**Risk Assessment Guide**

SUBU has generic risk assessments to which we attach site specific risk assessments. Each activity and location we use is assessed for risk prior to being used, and the necessary control measures are applied. Our risk assessments follow the recognized five step process as recommended by the HSE.

**Stage 1 – Identify the hazards**

A hazard is anything that has the potential to cause harm.

**Stage 2 – Decide who might be harmed and how**

People who are at risk of being harmed are grouped into categories:

|  |  |
| --- | --- |
| **Category** | **Description** |
| Participants | Anyone taking part |
| SUBU Staff | A SUBU employee |
| BU Staff/ Students | A Bournemouth University employee or student at BU |
| Team | All of first three categories |
| Public | Anyone present but not listed above |
| All | Any of the above in combination |

**Stage 3 – Evaluate the risks and decide on precautions**

Risk is determined by examining the likelihood of an incident occurring and the consequences if it did.

**Risk = Severity of a hazard x Likelihood of occurrence**

Both severity and likelihood can be measured on 5-point scales:

**Severity**

|  |  |
| --- | --- |
| **Category** | **Description** |
| 1. No hazard | Needs no written record |
| 2. Slight | Could cause minor injury requiring first aid but no activity interruption |
| 3. Moderate | Could cause injury and stop the individual from continuing the activity |
| 4. High | Could cause major injury or death |
| 5. Very high | Could cause multiple death and widespread destruction |

**Likelihood**

|  |  |
| --- | --- |
| **Category** | **Description** |
| 1. Not likely | Accident or illness under freak conditions |
| 2. Possible | Accident or illness if other factors present |
| 3. Quite possible | Other significant factors cause accident, in addition to existing factor |
| 4. Likely | Natural causes or carelessness could cause accident |
| 5. Very likely | Accident is almost certain to happen if no preventative measure is taken |

Grading the likelihood of injury and the severity of potential injury on two separate scales of one to five will provide a risk rating between 1 and 25.

|  |  |
| --- | --- |
| **Risk Level** | **Description** |
| 1 – 7 | Low risk rating |
| 8 – 15 | Medium risk rating |
| 16 – 25 | High risk rating |

**Stage 4 – Record your findings and implement them**

Protective and preventative measures are put in to place to reduce the risk to an acceptable level (Less than 10).

**Stage 5 – Review your assessments and update if necessary**

All of our risk assessments are formally reviewed on an annual basis. However, all locations and activities are reviewed on an ongoing basis, and risk assessments updated if and when necessary.