**Risk Assessment Template**

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| --- | --- |
| **Task To Be Assessed:** |  |
| **Assessor Name:** |  |
| **Reference Number:** |  |
| **Number Of People Exposed:** |  | **Assessment Date:** |  |
| **People Exposed (Staff / Student / Visitor):** |  |
| **Department:** |  | **Location Of Activity:** |  |
| **Activity Description:****(Please give a description of the activity you are risk-assessing, including times, number of people, and current controls where applicable)** |  |

Hazard Checklist – use this to identify the hazards to be considered:

N.B. The list is not exhaustive as other hazards may be identified and additional options can be found in the Risk Assessment Guidance for Biology and Media.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Situational** | **Tick** | **Physical / Chemical** | **Tick** | **Environmental** | **Tick** |
| Slip, trip, fall |  | Harmful substances |  | Temperature |  |
| Fall from height |  | Electrical (shock, burns, fire, arcing, explosion etc) |  | Weather |  |
| Lone Working |  | Biological agents |  | Extreme locations (mountains, mud flats etc) |  |
| Manual Handling |  | Fire |  | Local hazards (other activities occurring in the vicinity e.g. construction) |  |
| Non-routine/emergency situations |  | Machinery (entanglement, incorrect setup etc) |  |  |  |
| Ergonomic (e.g. posture, repetitive motion) |  | Use of sharps |  |  |  |
|  |  | Vehicle movements |  |  |  |
|  |  | Cross infection (respiratory/contact) |  |  |  |

Please insert additional rows on the below table(s) as required.

| **Hazard Number** | **Hazard** | **Person at Risk** | **How is Person at Risk** | **Control Measures** | **Risk Factor\*** |
| --- | --- | --- | --- | --- | --- |
| **L** | **C** | **R** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

\*Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

For hazards which require **Additional** Control Measures, please also complete the below table. Please note that for hazards which existing control measures are sufficient, completion of the below table is not necessary.

| **Hazard** **Number** | **Additional Control Measures** | **Residual Risk Factor\*** | **Action / by Whom?** | **Action / by When?** |
| --- | --- | --- | --- | --- |
| **L** | **C** | **R** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

\*Residual Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

|  |  |
| --- | --- |
| **Assessment conclusion:****(i.e., have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?)** | YES / NO |
| **Signature of Line Manager / Competent Person:** |  |
| **Date review required by:** |  |

 **Risk Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
|   |   | **CONSEQUENCE** |   |
|   | **1 Insignificant** | **2 Minor** | **3 Moderate** | **4 Major** | **5 Critical** |
|  |
|  |
| **LIKELIHOOD** | **1 Rare** | **1 NO ACTION** | **2 NO ACTION** | **3 MONITOR** | **4 MONITOR** | **5 MONITOR** |  |
|  |
|  |
| **2 Unlikely** | **2 NO ACTION** | **4 MONITOR** | **6 MONITOR** | **8 ACTION** | **10 ACTION** |  |
|  |
|  |
| **3 Possible** | **3 MONITOR** | **6 MONITOR** | **9 ACTION** | **12 ACTION** | **15 URGENT ACTION** |  |
|  |
|  |
| **4 Likely** | **4 MONITOR** | **8 ACTION** | **12 ACTION** | **16 URGENT ACTION** | **20 STOP** |  |
|  |
|  |
| **5 Almost Certain** | **5 MONITOR** | **10 ACTION** | **15 URGENT ACTION** | **20 STOP** | **25 STOP** |  |
|  |
|  |
|   |  |

**Risk = Likelihood x Consequence**

**Likelihood:**

1 Rare - this will probably never happen

2 Unlikely - do not expect it to happen / recur but it is possible it may do so

3 Possible - might happen or recur occasionally

4 Likely - will probably happen / recur but it is not a persistent issue

5 Almost Certain - will undoubtedly happen / recur, possibly frequently

**Consequence:**

1 Insignificant – no or minimal injury / insignificant damage to equipment or property

2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention

3 Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair

4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution

5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

**Risk Factor / Residual Risk Factor:**

NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed

MONITOR (3-6): Look to improve at next review or if there is a significant change

ACTION (8-12): Improve within a specified timescale

URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously

STOP (20-25): Stop activity immediately

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Summary of Changes** |
| 1.0 |  |  |  |
| 2.0 | May 2023 | Health and Safety Manager | Tables split to clarify which sections are mandatory and improve legibility of risk assessments. |
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|  |  |  |  |