

GENERAL HEALTH & SAFETY RISK ASSESSMENT SHEET: GUIDELINES DOCUMENT

DIVN/DEPT:	LOCATION (ROOM No.):
ACTIVITY:	No. OF SHEETS:
ASSESSMENT UNDERTAKEN BY:	ASSESSMENT APPROVED BY:
ASSESSMENT DATE:	REQUIRED ASSESSMENT REVIEW DATE:
	*REVIEWED ON:
	*REVIEWED ON:
	*REVIEWED ON:

**If no changes enter the date risk assessment is required if changes are to be made*

1. Insert details of Divn/Dept to which the task applies

2. The assessment is specific to the location you assess it in. If you transfer the work to a new area, you must repeat the assessment for the new area.

3. Insert brief summary of task being undertaken

4. Insert number of sheets to the completed Risk Assessment

5. Insert name of person carrying out the risk assessment

6. Get the person who will oversee/supervise the risk assessment and has overall approval responsibility to sign here.

7. Insert date on which risk assessment is completed

9. Insert date on which risk assessment was reviewed and no changes were required.

8. Insert date on which risk assessment will be reviewed as a matter of routine.

- At least annually
- If work changes significantly
- If assessment is no longer valid

LIST SIGNIFICANT HAZARDS & RISKS HERE:	WHO IS AT RISK:	EXISTING CONTROLS (What are you doing already?)	*RISK CLASS:	FURTHER CONTROLS REQUIRED: (to reduce the risk level to as low a level as possible)	PERSONS RESPONSIBLE:	COMPLETION DATE:	COMPLETION DATE:
10. List clearly all the hazards and associated risks of the activity being reviewed. See notes (8) and (9) for detailed examples and descriptions	11. Insert everyone (cleaners, maintenance, people sharing the workspace etc.) who may be affected by the activity.	12. List all measures currently in place to mitigate the risk and make the process safer.	See note (12) for detailed descriptions of Risk Class	13. Are there other controls, not currently in place that would further reduce the Risk Class to a low and acceptable level?? List those further controls here.	14. Who will carry out and put in place the further controls listed?	15. When do you expect the further controls to be completed, insert that date here.	16. When were the further controls ACTUALLY COMPLETED? Put that date in here.

***RISK CLASS** (at this stage of the risk assessment, look at the existing controls, and now estimate the REMAINING risk level/class as either **LOW, MEDIUM or HIGH**)

High (H) (Probability of fatality, serious injury or significant loss, possibility of minor injury to a number of people.)
 Medium (M) (Unlikely possibility of fatality, serious injury or significant material loss, possibility of minor injury to a small number of people.)
 Low (L) (Injury or material loss unlikely though conceivable.)

NOTES/GUIDELINES FOR COMPLETING THE GENERAL RISK ASSESSMENT SHEET

Notes 1 – 16 detailed below have been developed to help assist and guide those completing General Risk Assessments across the University. The Sample General Risk Assessment Template (above) is colour coded as follows;

YELLOW	TIPS for completing sections
RED	CAUTIONS

At all times, if in doubt, ASK!

This General Risk Assessment template is recommended by the HR Division Health & Safety Unit and is used on the University's risk assessment training course. It is suggested that it is used for all new assessments or when existing assessments are being revised. Alternative Risk Assessment methods may be used provided all the same issues covered in this risk assessment are addressed.

1. **DIVN/DEPT** : Insert details of the Faculty /Department/Division to which the task being considered relates and applies to.
2. **LOCATION (Room No.)** : insert details of the exact location to which the risk assessment applies , ie building, floor level, room, laboratory etc.
3. **ACTIVITY**: Insert a brief summary of the task or project to be undertaken.
4. **NO. OF SHEETS** : Insert the number of sheets to the completed risk assessment. You may have to fill in this section retrospectively once the risk assessment is complete. i.e. Sheet no 3 of 3.
5. **ASSESSMENT UNDERTAKEN BY**: insert the name of the person carrying out the risk assessment and completing the risk assessment sheet.
6. **ASSESSMENT APPROVED BY**: insert the name of the supervisor, or other person who will oversee and sign off/approve the risk assessment.
7. **ASSESSMENT DATE** : insert the date on which the risk assessment sheet is completed. The assessment must be valid on that day and subsequent days unless circumstances change and amendments are necessary.
8. **ASSESSMENT REVIEW DATE** : insert details of when the assessment will be reviewed as a matter of routine, this might be in 1 years time or at the end of a short programme of work. All assessments must be reviewed if there are any significant changes to the work activity, the vicinity, the persons exposed to the risk etc
9. **REVIEWED ON**: insert the date the risk assessment was reviewed on and no changes were required to be made to the risk assessment content.

EXAMPLES

LIST SIGNIFICANT HAZARDS & RISKS HERE: (9)	WHO IS AT RISK: (10)	EXISTING CONTROLS (11)	*RISK CLASS: (12)	FURTHER CONTROLS REQUIRED:(13)	PERSONS RESPONSIBLE: (14)	TARGET COMPLETION DATE: (15)
Electricity – risk of electric shock, burns.	Staff/Student Contractors Visitors	- Electrical equipment checked and inspected periodically in accordance with policy. - All users report electrical equipment which is poorly maintained.	M	Suspect or faulty electrical apparatus to be taken out of use immediately and labeled “do not use” until attended to by a competent person.	John Smith	12-May-2015
Vibration (Whole-Body & Hand-arm) – risk of musculoskeletal disorders and vibration white finger	Groundsperson Workshop staff Contractors	- Tools are used that are designed to avoid users gripping high-vibration parts - Specific procedures available and action taken to reduce the risk of exposure to the “exposure action value” specified in legislation	L	N/A	John Smith	N/A
Glass & Sharp Objects – risk of puncturing the skin	Staff/Student Contractors Visitors	- Procedures available for handling glass and sharp object - Training provided in glass handling procedures	M	Supply of adequate and suitable disposable bins	Joe Bloggs	12-May-2015

10. **LIST SIGNIFICANT HAZARDS & RISKS HERE** : For example if the topic being considered involves electricity (the Hazard), the risks would be electric shock, burns etc. If the topic being considered involves Vibration (the Hazard), the risks would be musculoskeletal disorders and vibration white finger. Remember to also look at hazards that are not immediately obvious. The same activity might well have several hazards associated with it.

11. **WHO IS AT RISK** : insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, cleaners, maintenance contractors, people sharing the work space etc. vulnerable groups to consider may include, pregnant employees, employees or students with known disabilities or health conditions, remember the risks for different groups will vary.
12. **EXISTING CONTROLS** : list here all measures currently in place to mitigate the risk. For example, restricting access to laboratories or machine rooms acts as a security measure but also controls the risk of unauthorized and unskilled access to dangerous chemicals and equipment. Local Safety Statements, operator manuals or local rules will often address risk and should be used for reference. Specialist hazards require a more comprehensive risk assessment (Chemicals, Biological Agents Manual Handling etc) in accordance with legislation and if this is the case, the detailed risk assessment may be used as reference.
13. **RISK CLASS** : at this stage of the risk assessment, look at the existing controls, and now estimate the REMAINING risk level/class as either **LOW, MEDIUM or HIGH**.
 - a. The risk is **LOW** - if it is most unlikely that harm would arise under the “existing controls” listed, and even if exposure occurred the injury would be relatively slight. (Injury or material loss unlikely though conceivable.)
 - b. The risk is **MEDIUM** – efforts should be made to reduce the risk to low (acceptable level). The “further controls required” should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. (Time off work, unlikely possibility of fatality, serious injury or significant material loss, possibility of minor injury to a small number of people.)
 - c. The risk is **HIGH** – These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to low (acceptable level). The work activity should be halted until risk controls are implemented. If it is not possible to reduce risk the work should remain prohibited. (loss of consciousness, hospital visit required, Probability of fatality, serious injury or significant loss, possibility of minor injury to a number of people.)
14. **FURTHER CONTROLS REQUIRED** : insert here any controls (not already listed or covered) that would reduce the risk class (MEDIUM, HIGH) to a low and acceptable level. See examples above, the current risk class is MEDIUM with existing controls in place, this could be reduced to a risk class LOW with further controls suggested above put in place.
15. **PERSONS RESPONSIBLE** : list here the person/s who will carry out or initiate the further controls suggested.
16. **TARGET COMPLETION DATE** : insert in here a realistic date by which the suggested further controls can and will be completed.
17. **ACTUAL COMPLETION DATE**: insert in here the ACTUAL date on which the suggested further controls were completed.