

Risk assessment form:

Stage 1 (Risk Profile Guidance): Before you complete the form (Stage 2), follow the questions below as a guide in order to identify the activity that you are assessing in the first place, any associated risks, which may include getting to and from the activity, the individuals carrying out the activity, or even where the activity is taking place. (This form is just a guide to help with the preparation of **ITA02 Risk Assessment Profiling Tool** and does not need to be submitted).

Q.	Things to consider in your risk assessment:	Notes/prompts:	Examples of activity to be risk assessed and any remaining significant risks:
1.	What is the activity or the task taking place?	Always consider who is doing what, with any equipment (if applicable) and where it is taking place.	
2.	Where is the activity taking place (location, region or environment)?	Is the activity taking place internally or externally? Consider heat, cold, the time of year (winter/summer), inoculations required (International travel)? Are there any issues around easy access to medical assistance, is communication an issue?	
3.	Are there any travel or transport considerations?	Does the activity require significant travel, overnight travel, requirements to drive unfamiliar vehicles?	
4.	Who is carrying out the activity (the individuals)?	Are there any personal factors to consider that are likely to increase the likelihood of an injury or accident e.g. health, disability, linguistic skills, cultural awareness, experience/inexperience?	
5.	Is there insurance cover in place?	Are the locations, activities and/or circumstances included or excluded from the University of Wolverhampton insurance cover?	
6.	What are the Significant risks associated with this activity?	Based on the above what do we need to risk assess further? (If you have not identified any significant issues then there is no need to complete Stage 2).	

Once you have completed the above and have identified significant risks (Question 6.) then proceed to complete the form (Stage 2). **If there are no significant risks identified then there are no further actions.**

Stage 2:

Faculty/Service Department:.....

Risk assessment for (See Q.1 above):.....

Severity (S)	Likelihood (L)	Risk Factor (R)	S x L= R
1 Negligible - all in a day's work	1 Improbable	<4	LOW
2 Minor - minor injury with short term effect	2 Remote - unlikely	4-6	MEDIUM
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	> 8	HIGH
4 Extreme - fatal	4 Probable - expected to occur, several times		

What are the hazards? (see Stage 1, item 6.)	Who might be harmed and how? (See Stage 1, item 4)	Initial assessment (before any controls)			Control measures – what are you already doing?	Residual risk (when controls in place)			What further actions are required? Do you need to do anything else?	By whom and when (date/deadline)
		S	L	R		S	L	R		

Risk Assessment Completed by (name):	Date completed:	Copies to:
Document to be reviewed by (name):	Next review date:	

4 Probable	4	8	12	16
3 Possible	3	6	9	12
2 Remote	2	4	6	8
1 Improbable	1	2	3	4
	1 Negligible	2 Minor	3 Severe	4 Extreme