



RISK ASSESSMENT FORM

Faculty/Department		Date of Risk Assessment	
Name of person carrying out assessment		Job Title	
DESCRIPTION Give details of the process, task, activity, event etc. being risk assessed			
HAZARD IDENTIFICATION Hazard - something with the potential to cause harm within the process, task etc. you are assessing. NB: Consider things that you can “foresee” / imagine going wrong and how this could happen?		EXSITING CONTROL MEASURES IN PLACE What control measures are in place to reduce the risk of the hazard becoming a reality? Refer to the hazards identified above i.e. A B C D etc.	
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Ref:	Hazard	Who and How Many can be harmed? e.g., student, staff, contractors etc.	How can they be harmed? Describe	
A				
B				
C				
D				
E				
F				
G				
Ref:		You may combine some of the hazards together if one control measure addresses more than one hazard e.g. A, C & E to save repeating the same information		

EXISTING CONTROL MEASURES IN PLACE	A	
What control measures are in place to reduce the risk of the hazard becoming a reality?	B	
	C	
	D	
	E	
	F	
Refer to the hazards identified above i.e. A B C D etc.	G	

RISK ASSESSMENT SCORE Use the consequence (table 1a) and likelihood (table 1b) tables overleaf to calculate the risk score (table 1c) NB: Take into account existing controls	Risk	Consequence (1-5)	X	Likelihood (1 - 5)	=	Risk Score (1-25)
	A					
	B					
	C					
	D					
	E					
	F					
	G					

ACTION PLAN – things that need to happen now to control / reduce risk further

Risk	Further Action Required To Control Risk	By Whom	Date Complete
A			
B			
C			
D			
E			
F			
G			

NB: When actions are complete they need to be transferred to the section above as now being 'control measures already in place'. The risk rating scores may also need to be amended to acknowledge that these additional controls measures are now in place.

ASSESSMENT SIGN OFF			
Assessor's Signature			
Manager's Name		Manager's Signature	
Date signed		Local monitoring to be performed by:	
Review Period: (please circle as appropriate)	continuous		
Risk Assessment Review Dates:		Copies of Assessment to: (please identify)	

Table 1a Consequence Scoring Matrix

Hazard Descriptor	ref	Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Injury	a	Minor injury not requiring first aid treatment	Minor injury (e.g. cut, bruise) / illness (e.g. faint) requiring first aid treatment	Moderate injury (e.g. sprain strain, fractures) / ill health / absent from work/studies for more than 3 days but less than 7 days	Major / multiple injuries / long-term incapacity / disability / absent from work/studies for 7 days or more	Serious injury / multiple persons injured / permanent incapacity / fatality
Student Experience	b	Unsatisfactory experience (resolved)	Unsatisfactory experience (readily resolved)	Miss-managed (short term effects)	Miss-managed (long term effects)	Totally unsatisfactory outcome or experience
Complaint / Claim Potential	c	Locally resolved complaint	Justified complaint	Below excess claim / justified complaint involving lack of appropriate care	Claim above excess level / multiple justified complaints	Multiple claims or single major claim
Objectives / Projects	d	Insignificant costs increase / schedule slippage /barely noticeable reduction in scope or quality	<5% over budget / schedule slippage / minor reduction in quality / scope	5-10% over budget / schedule slippage / reduction in scope of quality requiring client approval	1-25% over budget / schedule slippage / doesn't meet secondary objectives	>25% over budget / schedule slippage / doesn't meet primary objectives
Service / Business Interruption	e	Loss / interruption <1 hour	Loss / interruption >8 hours	Loss / interruption >1 day	Loss / interruption >1 week	Permanent loss of service or facility
Human Resources / Organisational Development	f	Short-term low staffing level / temporary reduction in service quality <1 day	Ongoing low staffing level reduction in service quality	Late delivery of key objectives / services due to lack of staff (e.g. recruitment, retention, sickness) . Minor error due to insufficient training / ongoing unsafe staffing level	Uncertain delivery of key objective/service due to lack of staff	Non-delivery of key objective/service due to lack of staff / loss of key staff / very high turnover
Staff Experience	b	Unsatisfactory experience (resolved)	Unsatisfactory experience (readily resolved)	Miss-managed (short term effects)	Miss-managed (long term effects)	Totally unsatisfactory outcome or experience
Financial	g	Small loss >£100	Loss >£1,000	Loss >£10,000	Loss >£100,000	Loss >£1,000,000
Inspection / Audit	h	Minor recommendations / minor non-compliance with standards	Recommendations given / non-compliance with standards	Challenging recommendations / non-compliance	Enforcement Action / multiple challenging recommendations / major non-compliance	Prosecution / severely critical report

Adverse Publicity / Reputation	i	Rumours	Local Media (short-term)	Local Media (long-term)	National Media <3 days	National Media >3 days MP concern (Questions in House)
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Table 1b Likelihood Score

	1	2	3	4	5
Descriptor	Rare	Unlikely	Possible	Likely	Almost Certain
Frequency	Not expected to occur for years	Expected to occur at least annually	Expected to occur at least monthly	Expected to occur at least weekly	Expected to occur at least daily
Probability	< 1%	1 – 5%	6 – 20%	21 – 50%	> 50%
	Will only occur in exceptional circumstances	Unlikely to occur	Reasonable chance of occurring	Likely to occur	More likely to occur than not

Table 1c Risk Score

LIKELIHOOD	CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
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