General Risk Assessment Form (Please refer to R & S Coordinators Manual for more information on assessment & managing risk)

Risk Assessment Form

School/Dept: Risk Assessor: Date of Assessment:

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring			Severity of Harm if injury does occur			RISK LEVEL L, M, or H	Current Control Measures in place	Further Control Measures required	Person Responsible to implement further measures required And Date to implement
			With CURRENT CONTROL measures in place									
			L	M	H	L	M	H				

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Risk Assessment Tool

Risk Assessors can either use the quantitative method (numerical) or qualitative (L, M, or H).

Risk level = Severity x Likelihood

		Severity		
		Slight L (1)	**Serious M (2)**	**Major H (3)**
Likelihood	**Seldom L (1)**	L	L	M
	Occasionally M (2)	L	M	H
	Frequently H (3)	M	H	H

Risk level = (**1-2**)L - Low; (**3-4**) M - Medium; (**6-9**) H - High

Risk level	**Action and Timescale**	
Trivial (1)	No action is required to deal with trivial risks, and no documentary records need be kept (insignificant risk).	
Acceptable (2)	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.	LOW
Moderate (3-4)	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.	MEDIUM
Substantial (6)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, the problem should be remedied as quickly as possible and certainly within one to three months.	
Intolerable (9+)	Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.	HIGH