**Risk Assessment Form**

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| --- | --- | --- | --- | --- | --- | --- |
| Title of Risk Assessment |  | | | Date of assessment | |  |
|  |  |  | |  | |  |
| Department |  | | | Date review due | |  |
|  |  |  | |  | |  |
| Description of Task/Process |  | | | | | |
|  |  | |  | |  | |
| Assessment carried out by |  | |  | | | |
|  |  | |  | | | |

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| Additional information |  |

| [**Hazards and how they may cause harm**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | [**Who may be at Risk?**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **Existing** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) | **Current**  [**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf)  (**VL,L,M,H,VH**) | **Where current risk is** **M, H or VH, what additional** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are required?** | **Action required by whom & by when?** | **Final**  [**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf) |
| --- | --- | --- | --- | --- | --- | --- |
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**Work should not be carried out until the assessment is completed and all required control measures are in place.**

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| **Overall Final Risk Rating** (Highest level in final column above) |  |
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| --- | --- | --- | --- | --- |
| **Additional Comments from Risk Assessor**  (e.g. funding or practical implications) | |  | | |
|  | |  |  |  |
| Approved By |  |  | Position |  |
| Date |  |  |  |  |

Please print a copy, sign it and keep for your records

**Document History**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Reviewer** | **Comments** |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Severity** | | | | |  |  | **Risk Level** |
| **Likelihood** | Superficial | Minor | Serious | Major | Extreme |  | **Very low** | Acceptable risk - no action required |
| Unlikely | **Very low** | **Very low** | **Low** | **Low** | **Moderate** |  | **Low** | Tolerable risk - further control measures not required, but status must be monitored |
| Possible | **Very low** | **Low** | **Low** | **Moderate** | **High** |  | **Moderate** | Further control measures required to reduce risk as far as is reasonably practical |
| Likely | **Low** | **Low** | **Moderate** | **High** | **Very high** |  | **High** | Urgent action required to allow activity to continue |
| Very likely | **Low** | **Moderate** | **High** | **Very high** | **Very high** |  | **Very high** | Risk intolerable - activity must cease until the risk has been reduced |
| Extremely likely | **Moderate** | **High** | **Very high** | **Very high** | **Very high** |  |  |  |

See ‘[Matrix for risk evaluation](file:///\\ads.warwick.ac.uk\shared\SF\OCH%202006\Management%20System\01%20Hazards%20and%20Risk\0104%20General%20Risk%20Assessment\02%20Templates%20and%20Master%20Versions\Risk%20Evaluation%20Matrix%20v3%2013%2009%2017.pdf)’ for further guidance.