

# Generic Risk Assessment Form

|   |  |
|---|--|
| Exhibit, activity, location or staff-member being assessed: |  |
| Date risk assessment carried out:                           |  |
| Assessment compiled by (full name and job title):           |  |

Please read the information below before completing ALL sections of the risk assessment.

## Further documentation required to support this risk assessment

Depending on the nature of the exhibit, activity, location or staff-member being assessed, further control measures resulting from investigations and/or supporting documentation including, but not limited to, the below may need to be satisfied prior to the commencement of some or all of the activities covered by this risk assessment:

- A completed permit-to-work form prior to the commencement of maintenance work on machinery, work on hard-wired electrical systems, work in confined spaces, excavation work in areas where there are buried services, hot work involving flames or sparks in areas where there are flammable materials or working at height requiring the use of access equipment.
- More detailed risk assessments for certain hazardous substances under the Control of Substances Harmful to Health (COSHH) Regulations 2005.
- Tests to measure exposure to noise and vibration, for example, where considered high risk as identified by this risk assessment.

## Special risk assessments

Separate, person-specific risk assessments are to be carried out on all disabled workers. Lone and young workers also require a separate risk assessment. However, if a particular department has several members of staff who fall into either of these categories, one risk assessment covering their work activity is acceptable.

New and expectant mothers also require special risk assessments as do staff-members who use Display Screen Equipment (DSE) for at least an hour per day. Both assessments are requested by line managers and actioned by the Health and Safety Advisor.

## Reviewing risk assessments

You will find a review sheet on the back page of this risk assessment. This risk assessment is to be reviewed following the below circumstances:

- Following an incident of considerable significance.
- After changes to equipment, plant or processes have been introduced.
- When improved control measures become available.

# 1 – Risk Assessment

| Quantifying the risk rating and residual rating   |                              |  |   | Hazards to consider                  |   |   |  |  |  |  |  |
|---|------------------------------|--|---|--------------------------------------|---|---|--|--|--|--|--|
|   | LIKELIHOOD                   |  |   |                                      | <p><u>Materials:</u> product, service, maintenance materials, flammable materials, substances hazardous to health (chemicals, fumes, dusts, vapours, mists, gases, biological agents, nanotechnology, germs), hazardous waste, radiation, compressed air, falling objects</p> <p><u>Equipment:</u> tools, machinery, vibration, lifting and access equipment, electricity, manual handling, entanglement, traps, sharp edges, falling from height</p> <p><u>Environment:</u> lighting, extreme temperatures, noise, weather conditions, emergency evacuation procedures, slips, trips and falls, moving vehicles, confined spaces, working at height, excavation work, risk of drowning, oxygen enrichment/depletion, risk of collapse</p> <p><u>People:</u> numbers, age, height, physical ability, gender, competence, experience, skills, working practices and conditions</p> |   |  |  |  |  |  |
|   | Very likely                  | Likely   | Unlikely  | Very unlikely                        |   |   |  |  |  |  |  |
| SEVERITY  |                              |  |   |                                      |   |   |  |  |  |  |  |
| Fatality  | HIGH                         | HIGH   | HIGH  | MEDIUM                               |   |   |  |  |  |  |  |
| Major injury  | HIGH                         | HIGH   | MEDIUM  | MEDIUM                               |   |   |  |  |  |  |  |
| Minor injury  | HIGH                         | MEDIUM   | MEDIUM  | LOW                                  |   |   |  |  |  |  |  |
| Negligible injury   | MEDIUM                       | MEDIUM   | LOW   | LOW                                  |   |   |  |  |  |  |  |
| HIGH = immediate action required, MEDIUM = adjustments required, LOW = minor adjustments to be considered |                              |  |   |                                      |   |   |  |  |  |  |  |
| SIGNIFICANT HAZARD  | Who might be harmed and how? | LIKELIHOOD<br>Very likely<br>Likely<br>Unlikely<br>Very unlikely | SEVERITY<br>Fatality<br>Major injury<br>Minor injury<br>Negligible injury | RISK RATING<br>High<br>Medium<br>Low | What are the risk control measures in place?  | Person responsible for implementing risk control measures | Date control measures applied (do not leave blank) |  |  |  |  |
|   |                              |  |   |                                      |   |   |  |  |  |  |  |
|   |                              |  |   |                                      |   |   |  |  |  |  |  |
|   |                              |  |   |                                      |   |   |  |  |  |  |  |
|   |                              |  |   |                                      |   |   |  |  |  |  |  |

## 2 – Risk Assessment Review

| Date of review | Reason for review | By whom (name and job title) |
|----------------|-------------------|------------------------------|
|                |                   |                              |
|                |                   |                              |
|                |                   |                              |