

**Manchester Metropolitan University**

**Risk Assessment**

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| **Assessment Ref No:**  RA-004\_V1.1  **Assessed By:**  Garry Pheasey signature  Mr. Garry Pheasey  (Technical Services Manager & PD)  **Validated By:**  Hans Degens signature  Hans Degens (Designated Individual)  **Date of Assessment:**  08/07/2022  **Review Date:**  08/07/2024 |
| **Location: John Dalton Tower**  **Activity:** Security Breach On University Premises |
| **Overall Assessment of the Risk of Injury or Ill Health after Control Measures have been Implemented:  LOW  MEDIUM  HIGH** |
| **Other Risk Assessments Related to this Activity:** Loss of relevant material (RA-001) and Freezer storage failure (RA-002) |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risk?** | **Risk** | **Is any further action needed?** |
| Potential break into premises (intruders), which may result in:   * Removal of samples * Destruction of records * Loss of material due to damage to freezers | Staff, students – potential exposure to violent behaviour  Donors (leak in confidential information) causing reputation damage to MMU | * Building Patrolled by security personnel 24 hours a day * Building is equipped with an alarm system managed by security staff 24hrs. * Access to the HTA area is controlled using swipe card access. All fridges /freezers/cupboards containing relevant material are locked. * Records are kept in locked cabinets in the secure area. * Freezers containing relevant material are remotely monitored by MMU staff & CheckIt (external company). See SOP: [MMUHTA\_015 Tutela Alarm System\_04May2021.docx](https://stummuac.sharepoint.com/:w:/r/sites/pro-rke-hta/Shared%20Documents/SOPs/MMUHTA_015%20Tutela%20Alarm%20System_04May2021.docx?d=w6eae216d0a7a4621aacc570cf9bac00c&csf=1&web=1&e=kV8qym) * All fridges/freezers/cupboards containing relevant material are locked and the keys are in a security-coded caddy in a secure area. | **LOW RISK**  **Trivial** | None |
|  |  |  | **LOW RISK**  **Trivial** |  |

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| **Severity of the Consequence** | | | | |
| **Likelihood of incident occurring** | **RISK ESTIMATOR**  Assess the likelihood of the incident and the severity of the consequence | **LOW RISK**  **Slightly**  **harmful** | **MEDIUM RISK**  **Moderately harmful** | **HIGH RISK**  **Extremely harmful** |
| **LOW RISK POTENTIAL**  **Unlikely** | **LOW RISK**  **Trivial** | **LOW RISK**  **Acceptable** | **MEDIUM RISK**  **Moderate** |
| **MEDIUM RISK POTENTIAL**  **Likely/possible** | **LOW RISK**  **Acceptable** | **MEDIUM RISK**  **Moderate** | **HIGH RISK**  **Substantial** |
| **HIGH RISK POTENTIAL**  **More likely/near certain** | **MEDIUM RISK**  **Moderate** | **HIGH RISK**  **Substantial** | **HIGH RISK**  **Intolerable** |

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| **Risk Rating** | **Action Required to Control the Risk** |
| **LOW** | No further action but ensure controls are maintained and reviewed |
| **MEDIUM** | Look to improve at next review or in specified timescale, of if there is a significant change |
| **HIGH** | Stop the activity and take immediate action to maintain existing controls rigorously |

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| **Actions Identified to Control the Risk Further** | **By whom?** | **By when?** | **Done** |
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