General Health & Safety Risk Assessment Template

Work activity / task					
Assessor(s)		**Responsible Manager**		**Date**	

Faculty / Service		**Academic Unit / Team**		**Location**	
Brief description of activity / task					
Additional notes **(eg, references, persons at risk, risk factors, etc)** **[optional]**					
Declaration by responsible manager: I confirm that this is a suitable & sufficient risk assessment for the above work activity / task.					
Signed		**Print name**		**Date**	
Declaration by users: I confirm that I have read this risk assessment, will implement the controls outlined herein and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment.					
Signed		**Print name**		**Date**	
Signed		**Print name**		**Date**	
Signed		**Print name**		**Date**	

Health & safety risk assessment: A basic guide

(1) **Identify all hazards, hazard events, and reasonably foreseeable worst case consequences.** A 'hazard' is something with the potential to cause harm (ie, injury or ill-health). A 'hazard event' is the incident where the harm from the hazard occurs. A 'hazard consequence' is the nature and extent of the harm caused.

'Reasonably foreseeable worst case consequence': 'Worst case' means it is not necessarily the most likely consequence that should be considered, but, 'reasonably foreseeable worst case' means that far-fetched, improbable hazards and consequences need not be considered.

(2) Estimate inherent risk for each hazard. 'Inherent' risk is that without any controls applied.

Risk: Is likelihood of the hazard event and the reasonably foreseeable worst case consequence combined.

In estimating risk, also consider factors that could exacerbate risk, such as reasonably foreseeable emergencies, inexperience, lone work, new & expectant mothers, waste disposal, potential effects on others such as contractors or visitors, etc. A separate 'row' for a particular hazard / event / consequence may be needed to account for these.

Estimate risk using the matrix on the next page, and place an X in the appropriate box.

'High' risks must be reduced before activity / task can commence or continue.
'Medium' risks must be reduced as much and as soon as is reasonably practicable.

(3) Devise controls for each hazard. A 'control' is a measure taken to reduce risk.

Controls: As a general principle, the 'hierarchy' of control that is to be applied (from most to least preferable) is: avoid the risk; substitute something less hazardous that gives same or similar outcomes; 'engineering controls' (ie, equipment and articles that mitigate or contain a hazard); 'safe system of work' (ie, a prescribed work method); and 'personal protective equipment' ('PPE', eg, gloves, safety glasses, respirator, boots, etc). So, PPE is a last resort.

Other controls that should be considered: training, supervision, planning for reasonably foreseeable emergencies, health surveillance, validation and maintenance of any engineering controls, and correct specification of any PPE.

'Low' risks, by definition, do not require controls.

(4) Estimate residual risk for each hazard. 'Residual' risk is that with controls applied.

Residual risk is estimated as above, and the objective is for all risks to be low so far as is reasonably practicable.

(5) The responsible manager, supervisor, research leader, principal investigator or project leader must sign the Declaration on the front page.

- Health & safety risk assessments must be 'suitable and sufficient', ie, cover all relevant issues and include enough detail.
- It is activities / tasks that 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' health & safety risk assessment, suitable for most hazards, but certain hazards do require additional regulatory and technical detail (eg, ionising radiations, biological agents, genetic modification, noise, hazardous chemicals, etc).
- Health & safety risk assessments can be generic, provided they remain 'suitable and sufficient'.
- Health & safety risk assessments need to be reviewed periodically (at least every two years or sooner if inherent risk is high), and also after incidents, after significant changes to the activity / task, if staff raise any concerns, if there is a relevant change to the law or to other relevant standards, or if there is anything to suggest the assessment is not suitable or sufficient.
- You may remove pages 3 and 4 from the final assessment.

Health & safety 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 worst case consequence / Likelihood [3] of hazard event	Minor superficial injury; or slight and temporary health effect	Moderate significant injury or illness [1]; or temporary minor disability	Major serious injury or illness [2]; or significant or permanent disability	Critical fatal injury or illness; or substantial and permanent disability	Catastrophic fatal injury or illness for multiple persons
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 digits), amputation, loss of sight, penetration or burn to eye, electric shock, asphyxia, or any injury leading to unconsciousness or requiring resuscitation or admittance to hospital for more than twenty-four hours. 'Serious illness' could include, for example, requiring medical treatment after chemical, biological or radiological exposure, severe debilitating musculoskeletal conditions, severe dermatitis, asthma, etc.

[3] For likelihoods in between the listed values, use the higher likelihood to estimate risk. These probability definitions are only a guide.

Hazards, hazard events, and reasonably foreseeable worst case consequences	Inherent risk (no controls) from matrix (mark with X)		Controls (measures to reduce risk)	Residual risk (with controls) from matrix (mark with X)	
Risk of terrorism or natural disasters	High		Researchers to regularly check the Foreign and Commonwealth website advising on safety to travel, if there are significant risks of terrorist activity and advice is given against travel, trips are postponed or cancelled. They also receive travel alerts. Should situations in country arise Researchers have emergency contacts to support them such as Medical/Security Assistance Tel: +44 (0) 2086084100 www.rsatravelinsurance.com Researchers are provided with a cash advance which may help them secure safe passage out of the country in an emergency.	High	
	Medium			Medium	
	Low			Low	
Contraction of disease	High		Researcher to follow GP's advice and will ensure inoculations and medications are taken in time. .	High	
	Medium			Medium	
	Low			Low	
Risk of injury – manual handling	High		Heavy promotional materials are being created in host country. Researchers are advised to try to stick to 20 kilos baggage allowance and a suitcase weighing no more than 15 kilos where possible. Manual handling advice to be followed at all times. All staff have undertaken online course outlining how to divide, lift and carry weighty or bulky items.	High	
	Medium			Medium	
	Low			Low	

Hazards, hazard events, and reasonably foreseeable worst case consequences	Inherent risk (no controls) from matrix (mark with X)		Controls (measures to reduce risk)	Residual risk (with controls) from matrix (mark with X)	
Loss or theft of Passport or money	High		All Researchers to carry a copy of their passport Researchers to identify high risk areas and will minimise equipment / cash carried and ensure it is never left on show.	High	
	Medium			Medium	
	Low			Low	
Lone Working	High		Researchers must check in with RIE Office upon arrival and when moving cities/countries. Airport pick-ups are prearranged on arrival where applicable (i.e. first time to the country or a country requirement/arriving late – otherwise advice re reputable taxis is provided. Transfers in-country are arranged through reputable and well known taxi companies) Researchers to travel in groups, getting permission in advance from local police stations Researcher to carry rape alarm and make use of local emergency help GPS app system Wearing culturally appropriate clothing (avoiding attracting attention as Westerner)	High	
	Medium			Medium	
	Low			Low	
Travel accidents	High		Researchers will fly with reputable airlines booked through the University. Researcher has funding for emergency care and contact details for emergencies (as above) Car hired with seatbelts and air bags which will be driven by a reputable driver familiar with the roads and car. High visibility vest to be worn when traveling in rural areas at night	High	
	Medium			Medium	
	Low			Low	
Food poisoning	High		Researchers will buy food from reputable sources, drinking only bottled water and wash hands before eating and drinking.	High	
	Medium			Medium	
	Low			Low	

Hazards, hazard events, and reasonably foreseeable worst case consequences	Inherent risk (no controls) from matrix (mark with X)		Controls (measures to reduce risk)	Residual risk (with controls) from matrix (mark with X)	
Arrest / shooting on site when using the drones	High		Researchers will have police accompaniment for drone filming and will only be filming where permitted	High	
	Medium			Medium	
	Low			Low	
Prolonged exposure to sun and heat	High		Researchers will wear sun cream and apply as recommended. Researchers will wear sunglasses with UV filter. Large quantities of bottled water will be taken to remote area and drunk to prevent dehydration.	High	
	Medium			Medium	
	Low			Low	
Natural disasters (cyclones, flooding)	High		Researchers will actively seek and take heed of government advice. Researchers will make dynamic risk assessments as required and avoid high risk activities in an emergency situation. Researchers to inform RIE office team of location and level of safety at the earliest opportunity.	High	
	Medium			Medium	
	Low			Low	
Insect (Mosquito) and animal / reptile attack (snake bite)	High		Researchers will use mosquito repellent. Researchers will wear safety boots and long thick trousers will be worn in areas of long grass or where snakes are likely to be.	High	
	Medium			Medium	
	Low			Low	