Health and Safety Unit

UNIVERSITY OF GREENWICH

University of Greenwich Corporate Health and Safety Risk Register

1. Background

Health and Safety risk management is the process by which the hazards are identified, and the risks are assessed, evaluated, and eliminated or controlled adequately. This is operated under the University health and safety management system which incorporates health and safety statutory requirements. The Code of Practice for Risk Assessments and associated documents provide details of the assessment system adopted by the University.

The assessment and management of risk are recorded and monitored using a Risk Register. The Risk Register is a prioritised list of the identified risks containing measures to control such risks and manage them adequately.

2. Purpose

This document sets out the requirements and provides direction in collating Health and Safety Risk Registers for all levels throughout the University.

The University Corporate Health and Safety Risk Register is a 'live' document which seeks to capture the main significant risks that could inhibit achievement of the corporate and organisational key objectives, and it identifies the actions necessary to eliminate hazards or minimise those risks. It forms part of the wider University Risk Management framework which reflects the changing risk situation throughout the year and provides the health and safety link to the University of Greenwich Risk Management Policy. Additionally, it will be an annex in the University Health and Safety Strategy.

By using the information provided, specific risks can be identified that may cause corporate implications and require corporate actions.

3. Roles and Responsibilities

a) **Faculty/Directorate Health and Safety Manager**(s) are responsible for:

i. Ensuring that a Faculty/Directorate Health and Safety Risk Register is compiled.
ii. Ensuring that measures to control the risks to an acceptable level are put in place and effective.
iii. Monitoring and reviewing these control measures, to ensure that they are effective.
iv. Ensuring the Health and Safety Risk Register is reviewed at least twice per academic year, to reflect the University wide risk management policy and framework.
v. Sending copies of their top risk profile (up to five, as a maximum, depending on the level of risk) using the Health and Safety Risk Register pro-forma (Appendix 1) to the Health and Safety Unit, when requested.
vi. Providing evidence of how they are addressing their reported top five risk profiles.

b) The **Health and Safety Unit** will formulate, develop, and regularly monitor the University Health and Safety Risk Register. This will indicate the University top ten risks, derived from the Health and Safety Risk Registers received from all Faculties/Directorates.

This register of significant strategic risks, and how they are to be managed, is agreed, and monitored by the Health, Safety, Sustainability and Wellbeing Board (HSSWB), and may be escalated to the Vice Chancellors Executive as and when required. Additionally, the University H&S Risk Register will be presented annually, as part of the annual Health and Safety report, to the Governing Body.

c) **Faculty Operating Officers / Executive Directors of Service** may also be required to report on their local Health and Safety Risk Register at the HSSWB.

4. Risk Scores, Risk Categories and Priorities for further action

The risk rating will be obtained by multiplying together the likelihood and impact scores.

Risk score = **likelihood** of the hazard to cause harm x **impact**

The inherent risk is the risk of something happening before any controls or safeguards are applied to mitigate the likelihood and/or impact. Measures to control the risk should be in place for each risk and re-assessed to determine the residual risk score, which should mitigate the risk to as low as reasonably practicable until it is at a tolerable level.

A one to five scoring mechanism will be used to provide a position on a five by five (5 x 5) matrix. The score result will range from one to 25 (being the highest) which should then be placed in the appropriate risk category colour using the high, medium, and low criteria.

The following table sets out the matrix:

IMPACT (or SEVERITY)						
	5 CATASROPHIC	5	10	15	20	25
	4 MAJOR	4	8	12	16	20
	3 SERIOUS	3	6	9	12	15
	2 MODERATE	2	4	6	8	10
	1 MINOR	1	2	3	4	5
		1 RARE	2 UNLIKELY	3 POSSIBLE	4 LIKELY	5 ALMOST CERTAIN
LIKELIHOOD						

Information relating to business risk management can be found on the University Risk Management Programme.

The following tables set out the descriptions used for the impact and likelihood categories:

Descriptor	Impact Guide
1 (Insignificant)	Financial loss of less than 0.5% of university turnover (Less than £1.5m) or 0.5% of local budget
2 (Minor)	Financial loss of less than 1.5% of university turnover (Less than £4.5m) or less than 2% of local budget No regulatory consequent Noo impact outside of local process or product Minor irreversible injury Internal adverse publicity
3 (Moderate)	Financial loss of less than 3% of university turnover (Less than £9m) or less than 5% of local budget. Limited regulatory consequence Impact on other processes or products Major reversible injury Local adverse publicity
4 (Major)	Financial loss of less than 10% of university turnover (Less than £30m) or less than 20% of local budget Significant regulatory consequence Impact on many other processes or products Irreversible injury Death National adverse publicity
5 (Catastrophic)	Financial loss of more than 10% of university turnover (more than £30m) or more than 20% of local budget Substantial regulatory consequence or intervention Impact at strategic operational level Irreversible multiple injury Multiple deaths International adverse publicity Closure of business

Descriptor	Likelihood Guide
1 (Rare)	1-5% likely to happen, for example once in the next 100 years
2 (Unlikely)	6-20% likely to happen, for example, once in the next 20 years
3 (Possible)	21-50% likely to happen, for example, once in the next two to five years
4 (Likely)	51-90% likely to happen, for example, at least twice in the next two years
5 (Almost certain)	>90% likely to happen, for example, regularly in the next 12 months

The following table sets out the risk categories:

High (RED) Rating 15 or more	Medium (AMBER) Rating 5 - 12	Low (GREEN) Rating 1 – 4
Immediate action is required to control and/or lower the level of risk. Exposure to the identified hazard is prohibited or severely restricted.	Continue to review the equipment, activities and systems of work, with the aim of lowering the risk to the lowest possible level. Scores below 9 are considered tolerable, as per current University Risk appetite.	Usually, no further action will be required except for monitoring to ensure the risk does not change and controls remain in place. However, if it is possible to reduce the risk levels still further, by using controls that are "reasonably practicable", then this should be done.

The residual risk scores should be used to rank the top risk profiles (in particular, any rated as High), identify the priorities for further actions to be taken to reduce the risks, and the most appropriate course of action.

Where the residual impact of risk is considered major or the likelihood is considered almost certain, these will be submitted to the Vice-Chancellor's Executive for review and acceptance. These risks appear amber or red in the traffic light system used in the Health and Safety Risk Register.

Where the impact of risk is considered fatal, these will be submitted to the Governing Body for review and acceptance. These risks appear red in the traffic light system used in the institutional risk register.

5. Guidance on the completion of the Health and Safety Risk Register

The Health and Safety Risk Register pro-forma located in Appendix 1 should be completed, with the Faculty/Directorate top risk profiles listed in order of priority, and submitted to the Health and Safety Unit.

The following should be included in the Health and Safety Risk Register:

i. **Risk identification** – this should be a unique reference code for the risk which is in order of priority. This is essential to ensure that no risks are missed, and the risks are not confused with one another.

ii. **Risk/cause/effects/who may be harmed** – this should describe the nature of the risk, how harm could arise and what the outcome of that harm could be.

iii. **Assessment of inherent risk** – this provides a means of initially measuring the level of risk before measures to control the risk are taken into account.

iv. **Control measures** to mitigate risk– the action(s) taken and procedures to reduce the likelihood of the harm occurring or the impact.

v. **Residual risk –** An assessment of overall risk with controls applied. This should be used to identify where further action is required and enables priorities to be set. The appropriate risk category colour should be inserted in the residual risk rating column.

vi. **Further actions** to be undertaken - the description of any additional measures that can, and will, be introduced to reduce the risk rating to as low as reasonably practicable.

vii. **Actions to be taken** by whom/when – the person(s) with the responsibility for ensuring that the further actions are undertaken, the risk is monitored and when and where appropriate, effectively managed.

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Appendix 1: Health & Safety Risk Register Pro-forma

Faculty/Directorate:

Risk ID.	Risk	Cause	Effects	Who may be Harmed?	Assessment of Inherent Risk			Control Measures	Assessment of Overall Residual Risk with Controls Applied			Further Actions To Be Undertaken	Actions To Be Taken by Whom/When
					L	I	R		L	I	R		

Key: L - LikelihoodI – Impact R – Risk Score

Risk Register initial date:_____ Version no: _____

Review date(s): _____ FOO/EDoS Signature:_____