

Location i.e. building, room, and relevant department

The task i.e. hanging a picture and the area i.e. Long Long Corridor

If this risk assessment is being carried out/ reviewed due to an accident or incident, please state.

Risk assessments are subjective and ideally carried out by a minimum of two people. Good practise would be for a person experienced/knowledgeable about the task/activity and a health and safety person to advise.

The department/ faculty manager is to sign off the risk assessment

For scores of 10 (High), or more contact the health & safety department for further advice.

A risk matrix is a tool used in the risk assessment process, it allows the severity of the risk and probability of the event happening, to be determined by multiplying the two outcomes.

In lay man's terms - How likely is it to happen and how bad it would be if it did.

If a number of people are likely to be exposed to a hazard then this would need to be taken into consideration.

The 'traffic light' colour scheme gives a clear indication of whether or not the classification is high, medium or low.

Identify who may be harmed (See 5 points to Risk Assessment) i.e. Staff, Students or general public

<http://www.hse.gov.uk/risk/step2.htm>

Put down the date the risk assessment was completed and put in the review date, normally annually unless the task, equipment or person etc changes.

<http://www.hse.gov.uk/risk/step5.htm>

University of Portsmouth Health and Safety		ASSESSING OUR RISKS - GENERAL RISK ASSESSMENT FORM					Calculate: Probability multiplied by severity for No/Post control scores. NB: For scores of 10 (High), or more contact the health & safety department for further advice.					
Site/Department:		Severity	Minor injury	Lost time/ Ill Health	Major / >3 days	Perm. Disability	Fatal/ Sight Loss					
Task/Activity/Area:		Probability	1	2	3	4	5					
Notes: (Including details of previous accidents/incidents)		Highly Unlikely 1	1	2	3	4	5					
RA Team: (Mgr, Supervisor, EHS Adviser, Safety Rep, Employee, minimum is 2 people)		Unlikely 2	2	4	6	8	10					
Date of RA:		Possible 3	3	6	9	12	15					
People at risk: Employees and Visitors (e.g., visitors, contractors, hauliers, members of the public, operators, engineers, other employees etc)		Probable 4	4	8	12	16	20					
Dept Manager (Print Name):		Certain 5	5	10	15	20	25					
Signature:												
Review Date:												
Ref No or Task-step	Identified hazards or Injury causes, highlighting risks (Injury focused - see checklist)	Score -No controls (Probability x Severity = calculation)	Controls/Procedures/Key Behaviours (existing controls, information, training etc)			Score -Post Controls (Calculation)	Further action required	Action Priority (H/M/L)				

General Risk Assessment from The University of Portsmouth Health & Safety Office - Issue 3 October 2009

Calculate: probability **multiplied** by **severity** i.e.
3 (Probability) x 3 (Severity) = 9
H - (High)

Calculate the probability multiplied by the severity after your control measures are in place. Note: The severity does not change