# PROJECT/ACTIVITY RISK ASSESSMENT FORM (RA2)

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| **School/Service/Department:** |  |
| **Assessment Reference No.** |  |
| **Assessment date:** |  |
| **Activity assessed:***Please make sure this adequately describes the activity that you are assessing, including the location* |  |
| **Person(s) at risk** |  |

| **Task/****Activity***List significant steps in the activity.* *Consider doing a separate risk assessment for each step, if the Task/Activity breaks down into substantial sub-components (in which case, delete this column)* | **Hazard** | **Specific person(s) at risk***If already listed above, leave blank, or delete this column* | **Existing control** | **Impact\*** | **Probability\*** | **Risk outcome\*** | **Additional controls required** | **Action by whom** | **By when** |
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| **Name of Assessor(s):** |  | Number of continuation sheets used: |
| **Department:** |  |
| **Review Date:**(maximum 12 months from date of assessment) |  |

**Note\* : The risk matrix below is not mandatory, but can be used to assist with decision making and prioritisation.**

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| **Severity and nature of harm** | **Probability of harm occurring** |  | **Probability** | **Highly Likely** | Tolerable | Serious | Intolerable | Intolerable |
| **Minor or Negligible****(N)** | Minor injury or illness, first aid treatment may be required, but not a hospital visit or professional medical intervention. Not reportable under RIDDOR. Minor property damage.  | **Highly Likely****(HL)** | Poor or no controls in place. The event is almost certain to occur, possibly frequently. |  | **Probable** | Tolerable | Serious | Serious | Intolerable |
| **Moderate****(M)** | An injury or ill health requiring a hospital visit or other professional medical intervention, or resulting in lost time for work/study (up to a max of 7 days). Not reportable under RIDDOR. More serious property damage. | **Probable****(Pr)** | Controls in place are inadequate. The event is more likely to occur than not. |  | **Possible** | Broadly acceptable | Tolerable | Tolerable | Serious |
| **Significant****(S)** | Major injuries, acute illness, longer term health problems that are reversible or non-progressive (e.g. broken bones, loss of consciousness, serious burns, minor amputations, work-related respiratory sensitisation, partial loss of sight or hearing). Reportable under RIDDOR. Major property damage. | **Possible (P)** | Reasonable controls are in place, which will protect against harm if they are folllowed. The event would not be expected to occur, but it is possible that it could. |  | **Rare** | Broadly acceptable | Broadly acceptable | Tolerable | Tolerable |
| **Catastrophic (C)** | Death, permanent incapacity, severe disability, progressive or irreversible condition (e.g. loss of a limb, total loss of sight or hearing, severe occupational disease). Major property loss/ damage.  | **Rare****(R)** | Stringent controls are in place, and are very unlikely to break down. No history of event occurring over a period of years. This will probably never happen, but it is foreseeable that it could. |  |  | **Minor or Negligible** | **Moderate** | **Significant** | **Catastrophic** |
|  |  |  | **Severity** |

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| **Brief guide for completing this risk assessment*** Only complete this form if you are competent to do so.
* List all the hazards that are present, ideally in the order they appear in the process being assessed.
* Enter details of the control measures that are already in place.
* Using the list above choose the most appropriate descriptor of the **Severity and nature of the harm.**
* Then do the same for the **Probability.**
* Plot the results on the **Risk Outcome Prioritisation Chart** to help you understand the priorities.
* Complete the assessment based on the priorities given, including introducing additional control measures when required.
* Record your findings and inform all those involved in the process.

**The risk assessment must be reviewed following:*** Accident or near miss
* Change in process
* Change in legislation
* Introduction of new plant or technology
* Change in personnel and/or passage of time

**Other things to consider:** * Frequency of exposure ; number of people exposed; susceptibility of people exposed (young/ pregnant/ disabled/ learning difficulties.
 | **Priorities** | **Hierarchy of Controls -** *the range of options for controlling risk in order of preferred use. It will usually be necessary to adopt a combination of control measures.***Eliminate –** Can the hazard be eliminated stopping the activity, or working in an different way that entirely avoids the hazard?**Reduce by substitution** – reduce the risk by changing the way you do the work e.g. is there an alternative product, or can smaller quantities be used? Can the number of people potentially exposed be reduced?**Engineering Controls –** e.g. can the number of people exposed be reduced by restricting access, can physical barriers be used to provide protection e.g. fume cupboards, microbiological safety cabinets, acoustic panels? Can access to dangerous parts be restricted by interlocking guards or other types of machinery guarding?**Information, instruction, training and supervision i.e. administrative controls** – written procedures, safe systems of work, training, signage. Ensure employees understand what they must do and when, how they must do it and what activities are prohibited. **Personal Protection -** Is personal protective equipment (PPE) required e.g. safety shoes, lab coat, eye protection, gloves, ear defenders, hard hat? Note that this is a last resort, as PPE has to be correctly specified, has to be worn correctly, and only protects the individual wearer.**Discipline – If all else fails and controls are being ignored disciplinary procedures should be followed.** |
| * **(BA) Broadly acceptable** – no further action required.
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| * **(T) Tolerable** – the task may proceed but you should reduce the risks further if it is reasonably practicable to do so.
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| * **(S) Serious** – additional control measures are required to reduce the risk.
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| * **(I) Intolerable** – the task/process cannot be undertaken in its present form. Safer alternative methods of working **must** be implemented.
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