

Risk Assessment Template



Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)		Likelihood of Occurrence (b)	
1 – Trivial	(e.g. discomfort, slight bruising, self-help recovery)	1 – Remote	(almost never)
2 – Minor	(e.g. small cut, abrasion, basic first aid need)	2 – Unlikely	(occurs rarely)
3 – Moderate	(e.g. strain, sprain, incapacitation > 3 days)	3 – Possible	(could occur, but uncommon)
4 – Serious	(e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely	(recurrent but not frequent)
5 – Fatal	(single or multiple)	5 – Very likely	(occurs frequently)

(B)↓	(A)→	Trivial	Minor	Moderate	Serious	Fatal
Remote		1	2	3	4	5
Unlikely		2	4	6	8	10
Possible		3	6	9	12	15
Likely		4	8	12	16	20
Very likely		5	10	15	20	25

LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	STOP THE ACTIVITY Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Risk Assessments

There are a number of explanations needed in order to understand the process and the form used in this example:

HAZARD: Anything that has the potential to cause harm. (Lifting/moving heavy items, vehicles, fire etc)

For example

- Physical causes (falling, injury from equipment)
- Environmental (water, rivers, hillsides etc)
- People (launch drivers, players, coaches)

PERSONS WHO MIGHT BE HARMED: e.g. the general public, employees, spectators etc

RISK: expresses the likelihood that harm from a potential hazard will be realised and taking into account the likely severity of harm.

The questions that need to be asked are:

How frequently does this sort of hazard occur in the activity taking place? (i.e. seldom, sometimes to often)

How severe are the consequences of an accident occurring from that hazard? (i.e. bruised arm or death – or something in between)

How many people are likely to be exposed to the hazard? (i.e. one, a small group or many) Are specific groups more vulnerable than others? (i.e. inexperienced, children, people with disabilities, pregnant women)

RISK CONTROLS IN PLACE: What is already in place that has reduced the chance of somebody being harmed by the hazard?

Severity (of hazard) x **Likelihood** (of occurrence) = **Overall risk**

So, the **severity** of a plane accident could be high (death), the **likelihood** of a plane accident (given a company of international repute) is low (because of the huge amount of money and effort that goes into reducing likelihood) so the **overall risk** is low.

Severity (of the hazard) could be measured on a 4-point scale:

- 1 = No injury
- 2 = Minor injury – may need some first aid assistance, not life threatening
- 3 = Major injury – admission to hospital etc (not visit to A & E)
- 4 = Fatal

Likelihood (of occurrence) could be measured on a 5-point scale:

Improbable – so unlikely that probability is close to zero

- 1 = Remote – unlikely, although conceivable
- 2 = Possible – could occur sometime
- 3 = Probable – not surprised, will occur several times
- 4 = Likely – occur repeatedly/event only to be expected

Multiplying the **Severity x Likelihood** gives a number between 1 and 25. The person completing the Risk Assessment then has a relative scale of the overall risk on which to manage the problem and introduce any preventative or protective measures.

1 to 8 could be classed as a **LOW** risk

9 to 15 could be classed as a **MEDIUM** risk

15 + could be classed as a **HIGH** risk

The overall aim is to reduce or remove the risk to an acceptable (as close to 1 as possible) level!

Control Measures

FURTHER ACTIONS TO CONTROL RISKS: What more can you reasonably do to reduce the likelihood of an accident happening e.g. try a less risky option, provide additional training, use specialist equipment?

COMPLETED BY: This is the date that the further control measures should be completed by.

REVIEW DATE: This would normally be a year from the initial full completion of the form. But a review should be carried out if circumstances have changed significantly. We would expect the annual review to be carried out when the new executives have been elected.

For some activities there are other requirements which must be met. Anyone holding a barbeque on campus, for example, must, additionally, meet the requirements set out by the University in its Safety Manual.