

## **RISK ASSESSMENT PROCEDURE**

### **INTRODUCTION**

This procedure sets out the University approach towards Risk Assessment.

As an employer, the University must make a 'suitable and sufficient assessment' of risks to employees' health and safety, and risks to non employees that are created because of University activity. The law says that employers must assess and control the risks in your workplace. The first step is to consider what might cause harm to people and decide whether there is enough being done to prevent that harm.

This is the responsibility of Line Managers for staff, and Personal Tutors and Programme Leaders supervising students work.

### **RESPONSIBILITIES**

Line Managers have a responsibility to carry out risk assessment for all staff under their remit. Personal Tutors and Programme Leaders have responsibility for students whether within the University campuses or on any field or study trips.

Full training is available via the University Training Portal. We have a dedicated risk assessment course and also Health and Safety – Your Role as a Manager which incorporates how to complete a risk assessment.

For full details please see <https://connect.uws.ac.uk/training/SitePages/hss.aspx> or contact [ResilienceandSafety@uws.ac.uk](mailto:ResilienceandSafety@uws.ac.uk) for more information.

### **PROCEDURE**

The risk assessment must be recorded on the University Risk Assessment Template (see references and appendix 1).

That record should include:

- the hazards (things that may cause harm)
- how they may harm people
- what you are already doing to control the risks

You must review and update this record, for example if anything changes.

#### **How to do a risk assessment**

Think about what might cause harm to people in your workplace and decide whether you are taking reasonable steps to prevent or control that harm.

This process is called risk assessment and it will tell you whether you have covered all you need to. Try not to overcomplicate the process.

**Think about the hazards**

Look around your workplace and think about what may cause harm (these are called hazards). What is it about the activities, processes or substances used that could injure or harm you, an employee or a member of the public/visitor?

**Look at who might be harmed and how**

For each hazard, think how employees or others such as contractors, visitors or members of the public might be harmed – it will help you identify the best way of controlling the risk. Ask your employees what they think the hazards are.

**Decide how you will control the risks**

Decide how likely it is that harm will occur and what to do about it. You are not expected to remove all risks, but you must make sure you know what the main ones are and what you should do to manage them responsibly.

Look at the controls you already have in place and ask yourself:

- Can you get rid of the hazard altogether?
- If you can't get rid of a hazard, how can you control the risk so that harm is unlikely?

**Record your findings**

You must record your significant findings. Make a simple record of the hazards, how people might be harmed and what you have in place to control the risks.

**Review your risk assessment**

Changes in equipment, substances, procedures and staff could lead to new risks. If there have been any important changes, you must review and update your risk assessment. Ask yourself:

- Has the process changed?
- Have the substances or equipment used in the process changed?
- Have your workers identified a problem?
- Have you learnt anything from accidents or near misses?

**Further References:**

<http://www.hse.gov.uk/pubns/indg163.htm>

Procedure Author – Head of Resilience and Safety	Procedure Owner – University Secretary
Parent Policy Statement - Health, Safety and Wellbeing Policy	Public Access or Staff Only Access – Public
Version 1 – May 2019	Changes and Reason for Changes – Revised Procedure

**Appendix 1**

**Risk Assessment**

<b>Department/Unit Name:</b>	<b>Department Risk Assessment No:</b>
<b>Assessed by:</b>	<b>Date of assessment:</b>
<b>Authorised by:</b>	<b>Date of reassessment:</b>
<b>Description of work activity or process <i>including any equipment/methods/procedures put in place to control risk.</i></b>	

<b>What are the individual hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to manage this risk?</b>	<b>Risk Level? (see method)</b>	<b>Action whom?</b>	<b>by</b>	<b>Action when?</b>	<b>by</b>	<b>Done</b>

*Give details of any significant residual risks identified above requiring controls and actions still required to reduce these risks. If no significant residual risks are identified, or if no reasonably practicable controls can be put in place, then this must be noted here.*

For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

**Risk Assessment Method**

In order to assess a risk associated to a hazard, two factors need to be considered:-

**The possible severity of the outcome**

Realistically, what is the worst likely outcome? This method defines three categories of severity:-

- **Slightly harmful**
- **Harmful**
- **Extremely harmful**

**The likelihood of the outcome to occur**

How likely is it that the severe outcome will occur? Three categories are defined:-

- **Highly unlikely**
- **Unlikely**
- **Likely**

Once those two factors are assessed, the matrix below can be used to determine the level of risk. This information can then be used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

	<b>Slightly Harmful</b>	<b>Harmful</b>	<b>Extremely Harmful</b>
<b>Likely</b>	MEDIUM RISK	HIGH RISK	HIGH RISK
<b>Unlikely</b>	LOW RISK	MEDIUM RISK	HIGH RISK
<b>Highly Unlikely</b>	LOW RISK	LOW RISK	MEDIUM RISK