

Guidance: Part 3 Record the Risk Assessment

1. Hazard description

Describe each hazard and the potential injury or harm that it could cause.

2. Potential Injury

For each hazard identified, record the potential injury or damage that could occur, for example, musculoskeletal injury, burn, occupational asthma, allergy, sprain/strain.

3. Persons at Risk

Identify all the persons or groups that may be affected by the hazards identified. Take into consideration, people that may not be directly involved in the work activity but may work or use the area, for example, staff from other departments, students, visitors, contractors, domestic assistants, security officers, maintenance staff etc.

Also, identify groups of people that may be at a particular risk, for example, new and expectant mothers, young people at the University through study, placement or work experience, lone workers, disabled persons or those that have a pre-existing health condition.

4. Current measures in place for prevention or protection

Determine and record what workplace control measures are already in place (e.g. Permit-to-work systems, exposure limits, specialised equipment, safe systems of work, University and local procedures, training, personal protective equipment etc.).

5. Evaluate the Risk.

Determine whether the 'current measures in place for prevention and protection' are adequate, complied with and the risk has been reduced as low as is reasonably practicable. This can be done by using the information in **Appendix 1** of the Risk Assessment template. **Determine the severity rating and likelihood rating** for each hazard identified and multiply these to provide an estimate of the remaining level of risk – the **risk rating**. Record these in the appropriate columns.

- a. **Severity of Effect:** Take into consideration **the potential extent of harm** that may result from the hazard, using the severity descriptions in Appendix 1. For example, with the existing control measures in place an accident could result in a major injury such as a fractures/broken bone.
- b. **Likelihood of Harm:** Consider the likelihood of someone being affected by the hazard. Is it: certain, probable/likely, possible/could happen or unlikely?

6. Compare the risk rating with the "Risk Rating Matrix" (Appendix 1), to check whether the rating is red, amber or green. Then look at the "Guide to required action" (Appendix 1), to determine what must be done regarding the risk. **If the risk rating is amber (medium) or red (high) then additional controls must be sought.** (See some worked examples, below.)

7. If you identify any Physical/Engineering, Training and Administrative or Personal Protective Equipment safety controls, please provide further information regarding these within Parts 4, 5 & 6 as appropriate.

Worked Examples:

Low Risk

The severity is “**Minor**” (a minor cut) = 1, and the likelihood is “**Probable/Likely**” = 3. Multiplying these gives a risk rating of 3. 3 is **green** and therefore the risk is “**low**”, so no additional controls are required, however monitoring is required to ensure that existing controls are maintained.

Medium Risk

Severity is “**Major**” (a broken bone) = 3, and the likelihood is “**Probable/Likely**” = 3. Multiplying these gives a risk rating of 9. 9 is **amber** and therefore the risk is “**Medium**” so risk reduction measures should be implemented within a defined time period. Interim control measures may be necessary in the short term.

High Risk

Severity is “**Major**” (a broken bone) = 3, and the likelihood is “**Certain**” = 4, giving a risk rating of 12, **red** or “**High**” or,
Severity is “**Significant/Fatal**” (e.g., chronic ill-health from chemical exposure) = 4, and the likelihood is “**Probable/Likely**” = 3, giving a risk rating of 12, **red** or “**High**”.

In this case, the work should not be started until improvements are made to reduce the risk. If this is not possible, even with unlimited resources, work has to remain prohibited.

Use of this methodology can assist in prioritising any further actions required.

Record the details in Part 3 of the University Risk Assessment Form (i.e. Severity, Likelihood and Risk Rating columns).