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:										
Task/Activity/Area:										
Notes: (Including details of previous accidents/incidents)										
RA Team: (Mgr, Supervisor, EHS Adviser, Safety Rep, Employee, minimum is 2 people)	Date of RA:									
People at risk: Employees and Visitors (e.g., visitors, contractors, hauliers, members of the public, operators, engineers, other employees etc)										
Dept Manager (Print Name):		Signature:								

Severity / Probability	Minor injury 1	Lost time/ Ill Health 2	Major / >3 days 3	Perm. Disability 4	Fatal/ Sight Loss 5
Highly Unlikely 1	1	2	3	4	5
Unlikely 2	2	4	6	8	10
Possible 3	3	6	9	12	15
Probable 4	4	8	12	16	20
Certain 5	5	10	15	20	25

Review Date:		Review Date:		Review Date:		
Ref No. or Task-Step	Identified hazards or Injury causes, highlighting risks (Injury focused - see checklist)	Score -No controls (Severity x Probability = calculation)	Controls/Procedures/Key Behaviours (existing controls, information, training etc)	Score - Post Controls (Calculation)	Further action required	Action Priority (H/M/L)
001	Pedestrian access/ egress, Personal injury, Slips, trips and falls	2 x 2 = 4	Access and egress routes (footpaths and driveways) to the premises are to be maintained to a good standard, e.g. free from potholes and general trip hazards at all times	1 x 1 = 1	Ensure maintenance contract in place	L
		2 x 2 = 4	Adequate standards of lighting (artificial) should be provided, particularly to steps, stairways and passageways, during hours of darkness	1 x 1 = 1	Ensure maintenance contract in place	L
		2 x 2 = 4	Issues requiring attention are to be reported to identify persons (e.g. landlord, building manager, maintenance contractors) so that remedial action can be taken	1 x 1 = 1	Ensure maintenance contract in place	L
		2 x 2= 4	Moss and lichen should be removed from walkways/paved areas on a regular basis in order to help prevent slips, trips and falls	1 x 1 = 1	Ensure maintenance contract in place	L

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Ref No. or Task-Step	Hazards identified or clear Injury causes, highlighting risks (Injury focused - see checklist)	Score -No controls (Calculation)	Controls/Procedures/Key Behaviours (existing controls, information, training etc)	Score -No controls (Calculation)	Further action required	Action Priority (H/M/L)
		2 x 2 = 4	Ensure that all paved areas and footpaths are safe for the use of the blind and partially sighted and wheelchair users and persons using walking aids (where applicable)	1 x 1 = 1		L
002	Shrubs and trees. Personal injury, Slips, trips and falls	2 x 2 = 4	Excessive plant growth to be cut back on a regular basis to prevent personal injury and/or hazard to pedestrians by obstructing or obscuring access routes	2 x 1 = 2	Ensure maintenance contract in place	L
003	Vehicle access/ egress Contact-physical Personal injury	2 x 2 = 4	Where appropriate, speed reduction measures to be in place (sleeping policeman, speed ramps) Small car park not required	2 x 2 = 4		M
		2 x 2 = 4	Warning notices informing drivers of site speed limit (e.g. 10 mph) and the location of speed reduction ramps are to be clearly displayed	2 x 2 = 4	Review Signage	M
		2 x 2 = 4	Appropriate separation of traffic and pedestrian routes to be in place, e.g. footpaths, barriers, bollards, pedestrian crossings etc Building meets requirements	1 x 2 = 2		L
		2 x 2 = 4	Barriers are to be placed adjacent to pedestrian access routes such as fire exits, loading bays etc. Large pavement provides spacing	1 x 2 = 2		L
		2 x 2 = 4	Where appropriate, mirrors should be positioned around the building at 'blind' corners etc, in order to aid vehicle movement	1 x 2 = 3	Review rear car park controls	L
		2 x 2 = 4	Roadways to be maintained free from deep potholes etc	1 x 2 = 2	Ensure maintenance contract in place	L
		2 x 2 = 4	All restricted access/egress routes are to be clearly identified with appropriate signs, to warn drivers of the hazard, e.g. low headroom	1 x 2 = 2	Review Signage	L

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Ref No. or Task-Step	Hazards identified or clear Injury causes, highlighting risks (Injury focused - see checklist)	Score -No controls (Calculation)	Controls/Procedures/Key Behaviours (existing controls, information, training etc)	Score -No controls (Calculation)	Further action required	Action Priority (H/M/L)
		2 x 2 = 4	All vehicle access routes to be provided with adequate lighting during the hours of darkness	1 x 2 = 2	Ensure maintenance contract in place	L
004	Underground vehicle parking Contact with vehicles property, pedestrians, fire and explosion Asphyx's Personal injury	2 x 2 = 4	Area to be adequately ventilated - natural/mechanical. Area open.	1 x 1 = 1		L
		2 x 2 = 4	Ensure lighting is adequate	1 x 2 = 2	Ensure maintenance contract in place	L
		2 x 2 = 4	Adequate measures to be in place to restrict pedestrians from vehicle access routes/ramps, e.g. footpaths and stairs, barriers, mirrors, signage etc	1 x 2 = 3	Review Signage	L
005	Private staff vehicle parking areas. Contact with vehicles, property, pedestrians, Personal injury	2 x 2 = 4	Parking bays are to be clearly marked in order that safe access between vehicles can be maintained			L
		2 x 2 = 4	Parking outside of designated areas is to be discouraged, e.g. on driveways, footpaths, in front of emergency exits etc Place no parking signs or clamp vehicles	1 x 1= 2	Review Signage	L
			Car parking areas are to be provided with adequate lighting during the hours of darkness	1 x1 = 2	Ensure maintenance contract in place	L

HAZARDS LIST (Potential for Injury)		POSSIBLE CONTROLS	
Applies		Applies	
	Slips, Trips & Low falls (e.g. from wet/contaminated floors, steps, stairs, spillage risk etc)		Prohibition or Elimination - Stop doing the job
	Struck by a falling object (lifted materials, lifting operations, overhead working, crane/tackle/beam failures etc)		Substitute with another method
	Exposure to Hazardous Substances (Chemicals, oils etc, skin/absorption, eyes, respiratory, ingestion, CIP)		Isolate job (e.g. enclose process) interlocking, fixed guarding etc or 'lock off & tag'
	Exposure to biological agents or biological hazards (bacterial, rodent, viral, legionella)		Procedures - Safety, quality, production, Safe System of Work (approved), Work Instructions
	Ergonomic/Posture Hazards (e.g. repetitive actions, over exertion/effort, awkward positions)		Maintenance and Statutory Checks (inc Planned Maintenance (PM) and PM inspections or tests)
	Manual Handling Risks - lifting, carrying, pushing, pulling + (back strains, pulled muscles etc)		Inspections and/or housekeeping
	Exposure to Gases, fumes (exhaust, solvent etc), dust, asbestos, ammonia		Training, Competent Persons, Authorised Controls, Permits or Licensing, schedules
	Noise/Vibration exposure (over 80dBA, 85dBA, 90dBA,nuisance)		Warning Notices/signs, Physical Restrictions (note-may be portable)
	Eye Injuries (e.g. foreign bodies, dust etc) and Display Screen Equipment / Visual Display Unit risks		Audible/Visual Warnings
	Radiation Exposure (substances or ionising, light - Infra Red, Ultra Violet, Laser)		Safety Equipment (i.e. Mirrors, RCDs, guarding, emergency stops, barriers, handrails, ramps)
	Electric Shock (or flash burns, static)		Reduced Time Exposure (Job rotation etc)
	Cuts & Hand tool / power tool injuries and friction injuries (inc glass & paper cuts) and bruises etc		Measurement Sensors/Alarms (inc Gas detection checks)
	Machinery Entrapment, crush injuries, entanglement (e.g. Workshop machines, plant, mechanical hazards)		Ventilation(forced or general or Local Exhaust Ventilation (LEV)), good lighting, Environmental Controls
	Fire, Highly Flammable Liquids, Pressurised gases, Explosion (inc Pressure explosions, boilers, hot work, gases)		Specialist Surveys (i.e. noise, dust, vibration, thermo graphic etc)
	Transport Risks (FLT/Pedestrian, FLT/FLT, Veh/FLT, Veh/Veh, Veh/pedestrian, trailers, mobile plant)		Manual Handling or Lifting Equipment provided
	Vehicle Manouvers (including Reversing and loading)		Emergency Procedures (for foreseeable emergency situations)
	Pressurised Systems, boilers, steam systems, pneumatics, hydraulics etc		Specific Safe System of Work (e.g. second operator, approval committees)
	Burns/Scalds (hot or cold, or flames)		Suitable PPE (Shoes, Gloves, Hi-vis clothing, goggles/visors, masks, Breathing Apparatus ,earplugs, hard hats etc)
	Falls from Height (fragile roofs/work/holes ,ladders, zip-up, scaffolding, racking, restricted access, cherrypickers)		*** Anything else that is helpful and could reduce the chance of injury
	Asphyxiation (Confined spaces, excavations, drowning, gas suppression systems etc)		
	Lone working, restricted communications, Personal Protective Equipment (PPE) adding to risks (not fit for purpose, restricted vision etc)	tick	OTHER RISK ASSESSMENTS OR SPECIALIST SURVEYS REQUIRED;
	Violence / aggression / assault		Control of Substances Hazardous to Health (inc LEV) Hazardous Substances
	Striking against objects, Head Bangs, Body Bumps		Manual Handling
	Structural collapse, exposed excavations etc, Contact with underground services (water, gas, electrics)		Display Screen Equipment
	Temperature exposure (variations from normal, inc high/low temps, ventilation/humidity, heat stress/exhaustion)		Confined Spaces
			Working at Height
	PEOPLE		Noise / Vibration
	People risk groups - Young persons <18 or pregnant / nursing mothers / public / visitors		Work Equipment / Machinery - Provision and Use of Work Equipment
	People risk groups - Lone workers, night workers (Working Time Directive), customers, disabled workers		Young Persons
	People risk groups - delivery drivers, contractors, maintenance staff, agency		Pregnant Women
	*** Anything else that is foreseeable and could cause significant injury, consider emergency or abnormal activities in addition to start up, normal running and shutdown		Lifting Operations and Lifting Equipment
NOTE: In addition Business Unit Managers may need to check local requirements and modify stds to suit these.			Fire