Risk Assessment

Designation number	LC039	**Title**	Risk Assessment
Current Version number	August 2020 v2	**Review date**	August 2021
Published on website	Yes	**Related policies and/or procedures**	Student Protection Plan Student Handbook Malpractice Policy Student Disciplinary Policy Complaints Policy Grievance Procedures Academic Appeals
Relation to QAA requirements			
Informed by QAA Quality Code on Standards			

GUIDANCE TO STAFF & STUDENT RISK ASSESSMENT

1.0 Introduction:

This document has been written to assist both staff/student who wish to carryout risk assessment of the College environments and activities. It is hoped the document will ensure a consistent and uniform approach to risk management throughout the College.

2.0 Some Definitions:

2.1 Hazard:

- Something with potential to cause harm e.g. a chemical, noise, microbes, stress, Hydraulics Flood, Concrete Crushing machineries, Electrical Machines ,etc

2.2 Risk:

- An opportunity or constructive event which if exploited could offer an improved way of achieving the College objectives but which is surrounded by threats.

- The threat that an event or action will adversely affect the College's ability to achieve its objectives and execute its strategies.

2.3 Risk Analysis:

- Descriptive process to gauge the size, shape, scope and nature of adverse or undesired outcomes.

Guidance

- Involves three main stages:
- Identification of hazards.
- Estimation of the levels of risk posed by such hazards [gauge likelihood and consequences].
- Ranking of the risk posed by hazards [Likelihood x Consequences]

2.4 Risk Assessment:

- A decisional process in which judgements are made and risk categorised as being high or low priority, acceptable or not.

Guidance

- This includes setting the limits of risk beyond which exposure to risk is not acceptable.
- Risk assessment typically comprise the following:
- Developing criteria for judging whether risk is tolerable or not.
- Comparison of risk analysis results with risk criteria.
- Recommending a risk strategy.
- Judgement of the need for action.

2.5 Risk Management:

- The methods used to control risk exposure within the boundaries described in the risk assessment process.

Guidance

- A powerful tool for ensuring the long-term viability of the College business.

- Involves identification, quantification, monitoring and controlling of all risks.

- Not necessarily a new concept – but a way of formalising what is done everyday
- Emerging in other areas such as environmental, ethics & corporate responsibility, freedom of information and data protection.

3.0 Risk Management Process

The process comprises the following 7 steps:

- Defined Job/Task/Activity to be carried out
- Identify hazards (dangers) inherent to the activities/environment
- Identify who may be harmed (his influences the likelihood of harm)
- Analyse risks
- Assessment risks
- Control risks (put management measures in place)
- Monitoring/review risks (especially if work environment or activities change or as a result of an accident/ill health)

4.0 Risk Analysis and Assessment Framework

This comprises a risk ranking process and use of a risk matrix.

4.1 Risk ranking scale -Likelihood (per College year)

Frequency category	Qualitative ranking	Value for profiling	Fuller description (examples)
1	**Remote**	**0.01**	**Exceptional one-off event e.g. once on 100 years**
2	**Unlikely**	**0.1**	**Has occurred several times in College history e.g. once in 10 years**
3	**Possible**	**1**	**Can happen at least once a year on average somewhere within campus e.g. once per College year**
4	**Likely**	**12**	**Can be expected several times during the current College year e.g. once per month**
5	**Highly likely**	**52**	**Safety event* that occurs frequently e.g. once per week**

4.2 Risk ranking scale – Severity (Consequences)

Consequence Category	Qualitative Ranking	Value for Profiling Equivalent Fatalities	Safety	Health	Other e.g. Environment, Reputation, Compliance
1	**Negligible**	**0.001**	**First aid only, no absence**	**First aid only no absence**	**Very small environmental effect. Cost equivalent to £200**
2	**Marginal**	**0.01**	**Ambulance removal: medical care: short absence.**	**Ambulance removal: medical care: short absence. Full recovery.**	**Short term impact on local environment up to 0.01sq. Miles. Clean up cost of up to £5,000**
3	**Serious**	**0.1**	**Hospital treatment: more than 3 consecutive days absence: permanently unfit.**	**Permanent disability leading to job loss.**	**Temporary damage to natural resources up to 0.1sq. Miles. Cleaning up cost up to £50,000**
4	**Critical**	**1**	**Single fatalities.**	**Premature fatal disease or work related suicide.**	**Semi-permanent damage to natural resources up to 1sq. miles. Cleaning up cost £50,000 - £250,000**
5	**Catastrophic**	**10**	**Multiple fatalities.**	**Identification of a cluster of major cases.**	**Extensive environmental damage: permanent effect on natural resources. Clean up cost <£1m**

Likelihood x **Severity** to form a risk matrix (see Matrix below)

	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

Key:

Red portion denotes “High” risk category i.e. an event that can lead to serious consequences including injury/ill health with hospitalisation or serious loss of reputation.

Green portion denotes “Medium” risk category i.e. an event that can lead to consequences including injury/ill health without hospitalisation and/or minor loss of reputation.

Yellow portion denotes “Low” risk category i.e. an event that can lead to consequences including minor injury/ill health requiring only first aid intervention and/or no loss of reputation.

5. Registering an assessment.

5.1 Student project risk assessment.

1. Student to complete the assessment electronically with guidance from staff if necessary.

2. Once the risk assessment is completed, the student must e-mail it to project supervisor using their College webmail account.

3. If project supervisor agrees with assessment, it should be forwarded to the technician who will be supporting the project (via college webmail account only). If project supervisor disagrees with assessment it should be emailed back to student with comments/feedback (via College webmail account only).

4. If the support technician agrees with assessment he/she will enter a reference number on the assessment and forwarded to technical support supervisor for records (via College webmail account only). If the technician disagrees with assessment it will be emailed back to project supervisor with comments (via College webmail account only).

5. If at any time the activity or any of the control measures change in the risk assessment, the assessment must be reviewed and re-submitted, otherwise review is 12 months.

6. All persons should keep a copy of the final Risk Assessment for reference.

NOTE; Only Risk Assessments emailed from a valid College webmail account will be recognised as a valid signature. Any other email address will not be accepted.

5.2 Laboratory Class Risk Assessment.

1. The Lead academic to complete the assessment with guidance from technical staff if necessary.

2. Once completed academic to forward to the technician who will be supporting the Lead laboratory, (via College webmail account only).

3. If the support technician agrees with assessment, he/she will enter a reference number on assessment and forwarded to technical support supervisor for records (via College webmail account only). If the technician disagrees with assessment it will be emailed back to Lead academic with comments (via College email account only).

4. If at any time the activity or any of the control measures change in the risk assessment, the assessment must be reviewed and re-submitted, otherwise review is 12 months.

5. All persons should keep a copy of the final Risk Assessment for reference.

Note: Only Risk Assessments emailed from a valid College webmail account will be recognised as a valid signature. Any other email address will not be accepted.

5.3 Research Risk Assessment.

1. The Lead Researcher to complete the assessment with guidance from staff if necessary.

2. Once completed, the Researcher must e-mail assessment to Research Supervisor, (via College webmail account only).

3. If research supervisor agrees with assessment it should be forwarded to the technician responsible for supporting the area where research is to take place (via College webmail account only). If Research Supervisor disagrees with assessment it should be emailed back to Lead Researcher with comments (via College webmail account only).

4. If the support technician agrees with assessment, he/she will enter a reference number on assessment and forwarded to technical support

supervisor for records (via College webmail account only). If the technician disagrees with assessment it will be emailed back to Research Supervisor with comments (via College webmail account only).

5. If the area where the research is taking place is not the responsibility of a support technician the Research Supervisor will enter a reference number on assessment (academics initials and number) and forward to technical support supervisor(via College webmail account only).

6. If at any time the activity or any of the control measures change in the risk assessment, the assessment must be reviewed and re-submitted, otherwise review is 12 months.

7. All persons should keep a copy of the final Risk Assessment for reference.

Note: Only Risk Assessments emailed from a valid College webmail account will be recognised as a valid signature. Any other email address will not be accepted.