

RISK ASSESSMENT FORM RA1

To be read with SCoP02 'Risk Assessment' setting out how the form should be completed and the University approach to risk assessment. Please ensure you are **competent** to carry out the assessment, if you have any doubts please seek advice from your line manager. Once completed, the control measures must be adhered to and the form placed in the local Risk Assessment Register. For further guidance, please refer to the guidance document Risk Assessment SCoP2.

Activity being assessed:	Walking tour around Worcester City centre with around 10 students. Group led by 1 Senior Lecturer. Details of route and itinerary to be provided to all students and a copy logged with ASU			Reference no:	PS/1
NEW ASSESSMENT	X	RISK ASSESSMENT FOR EXISTING ACTIVITIES		RISK ASSESSMENT REVIEW	
Location:	Worcester city centre			Assessment date:	8/10/18
Assessment carried out by (name / job title):	Paul Simon Senior Lecturer			Signature of Risk Assessor	<i>Paul Simon</i>
Review date:	2/10/18				

Likelihood	Guide Description	Chance
5	Almost certain/imminent	>90%
4	Probable – a strong possibility of it happening	50%-90%
3	Possible – it may happen or it may have happened before	10%-50%
2	Unlikely - could happen but unusual	3%-10%
1	Rare – highly unlikely to occur	<3%

Severity	Guide Description
5	Catastrophic - fatality, multiple injuries
4	Major – significant injury, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Negligible – insignificant injury

Likelihood (L)	Severity (S)				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
Medium Risk	Determine if further controls are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review

RISK ASSESSMENT FORM RA1

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Risk Rating (current controls)			Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk		
			L	S	RR		L	S	RR
Slips and trips	Staff and Students Minor injury from falls on the ground	Students take responsibility for their own safety. Wear appropriate clothing and take reasonable care	2	2	4				
Emergency situation/ acts of terrorism	Staff and Students Physical harm/injury	Students are supervised and any threats or danger will be reported to the emergency services. Group will evacuate any areas under direction of those in control. Dynamic risk assessment to be used to monitor safety. Staff will have means of communication at all times	1	5	5				
Adverse weather conditions	Staff and Students Sunburn, heatstroke, hyperthermia	Visit taking place in October and therefore unlikely to be an issue	1	1	1				
Ill health	Staff and Students Sickness due to pre-existing conditions	Students to bring to their tutors attention any health conditions which may cause concern during the visit. All information held and managed in accordance with University policies	2	2	4				
Contact with vehicles	Staff and Students possible injury	Students take responsibility for their own safety and take reasonable care. Hi-Viz not considered necessary	2	3	6				
Separation of group and individuals	Staff and Students distress	Group to remain together and exercise common sense. Staff to keep a list of students and mobile contact details. Brief students on itinerary before the visit. The visit is in Worcester and therefore very low risk	1	1	1				
Violence or abuse from public	Staff and Students possible distress and injury	Group to remain together and exercise common sense. The visit is in Worcester and therefore very low risk	1	1	1				

RISK ASSESSMENT FORM RA1

Action Ref	Action required	Who is responsible?	By when?	Date completed
HS1	List of student contact details to be drafted before the event and retained by trip leader	xxxxx	Before the visit	

EXAMPLE