|  |  |
| --- | --- |
| School/Department/Unit: | Work activity: |
| Assessment completed by: | Date completed: | Review Period: |

| **Activity** **(task step)** | **Hazards** | **Who might be harmed** | **Existing Control Measures****(What are you already doing?)** | Severity(1-5) | Likelihood(1-4) | Risk Level (L,M,H, VH) | **What further action is necessary** | **Final risk rating** | **Action by whom & by when** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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Put the date the assessment was completed and put in a review date, normally annually unless the task, person or equipment changes

The task or activity i.e. mowing the lawn

|  |  |
| --- | --- |
| School/Department/Unit: Estates Gardening | Task/Work activity: Mowing lawn |
| Assessment completed by: A. N. Other | Date completed: 20-May 2017 | Review Period: 3 Years |

| **Activity** **(task step)** | **Hazards** | **Who might be harmed** | **Existing Control Measures****(What are you already doing?)** | **Severity****(1-5)** | Likelihood(1-4) | **Risk Level (L,M,H, VH)** | **What further action is necessary** | **Final risk rating** | **Action by whom & by when** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Filling the mower with petrol | Fire, explosion | Operator and others in vicinity during filling with fuel | Fuel stored in appropriate labelled container. Petrol filling undertaken outside in open area away from sources of ignition. Pre-use checks for leaks. | 3 | 2 | M | Warning notice to be displayed in workshop. Operator to be provided with filling funnel to avoid spills. | L | A.N. OtherSupervisor20-05-17 |

Identify who may be harmed i.e. staff, students and or general public

Identify any steps in the task i.e. filling the lawn mower with petrol

**Calculate risk rating**: Probability **multiplied by** severity i.e. 3 (Probability) x 2 (Severity) = 6 Medium

Identify hazards or injury causes

|  |  |  |  |
| --- | --- | --- | --- |
| **Severity** | **Probability** |  | **Risk Rating** |
| Unlikely | Possible | Likely | Very Likely | Score | Risk Level |
| Minor | 1 | 2 | 3 | 4 | 1-5 | Low |
| Moderate | 2 | 4 | 6 | 8 | 6 | Medium |
| Serious | 3 | 6 | 9 | 12 | 8-10 | High |
| Very Serious | 4 | 8 | 12 | 16 | 12-20 | Very High |
| Extreme | 5 | 10 | 15 | 20 |  |  |  |

For scores of 8 or more (high), further action must be taken to reduce the risk.

If further advice is required contact the Safety Service.

A risk matrix is a tool used in the risk assessment process, it allows the severity of the risk and probability of the event happening to be determined, by multiplying the two outcomes.

In layman’s terms – How likely is it to happen and how bad it would be if it happened.

If a number of people are likely to be exposed to a hazard then this would need to be taken into consideration.

The traffic light colour scheme gives a clear indication of whether or not the classification is high, medium or low.