**GENERAL RISK ASSESSMENT FORM**

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| **Faculty/Directorate** |  |
| **Title of risk assessment/work activity being assessed** |  |
| **Location of assessed activity (Campus/building/room)** |  |
| **Date of initial assessment** |  |

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| B**rief description of work activity being assessed Include brief details of stages of the process, numbers of people involved, scale of operation, duration, timing and frequency of work (attach protocol or method if preferred)** |
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| **Things to consider within the assessment – this list may not be exhaustive** |
| * **Personal safety** e.g. Escape from fire; physical/verbal attack; disability or health problems; delayed access to personal or medical assistance; failure of routine or emergency communications; security of accommodation and support; getting lost, or stranded by transport; terrorism/kidnapping/civil unrest; cultural or legal differences.  - List aspects of the work with significant hazards, and give brief details of how foreseeable harm/injuries could occur. * **Equipment hazards** **- Storage, handling and use of equipment and materials** e.g. Tools; machinery; vehicles; manual handling; noise; work at height; electricity; fire; vacuum; high pressure; high temperature; ultra violet; laser; vibration - List equipment and materials with significant hazards, and give brief details of how foreseeable harm/injuries could occur. * **Biological hazards - Storage, handling, use, and disposal of biological agents, intermediates, products and waste, "any micro-organism, cell culture or human endoparasite including any which have been genetically modified, which may cause infection, allergy, toxicity and other hazards to human health". This includes bacteria, viruses, fungi and parasites. Include routes of exposure** e.g. Blood borne infection; skin contact, skin sensitisation; sensitisation by inhalation; toxic by ingestion or inhalation including e.g. legionella, radiation; safety of local drinking water; food hygiene. List biological agents with significant hazards, and give brief details of hazard classification and foreseeable harm/injuries. * **Natural physical hazards - Effects of the natural environment, climate, landscape, plants, animals** e.g. Extreme weather, heat/humidity/sun/cold; earthquakes and volcanoes; mountains, cliffs and rock falls; glaciers, snow, crevasses and icefalls; caves, mines and quarries; forests including fire; marshes and quicksand; fresh or seawater floods, tidal surges. * **Environmental impact** e.g. Pollution and waste, deposition of rubbish, disturbance of eco-systems, trampling, harm to animals or plants. * **Chemical hazards - Storage, handling, use, and disposal of chemical reagents, intermediates, products and waste** e.g.Toxic by inhalation or ingestion; irritant; corrosive, flammable; explosive; oxidising; radioactive. Include routes of exposure e.g. skin contact; skin sensitisation; sensitisation by inhalation; toxic by ingestion or inhalation. ***If the chemical is a group 3 or 4 chemical (see RA guidance sheet) then a separate COSHH assessment MUST by carried out.*** |

**Risk Assessment:**

| **Description of Hazard**  (only include significant hazards inherent within the task or the activity) | **Person(s) at risk**  e.g. staff, students, visitors, new & expectant mothers, children, unexpected persons, etc. | **Current control measures in place** | **Current risk rating** | | | **Further control measures required and by whom and when**  **(usually only necessary where the risk rating is either high or medium)** | **Final risk rating** | | |
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| **Likelihood** | **Severity or impact** | **Risk Rating** | **Likelihood** | **Severity or impact** | **Risk Rating** |
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| **Person(s) completing this assessment:** (Person carrying out or managing/supervising the activity day-to-day) | | | | | | | |
| Name |  | Title |  | Signature |  | Date |  |
| **Other person(s) commenting on this assessment (where required under Faculty/Directorate arrangements)** (Line Manager or Supervisor responsible for the activity, others involved in the decision-making process, others advising on the activity e.g. Health & Safety Manager, Health & Safety Local Officer) | | | | | | | |
| Name |  | Title |  | Signature |  | Date |  |
| **Person approving this assessment:** (Person with overall responsibility for the activity e.g. PVC/Faculty Operating Officer/Director of Professional Service, Head of Dept./Senior Academic or Manager/Supervisor) | | | | | | | |
| Name |  | Title |  | Signature |  | Date |  |

**Review of assessment, and revision if necessary**

(For continuing work: the assessment must be reviewed for each visit in a series; when there are significant changes to work materials, equipment, methods, location or people involved; and if there are accidents, near misses or complaints associated with the work. If none of these apply, the assessment must be reviewed at least annually)

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| REVIEW DATE | --/--/---- | --/--/---- | --/--/---- | --/--/---- |
| Name of reviewer |  |  |  |  |
| Signature |  |  |  |  |
| No revisions made |  |  |  |  |
| Changes to activity, hazards, precautions or risks noted in text. |  |  |  |  |

Appendix 1 – Risk Matrix

The hazards identified within the risk assessment should be assigned a risk rating – this should be assigned for any control measures which are currently in place and any further control measures which will be required.   
You should assign a value for the likelihood of an incident occurring based on the hazard from 1 to 5 and a value for the severity / impact of the hazard from 1 to 5. These should then be multiplied together to give a final risk rating e.g. 3 x 2 = 6.

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|  | **SEVERITY or IMPACT** | **5**  **CATASTROPHIC** | **5** | **10** | **15** | **20** | **25** |  | **The Risk Score**  for a hazard causing harm is calculated as follows:  **Likelihood**  x **Severity or Impact** |
| **4**  **MAJOR** | **4** | **8** | **12** | **16** | **20** |  |
| **3**  **SERIOUS** | **3** | **6** | **9** | **12** | **15** |  | **High - Rating 15 or more**  **Immediate action is required to control and/or lower the level of risk. Exposure to the identified hazard is prohibited or severely restricted** |
| **2**  **MODERATE** | **2** | **4** | **6** | **8** | **10** |  |
| **1**  **MINOR** | **1** | **2** | **3** | **4** | **5** |  | **Medium - Rating 8 - 12**  **Urgent review of the equipment, activities, system of work within the workplace with the aim of lowering the risk to the next level.** |
|  |  | **1**  **RARE** | **2**  **UNLIKELY** | **3**  **POSSIBLE** | **4**  **LIKELY** | **5**  **ALMOST CERTAIN** |  |
|  |  |  | **LIKELIHOOD** | | | | |  | **Low - Rating 1 – 6**  **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.** |
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**Scoring Criteria**

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| **Severity or Impact** | **Criteria** |
| 5 Catastrophic | Death |
| 4 Major | Multiple major injuries |
| 3 Serious | Major injury |
| 2 Moderate | Minor injury |
| 1 Minor | Discomfort or minor illness |

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| **Likelihood** | **Criteria** |
| 5 Almost Certain | >80% (happens on a regular basis) |
| 4 Likely | 51-80% (has happened at least once in last year) |
| 3 Possible | 21-50% (has happened at least once in last 2 years) |
| 2 Unlikely | 6-20% (has happened once or twice in last 5 years) |
| 1 Rare | 0-5%  (hasn’t happened in last 5 years) |