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) **2 – Minor** (e.g. small cut, abrasion, basic first aid need)  **3 – Moderate** (e.g. strain, sprain, incapacitation > 3 days)  **4 – Serious** (e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment Matrix** | | | | | |  | **Risk Rating Bands (A x B)** | | |
| **(B)🡳 (A)🡲** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | 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 |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

|  |  |  |
| --- | --- | --- |
| Risk Assessment Record | | |
| Risk Assessment Title: Cleaning of group owned and shared equipment during COVID-19 | Date Produced: 16th Sept 2020 | Review Date: 30 October 2020 |
| Overview/Description of Activity: Measures to be put in place to ensure safe cleaning process for group equipment | Duration/Frequency of Activity:  1 hour, daily | |
| Location of Activity:  Campus venues: Sports Training Village, The Edge  External venues used by our groups | Generic or Specific Assessment: Generic – to be tailored by owner and read in conjunction with existing task risk assessments | |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating  (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Airborne transmission of COVID-19 virus by office occupants | Any person in the area where the cleaning is taking place. | * Maximum occupancy level defined by Estates’ ventilation assessment * If 2m separation not practical,   + Students must apply face coverings during the cleaning process. | 5 | 2 | 10 | * Students must confirm with venue staff of the most appropriate location to clean the equipment. |
| 2 | Surface transmission of COVID-19 virus | Any person using the equipment and cleaning it. | * Individuals to wash hands at nearest washroom before and after a session or use personal hand sanitiser. * Student groups must only use the cleaning product supplied by the University to clean the equipment. * Cleaning items must be used in accordance with directions given on the product. * Student groups to produce a Normal Operating Procedure (NOP) that demonstrates how equipment will be cleaned appropriately and how items that cannot be cleaned will be kept secure for 72 hours.. * Student groups to check and monitor National Goverming Body (NGB) cleaning processes and apply. * (*insert NGB*) states that (insert equipment) must be cleaned at (insert minutes/hours) intervals during training sessions/matches * Equipment must be cleaned after every session. * Equipment that cannot be cleaned must be left for 72 hours in a secure location before it is used again. * Groups to following addional cleaning procedures as stated by venues they are using. | 5 | 2 | 10 | * SU to provide student groups with cleaning products. * SU to stock an adequate amount of cleaning items for replenishment. * Student groups informed of how cleaning product can be replenished. * SU to provide an NOP template allowing groups to insert specific details related to their equipment and how to clean it. |

|  |  |  |
| --- | --- | --- |
| Assessor signature: | Print name: | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Assessment Action Plan | | | | | |
| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature:  Print name:  Date: | | | | | Responsible manager’s signature:  Print name:  Date |

Risk Assessment Sign-On Sheet

**Sign on Sheet to acknowledge understanding of Risk Assessment:**

|  |  |  |
| --- | --- | --- |
| **Names and Signatures of other workers/researchers/PG/UG students**  *All others undertaking the process described must signify that they understand the hazards and risks.* | | |
| Print name: | Signature: | Date: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |