

How to Guide: Risk Assessments

<u>Guidance Type</u>	<u>Date:</u>	<u>Assessed By:</u>	<u>Department / Location:</u>	Risk Matrix – High – Medium – Low (Risk)						
				Severity x Likelihood = Risk Rating		Likelihood				
<u>Explanation</u>	Date of completing the Risk Assessment	Your name and anyone who helped you	Where is the event being held? Please be specific.	Severity	Death (5)	25	20	15	10	5
					Major Injury (4)	20	16	12	8	4
Over 7-day Injury (3)	15	12	9		6	3				
Minor Injury – Treatment off site (2)	10	8	6		4	2				
Minor Injury – First aid on site (1)	5	4	3		2	1				
<u>Explanation</u>	<u>What is being assessed?</u>		<u>Review Date:</u>	When will this risk assessment need doing again						
<u>Explanation</u>	Is this your yearly society activity or a specific event?									

<u>Guidance Type</u>	<u>Describe the hazard & the potential risk (how it can cause harm)</u>	<u>Who might be harmed and how?</u>	<u>Existing control measures</u>	<u>Risk Rating</u> <u>Likeliness x Severity = RR</u>			<u>Additional control measures</u>	<u>Revised rating</u> <u>Likeliness x Severity = RR</u>		
				L	S	RR		L	S	RR
<u>Explanation</u>	A hazard is something that has the potential to cause harm. Here you should identify how things you are doing as a society could cause harm.	Who may be harmed and what potential injury could occur	What is already in place to stop harm from occurring (Probably something the university/SU is already doing)	These numbers should only consider existing control measures			How can you reduce either the likelihood of the risk occurring or the severity of it	These numbers should consider all control measures		
				A number from 1-5 showing how likely it is that the risk will occur? (use the risk matrix above)	A number from 1-5 showing how severe the injury could be? (Use the risk matrix above)	The last 2 numbers multiplied together		A number from 1-5 showing how likely it is that the risk will occur? (use the risk matrix above)	A number from 1-5 showing how severe the injury could be? (Use the risk matrix above)	The last 2 numbers multiplied together

Example	Handling food: may contain allergens, may not be handled in a safe manner	Students at the meeting- may have allergic reaction or sickness	SU requires a society committee member has food hygiene certificate	2	3	6	Use reputable supply source for food. Ensure all food is labelled clearly on the day. Committee on hand to advise about food content.	1	1	1
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