

Guidance for the Completion of the General Risk Assessment Form

(Management of Health and Safety at Work Regulations 1999)

- *A risk assessment is nothing more than careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.*
- *The aim is to make sure that no one gets hurt or becomes ill.*
- *The Risk Assessment Form EX 7 must be completed by a trained risk assessor.*
- *The person approving the risk assessment must have the authority to action the further control measures identified.*

| Columns 1-12 | Brief Explanation |
|-----------------------------------|---|
| 1. Reference Number | This is simply a reference number for ease of identification of the hazards. |
| 2. Hazard and Harm | List the hazard and the associated harm, eg lifting box/injury to back; angry customer/physical injury, violence; walking, slip, trip/bruised leg. |
| 3. Persons at Risk | Consider the number of persons at risk - Employee, Contractors, Visitors, Clients, Public, and anyone at special risk (young people, disabled, new/expectant mothers). |
| 4. Maximum Probable Loss/Severity | This column is an informed judgement of how harmful the hazard could be. The scoring is subjective opinion and not an exact science. <i>Damage to clothing/equipment/environment, no injury</i> = 1 <i>Minor injury, cut bruise, possible first aid treatment</i> = 2 <i>Over 3 days off from work or visit to hospital</i> = 3 <i>Extremely harmful resulting in major injury/permanent disability</i> = 4 <i>Fatality</i> = 5 |
| 5. Likelihood/Probability | This column is an informed judgement of the frequency that harm will occur (based on knowledge, experience and skills in that subject/activity). The scoring is a subjective opinion and not an exact science. <i>Improbable/so unlikely that probability is close to zero</i> = 1 <i>Remote/unlikely, though conceivable</i> = 2 <i>Possible/could occur at sometime given time</i> = 3 <i>Probable/not surprised, will occur several times a year</i> = 4 <i>Frequent, likely to happen, only to be expected</i> = 5 |
| 6. Existing Controls | Record the precautions that have been taken to control the identified hazards, eg staff have received training, or staff given personal protective equipment. If these controls are not effective and reasonable the further controls measures must be considered to eliminate or reduce the risk. |

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| 7. Risk Score and Urgency of Action | <p>The figures recorded in columns 4 and 5 are multiplied together to give a representative degree of risk for each hazard on a numerical basis.</p> <p>The level of urgency to take action is gauged by using the following chart based upon the risk score. This will ensure that the control measures are implemented to where the greatest risks lie as part of an action programme.</p> <p>(20+ <i>Very High</i>) (16-20 <i>High</i>) (9-15 <i>Moderate</i>) (4-8 <i>Low</i>) (1-3 <i>Very Low</i>)</p> |
| 8. Further Control Required | List the further control measures required to eliminate or reduce the risk to an acceptable level. |
| 9. Residual Risk Score | The assessor must evaluate the severity and probability in light of the new control measures in Column 8. This score is a direct result of the further actions being implemented and the residual score will be less than the score in Column 7. If there are no further actions the score will remain the same. |
| 10. Person to Action Control | Record who is responsible for making the arrangements for implementing the further actions/control measures required in Column 8. |
| 11. Date Action Completed | Record the date the further actions/control measures are implemented upon. |

Note: *if the risk score is > 20, or the residual risk value is >15, the risk assessor should contact a Health and Safety Officer - tel 01738 476361/476231*