

University of Kent
School of Music and Fine Art

GENERAL RISK ASSESSMENT FORM

Reason for Assessment		
Date of Assessment		
Area / Action Assessed		
<u>Description of Hazard</u>		
•		
<u>Risk Groups</u>		
•		
RISK SEVERITY	LIKELIHOOD OF OCCURENCE	RISK RATING
<u>Existing Controls</u>		
•		
<u>Further Controls</u>		
•		
Assessor's Name		
Signature		
Job Title		
Date Assessment to be reviewed		
Received by School of Arts H&S Co-ordinator		
Date		

GENERAL RISK ASSESSMENT FORM

GUIDELINES

The format of the assessment is as follows:

1. Identify the **hazard**
2. Consider **who** is at risk
3. Establish whether any **controls** are in place
4. Estimate **how big** the the risk is

For the last item, two factors need to be considered; how *severe* is the risk, and what is the *likelihood* of it happening?

In order to quantify this, we can rate these factors as follows:

Risk severity	Score	Likelihood of occurrence	Score
Scratch or bruise	1	Almost impossible	1
Minor injury requiring treating	2	Small chance	2
Significant injury requiring hospital treatment	3	Significant chance	3
Severe injury	4	Strong possibility	4
Death	5	Almost certain	5

*If we then multiply these two scores for any given hazard, we can quantify the risk on a scale of 1 to 25. **Any score of 9 or above requires us to take some sort of preventative action.***

For example:

Consider the hazard of falling from a stage into the orchestra pit during the build-up of a set.

The consequences of such an accident, considering the distance of the fall, and what might be in the pit (music stands etc.), could be fatal. There is however a small chance of falling in, given that *most* people working there (crew etc.) know of the hazard. The risk score would then be $5 \times 2 = 10$. The preventative action here would be to erect temporary ropes and posts to alert those people *not familiar with the stage*, (visitors on the set for instance), to the hazard.