



THE UNIVERSITY OF SHEFFIELD

Facilities Management Directorate

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Our Ref AW/DLP

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To: Departmental Safety Officers and Lab Superintendents

Dear Colleague

General Risk Assessment - Applicable to ALL departments

Whilst some departments are doing risk assessment as a matter of routine, it seems that some departments are still not doing any.

We do not have any choice! The Management Health & Safety at Work Regulations 1992 (and subsequent related regulations) require that ALL activities are risk assessed and that the more significant findings are recorded. All departments will have risks associated with their work, many of which will not have been recognised under more specific legislative requirements such as CoSHH, Noise Regulations etc.

Particularly in the case of office-orientated departments, risk assessment is not a long or arduous task but **whether we like it or not, it is a legal requirement**. In a bid to help you and your department understand this and suggest a simple formal system of doing it, at least one person in your department should attend a training session. However, if you already have a system of general risk assessment, which is working well, there is no requirement to change over to this modified/simplified system.

Training session will be held at 40 Victoria Street as follows:

GRA Tuesday 15 February 2005 commencing at 1400

Please book as soon by e.mailing A.Willcox@Sheffield.ac.uk as possible providing us with your **Name, Department, and Contact Number**. Confirmation and joining instructions will be sent to successful applicants.

Yours sincerely

Dr Anne Willcox
Deputy Head of Safety Services