Risk Assessment Template

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

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| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (e.g. discomfort, slight bruising, self-help recovery) **2 – Minor** (e.g. small cut, abrasion, basic first aid need)  **3 – Moderate** (e.g. strain, sprain, incapacitation > 3 days)  **4 – Serious** (e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

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| **Risk Assessment Matrix** | | | | | |  | **Risk Rating Bands (A x B)** | | |
| **(B)🡳 (A)🡲** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | Continue,  but review periodically to ensure controls remain effective | Continue,  but implement additional reasonably practicable controls where possible and monitor regularly | **STOP THE ACTIVITY**  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

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| Risk Assessment Record | | |
| Risk Assessment Title: COVID-19 Office Risk Assessment | Date Produced: 07/09/21 | Review Date: |
| Overview/Description of Activity: Measures to be put in place to ensure safe working in communal spaces during the pandemic | Duration/Frequency of Activity: NA | |
| Location of Activity: All SU Offices *(See SU spaces confirmed guidance Aug 21 for list of offices)* | Generic or Specific Assessment: Generic – to be tailored by owner and read in conjunction with existing task risk assessments. | |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating  (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Airborne transmission of virus through close contact | Any person working within or visiting the office | * Maximum occupancy level defined by Estates’ ventilation assessment * Reduce occupancy level of communal space including use of event planner and student group’s activity risk assessment. * Avoiding overlaps with other users before or after activity * Staff and students with symptoms should not come to campus/Dartmouth Avenue and to follow reporting procedures. | 4 | 3 | 12 |  |
| 2 | Surface transmission of virus | Any person working within or visiting the office | * Regular communal space cleaning by AHS. * Cleaning materials provided within communal space (approved by Estates) * Occupant to keep tables clean with approved materials * Limiting manual handling to one individual using lifting aids (eg trolley) where required * Individuals to wash hands at nearest washroom or use personal hand sanitiser before entering * Occupant to work at own workstation/in own allocated area * Provision of hand sanitiser at common area facilities i.e. kitchen, fridge. * Reduce need to share documents or other activity * materials | 4 | 3 | 12 |  |
| 3 | Airborne transmission of virus through lack of ventilation | Any person working within or visiting the office | * Maximum occupancy level defined by Estates’ ventilation assessment * Reduce occupancy level of communal space including use of event planners * Additional natural ventilation such as opening windows (and doors if necessary) to be implemented | 4 | 3 | 12 |  |

The above is the risk assessment for the following rooms:

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| Building | Room no. | Max capacity | Planned usage |  |
| Dartmouth | 0.15 | 20 | Bookable space for students activities |  |
| Dartmouth | 0.16 | 21 | Bookable space for students activities |  |

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| Assessor signature:  Anna Boneham | Print name: | **Date: 27/09.21** |

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| Risk Assessment Action Plan | | | | | |
| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
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| Responsible manager’s signature:Anna Boneham  Print name:  Date: | | | | | Responsible manager’s signature:  Print name:  Date |

Risk Assessment Sign-On Sheet

**Sign on Sheet to acknowledge understanding of Risk Assessment:**

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| **Names and Signatures of other workers/researchers/PG/UG students**  *All others undertaking the process described must signify that they understand the hazards and risks.* | | |
| Print name: | Signature: | Date: |
| Helen Webb | h.webb | 02/09/2020 |
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