STFC Risk Assessment template

Ref:		Title:				
Assessment Date:		Rm/Building/STFC Site:				
Main Assessor:		Department:				
Assessment Team involved:		Persons or Groups of people exposed:				
Activity/Task being assessed (and any other relevant details, e.g. photos or related risk assessments/COSHH assessments etc. and where to find them):						

Step 1 What are the hazards (activities which may cause harm)? Hazard/Task or Situation	Step 2 Who might be harmed?	How might they be harmed?	Step 3: Existing risk control measures in place?	Level of risk? (see guidance attached)			Further control measures, if necessary?	Step 4: Who will take these actions forward and completed by when?		
				H Harm	L Likelihood	R Risk		Action by whom	When	Done
Please dedicate one row to any 'other/untrained' people present in the area. *(Thereafter these groups and their control measures do not need to be reiterated for other relevant hazards.)* **[Please delete this row if it is not relevant. If relevant, alter text where necessary and add level of risk]**	*E.g. Contractors, visitors, students, security guards, cleaners, etc. present in the area.*	*They are likely to be un-trained and may not appreciate the full range of hazards present.*	**EXAMPLE:** (Do not delete category if it does not apply, add 'N/A' as it demonstrates consideration of this element.) **Eliminate/Substitute**: N/A **Engineering Controls:** *Access control prevents untrained people entering the area.* **Administrative Controls:** *Visitors are accompanied at all times by a competent person.* *Security and cleaners have their own risk assessment which states no equipment to be touched.* **PPE:** N/A							

			Eliminate/Substitute: Engineering Controls: Administrative Controls: PPE:						
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Distribution List:	Signed:	Date:

Has the assessment been entered into the Evotix Assure database?	Yes ☐ No ☐ Evotix Assure ref no:
Step 5 Review Date:	▪ Review your assessment to make sure you are always improving the identification of hazards and control measures. ▪ If there is a significant change in your workplace, remember to check your risk assessment and where necessary, amend it.

What is the level of risk? For each hazard, choose the 'Harm' and 'Likelihood'. Choose 'the most likely reasonably foreseeable injury' and **not** just the worst case outcome. For example, it is very unlikely that someone would be killed from falling from a footstool, the most common injury is likely to be a minor injury which may or may not require attention from a First-Aider.

 E.g. if Harm was 'Moderate' and Likelihood 'Unlikely' the Risk would be 'Medium'.

HARM		If control measures are not adhered to potential harm is likely to be:				
	Major	Fatality	High	High	V High	V High
	High	Fatality or life changing injuries or serious health effects	Med	Med	High	V High
	Moderate	Time off work, e.g. broken bones, stress or musculoskeletal injury	Low	Med	Med	Med
	Slight	Minor injury which may or may not require First-aid treatment	Low	Low	Low	Low
			Very Unlikely	**Unlikely**	**Likely**	**Very Likely**
			Conceivable but difficult to realise. Would require a combination of several failures	Can be envisaged but is unlikely. Never previously happened in STFC	Can be anticipated to happen. Has previously been known to happen in STFC	Can be anticipated to happen. Has previously been known to happen on site
				LIKELIHOOD		

[Please note this matrix is reversed on SHE Assure, this is due to the software design and currently is unable to be altered. However, the meaning of the risk categories are the same.]

Where:

Low Risk	No additional controls are necessary unless they can be implemented at very low cost (in terms of time, money and effort) or there is a mandatory requirement within legislation. Actions to further reduce these risks can be assigned low priority.
Medium Risk	Consideration should be given as to whether the risks can be lowered, where applicable, to a low risk level, but the costs of additional risk reduction measures should be take into account. The risk reduction measures should be implemented within a defined time period.
High Risk	The controls put in place are critical and it is imperative that they are monitored by a line manager (or equivalent) on a regular basis to ensure they are in place. Risk reduction measures should be contemplated as per the hierarchy and favour engineering controls over administrative controls and PPE. Additional controls may require extra resources and these would be justifiable.
Very High Risk	Additional control measures **must** be implemented to reduce the risk, regardless of cost, or a decision taken to terminate the activity until the risk level can be reduced.

What are you already doing? The 'Control Hierarchy' provides a simple prompt to consider the various types of control measure that are or could be established for any given hazard. The examples below are provided for illustration but are not an exhaustive list.

Eliminate/Substitute	Redesign job or substitute a substance so hazards are removed or eliminated. For example, avoid working at height or substitute a carcinogenic substance with a less hazardous substance.
Engineering Controls	For example: Local Exhaust Ventilation (LEV) to control risks from dusts or fumes; Interlocks/guarding of machinery; Access control; Emergency stop within reach. Also, the complete enclosure of the operator or the hazardous machinery/equipment. Give priority to measures which protect collectively over individual measures.
Administrative Controls	For example: training; reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting lone working; prohibiting use of mobile phones in hazardous areas; safety signage. Also, performing risk assessments, safe systems of work or a laser standing order.
Personal Protective Equipment (PPE)	Only used as a control measure after all the previous measures have been considered and determined to be ineffective in controlling the risks to a reasonably practicable level. For example: safety shoes, gloves, safety spectacles, hard hat, fall arrest harnesses. It is not sufficient to say 'PPE used', the type of PPE required must be specified.

Note: if one section such as PPE is not applicable, do not delete it but instead insert "PPE: N/A". This shows that it has been considered and deemed not relevant for this activity.