

Health & Safety Risk Assessment Template

Work task / activity	GDP LifeGuide End User Study, ERGO/FoPSE/8175
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Faculty / Service	Faculty of Physical Sciences and Engineering	Academic Unit / Team	Electronics and Computer Science	Location	Highfield Campus
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Brief description of task / activity	Research into the needs of the end users of the LifeGuide system, and evaluation of our current system's user interface. The study will be two-phased. In the first phase, participants will fill out a questionnaire giving details on their experience with setting up and running randomised control trials. In the second phase they will be asked to read guidelines on the current user interface, and to perform tasks according to that user interface, followed by a questionnaire describing how they found the assigned tasks in terms of difficulty.
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Reasonably foreseeable hazards	Inherent risk	Controls	Residual risk
Stress resulting from performing tasks under supervision	Low x		Low x
	Med		Med
	High		High

Declaration by responsible manager: I confirm that this is a suitable & sufficient risk assessment for the above work task / activity					
Signed		Print name		Date	

Risk assessment checklist

- ☑ Risk assessments must be 'suitable and sufficient', that is, should cover all relevant issues and include enough detail.
- ☑ Work tasks & activities should be risk assessed, and not, as such, substances (but rather use of substances), or equipment (but rather use of equipment), or locations (but rather activities therein), or people (but rather what they do).
- ☑ This template is for 'general' risk assessments, and is suitable for most hazards, but certain hazards require additional regulatory and technical detail, such as ionising radiations, biological agents, genetic modification, noise, hazardous chemicals, etc.
- ☑ Risk assessments can be generic, provided they are 'suitable and sufficient', that is, identify all reasonably foreseeable hazards, meaningfully estimate risk, and delineate effective controls.
- ☑ 'Hazards' are things with the potential to cause harm.
- ☑ The qualification 'reasonably foreseeable' is applied to hazards to indicate that far-fetched, improbable hazards need not be considered, and also neither need the obvious hazards of everyday life.
- ☑ 'Inherent' risk is that before controls are applied.
- ☑ Risk should be estimated using the matrix on the next page.
- ☑ 'Controls' are measures to eliminate or reduce risk.
- ☑ 'Residual' risk is that after controls are applied.
- ☑ The assessment should consider:
 - ☑ Any competency, training and supervision that may be necessary.
 - ☑ Reasonably foreseeable emergencies, and include suitable contingency plans.
 - ☑ Any health surveillance that may be necessary.
 - ☑ Any waste management or other environmental issues that may arise.
- ☑ The declaration at the end of the assessment must be signed by the responsible manager, principal investigator, project leader, etc.

Risk estimation matrix

High risk – requires controls to reduce risk before activity / task can commence (or continue).

Medium risk – requires controls to reduce risk as much and as soon as is reasonably practicable.

Low risk – all risk should be reduced to this tolerable level, so far as is reasonably practicable.

Reasonably foreseeable consequence severity Likelihood ³ of consequence	Minor superficial injury; or slight and temporary health effect; or trivial damage to equipment / building; or minimal disruption to work activities	Moderate significant injury or illness ¹ ; or temporary minor disability; or minor damage to equipment / building; or slight disruption to work activities	Major serious injury or illness ² ; or significant or permanent disability; or significant damage to equipment / building; or significant disruption to work activities	Critical fatal injury or illness; or substantial and permanent disability; or severe damage to equipment / building; or extensive disruption to work activities	Catastrophic fatal injury or illness for multiple persons; or enormous damage to equipment / building; or disastrous disruption to work activities
Almost certain very high probability, at or approaching 100%	high risk	high risk	high risk	high risk	high risk
Likely high probability, 1 in 10 chance or higher, once in two weeks or longer for activities on a daily basis	medium risk	high risk	high risk	high risk	high risk
Possible significant probability, 1 in 100 chance or higher, once in six months or longer for activities on a daily basis	low risk	medium risk	high risk	high risk	high risk
Unlikely low probability, 1 in 1,000 chance or higher, once in four years or longer for activities on a daily basis	low risk	low risk	medium risk	high risk	high risk
Rare very low probability, 1 in 10,000 chance or higher, once in a decade or longer for activities on a daily basis	low risk	low risk	low risk	medium risk	high risk
Almost never extremely low probability, less than 1 in 100,000 chance, once in a century or longer for activities on a daily basis	low risk	low risk	low risk	low risk	medium risk

¹ 'Significant injury' could include, for example, laceration, burn, concussion, serious sprain, minor fracture, etc.

'Significant illness' could include, for example, dermatitis, minor work-related musculoskeletal conditions, partial hearing loss, etc.

² 'Serious injury' could include fracture or dislocation (other than fingers, thumbs or toes), amputation, loss of sight, penetration or burn to eye, serious electric shock, asphyxia, or any injury leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours. 'Serious illness' could include, for example, requiring medical treatment after chemical or biological or radiological exposure, severe musculoskeletal conditions, severe dermatitis, asthma, etc.

³ For likelihoods in between the listed values, use the higher likelihood to estimate risk.