the public who have entered the facility may be aware of certain personal health issues that could be a cause of injury to themselves. For example, a student could be pregnant, under the influence of substances, health issues and concerns or an illness. This is not preventable from a property and facility management although the first aid response should be aware of the different personal issues that could cause risks. This can be managed to a certain extent

where staff and students are required to fill out a health and safety questionnaire before undertaking any activities.

REFERENCE LIST

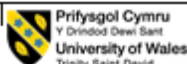
- Ball, D. J. and Ball-king, L. (2011) *Public safety and risk assessment*. Oxon: Earthscan
- Bateman, M. (2006) *Tolley's Practical risk assessment handbook*. 5th Ed. Oxford: Elsevier
- UWTSD, 2018. '*Faculty of Architecture, computing and Engineering*', Available at: <https://www.uwtsd.ac.uk/face/> (Accessed on 09 January 2019).

APPENDICES

Photographical Evidence



COSHH template

		COSHH / DSEAR Risk Assessment		Ref No:	
School/Service/Unit			Unit Safety Coordinator/Supervisor:		
Describe the activity or work process. <i>(Inc. how long/ how often this is carried out and quantity substance used)</i>					
Location of process being carried out?					
Identify the persons at risk:		Employees ☐	Students ☐	Public ☐	
Name the substance(s) involved in the process <i>(A copy of a current safety data sheet is available.)</i>					
Classification (state the category of danger)					
☐ Very Toxic		☐ Irritant dermatitis causing		☐ Extremely Flammable	
☐ Toxic		☐ Sensitising		☐ Highly Flammable	
☐ Corrosive		☐ Biological		☐ Flammable	
☐ Harmful-lung damage if swallowed		☐ Oxidising		☐ Environmental -aquatic organisms	
Hazard Type					
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐					
Gas Vapour Mist Fume Dust Liquid Solid <u>Other</u> (State) _____					
Route of Exposure					
☐ ☐ ☐ ☐ ☐					
Inhalation Skin Eyes Ingestion Other (State) _____					
Workplace Exposure Limits (WELs) please indicate n/a where not applicable. See the EH40					
Long-term exposure level (8hrTWA):			Short-term exposure level (15 mins):		
Risks to Health from Identified Hazards: Note appropriate Risk Phrases					

Control Measures: Note engineering, PPE, ventilation and other requirements needed			
Is health surveillance or monitoring required? Yes ☐ No ☐			
Personal Protective Equipment (state type and standard)			
	☐		
Dust mask			Visor
	☐		
Respirator			Goggles
	☐		
Gloves			Overalls
	☐		
Footwear			Other
First Aid / Emergency Measures			
Inhalation:			
Skin:			
Eyes:			
Ingestion:			
Significant Spillage			
Fire			
Storage: Note type of storage required			
Storage:			
Disposal of Substances & Contaminated Containers			
Hazardous Waste ☐ Put Down Drain ☐ General Skip ☐			
(If Other Please State): _____			
Is exposure adequately controlled?		Yes ☐ No ☐	
Risk Rating Following Control Measures			
High ☐		Medium ☐ Low ☐	
Assessed by: _____		Date: _____ Review Date: _____	

COSHH Completed Template

		COSHH / DSEAR Risk Assessment		Ref No:																	
School/Service/Unit Environmental laboratory			Unit Safety Coordinator/Supervisor: Robyn Edwards																		
Describe the activity or work process. (Inc. how long/ how often this is carried out and quantity substance used)		Investigation of the factors affecting the rate of reaction between dilute hydrochloric acid and sodium thiosulfate																			
Location of process being carried out?		Environmental Laboratory																			
Identify the persons at risk:		Employees ☒	Students ☒	Public ☐																	
Name the substance(s) involved in the process (A copy of a current safety data sheet is available.)		Dilute hydrochloric acid Sodium thiosulfate																			
Classification (state the category of danger)																					
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☐ Toxic	☐ Sensitising	☐ Highly Flammable																			
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Hazard Type																					
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☒	☐	☐	☐	☐	☒	☐	☐														
Gas	Vapour	Mist	Fume	Dust	Liquid	Solid	Other (State) _____														
Route of Exposure																					
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☒	☒	☒	☐	☐																	
Inhalation	Skin	Eyes	Ingestion	Other (State) _____																	
Workplace Exposure Limits (WELs) please indicate n/a where not applicable. See the EH40																					
Long-term exposure level (8hrTWA):			Short-term exposure level (15 mins):																		
Risks to Health from Identified Hazards: Note appropriate Risk Phrases																					
Damage/ Irritation to skin which can be caused from contact with both hydrochloric acid and sodium thiosulfate. This then may be transferred from the hands to the eyes causing irritation. Inhalation of the gas may cause damage/ irritation to the lungs																					
Control Measures: Note engineering, PPE, ventilation and other requirements needed																					
Wash the skin immediately if contact made with the hydrochloric acid or sodium thiosulfate. Wear the appropriate safety goggles to avoid contact with the eyes Carry out the activity in a well-ventilated space and if using more concentrated amount use only in fume hood to minimise inhalation																					

Is health surveillance or monitoring required?			
Yes ☐		No ☒	
Personal Protective Equipment (state type and standard)			
	☐		☐
Dust mask		Visor	
	☐		☒
Respirator		Goggles	Plastic protection safety goggles
	☐		☐
Gloves		Overalls	
	☐		☐
Footwear		Other	
First Aid / Emergency Measures			
Inhalation: If inhaled and causing irritation to the lungs, immediate emergency services to be called			
Skin: Wash skin area affected			
Eye: Use eyewash solution and first aid			
Ingestion:			
Significant spillage			
Fire			
Storage: Note type of storage required			
Storage:			
Disposal of Substances & Contaminated Containers			
Hazardous Waste ☒		Put Down Drain ☐	
		General Skip ☐	
(If Other Please State): _____			
Risk Rating Following Control Measures			
High ☐	Medium ☐	Low ☒	
Assessed by: Robyn Edwards Date: Review Date:			