**Risk Assessment Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the risk assessor** | *Your name* | **What School or Department are you in?** |  | **Authoriser’s signature** | *Normally your tutor, PI or other staff member responsible for the project.* |
| **Assessment title** | *For ease of reference, provide a title* | **Date of assessment** |  | **Location of the activity** |  |
| **Description of the work area or activity being assessed** | *Give a full description. For example, what does the activity involve, where is it taking place, how many people are involved, what equipment are you using, what date is it taking place.*  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What is the hazard?** | **People affected and how they might be harmed** | **Measures in place to control the risk** | **Risk Rating** | **Additional controls required and by whom** | **New Risk Rating** |
| **S** | **L** | **R** | **S** | **L** | **R** |
| *What could cause harm* | *This could include students, staff, visitors, or other groups.* | *These should be safety measures you have already planned* |  |  |  | *Only fill this out if additional controls are required* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | **Severity** |
|  | **1 Minor** | **2 Moderate** | **3 Significant** | **4 Serious** | **5 Major** |
| **1 Rare** | 1 | 2 | 3 | 4 | 5 |
| **2 Unlikely** | 2 | 4 | 6 | 8 | 10 |
| **3 Possible** | 3 | 6 | 9 | 12 | 15 |
| **4 Likely** | 4 | 8 | 12 | 16 | 20 |
| **5 Almost certain** | 5 | 10 | 15 | 20 | 25 |

**Hazard severity**

|  |  |
| --- | --- |
| 1 – Minor | Capable of causing minor injury which would not require first aid treatment but may result in temporary health conditions (e.g. temporary skin rashes etc.). |
| 2 – Moderate | Capable of causing minor injury which would allow the individual to continue after first aid treatment on site or at a local surgery.  The duration of the stoppage/treatment is such that the normal activities are not seriously interrupted. |
| 3 - Significant | Capable of causing injury or disease likely to result in an individual being unfit for work for one or more days.  |
| 4 - Serious | Capable of causing serious injury or terminal/chronic disease to an individual |
| 5 - Major | Capable of causing death or multiple serious injury and/or possible destruction of property.  Such a hazard would include a major event such as an explosion, toxic release, building collapse etc.  It may cause death and injury both on and off site and would be the subject of a major incident report. |

**Likelihood of occurrence**

|  |  |
| --- | --- |
| 1 – Rare | An incident is possible but only under freak conditions should there be a possibility of an accident or illness.  |
| 2 – Unlikely | If other factors were present, this incident or illness might occur, but the probability is low (e.g. storing items above shoulder level, worn carpet etc.). |
| 3 – Possible | The incident may happen if additional factors precipitate it, but it is most unlikely to occur without them.  The additional factor is more than a casual slip or nudge and would require an additional action or event to trigger it (e.g. leaving a vehicle with the engine running, obstructing an access/egress route, failing to replace a defective light, obstructing emergency equipment etc.). |
| 4 – Likely | The effects of vibration, weather, inexperience, physical state, or human carelessness would precipitate an incident, but which is unlikely to happen without this additional factor (e.g. ladder not secured, temporary electrical supply, makeshift arrangements, medical condition etc.). |
| 5 – Almost Certain | If the activity/condition continues as it is, there is almost a 100% certainty that an incident will happen (e.g. broken stair or ladder rung, exposed electrical conductor, unstable stack of materials etc.). |