

ual: HEALTH AND SAFETY RISK ASSESSMENT FORM

See Appendix 1 - Matrix Table Explained to help you to calculate levels of risk.				Assessment Reference:		Date:	14/11/2024
College / Pro-Vice Chancellery:	LCF	School / Department:	SDT – Product		Location:	Satcol Processing Centre Kettering - Salvation Army Commercial Donations Centre - Woolaston	
Risk Assessment Title:							
Description of the task / activity / area:		Facility visits – Satcol/ Kettering					
Name(s) of Assessor(s):		Mikha Mekler					
Risk Owner:		Mikha Mekler/ Ella Sharp				Review Date:	06/11/2023

Ref No.	What are the hazards? How could they cause harm? What are the possible injuries/illnesses?	Who could be harmed? (e.g. colleagues, contractors, visitors, passengers, public)	What control measures are already in place?	Current risk			Detail any additional control measures needed (add to action plan for implementation)	Revised risk		
				Likelihood	Severity	Risk level		Likelihood	Severity	Risk level
	Germs on used garments	Students/ Staff	Rubber gloves	L	L	L	None			
	Facility traffic	Students/ Staff	Hi-Vis Jackets,	L	L	M	None			

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Risk Owner [mandatory] - I have overall responsibility for the risk assessment. I understand and accept the risks and how they are being managed.

Name: Mikha Mekler	Position: Lecturer In Product Dev & Production	Signature: 	Date: 06/11/2023
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If multiple departments are involved in the risk assessment, additional managers may wish to demonstrate their acknowledgement by signing below.

Additional Manager Acknowledgement [optional] - I understand and accept the risks and how they are being managed, relevant to my area of control.

Name: Ella Sharp Mitchell	Position: Course Leader MAIFP	Signature:	Date: 06/11/2023
Name: Lindsey	Position: Programme Director	Signature:	Date: 06/11/2023
Name:	Position:	Signature:	Date:
Comments:			

ACTION PLAN

Ref No.	Action required	Responsible person/s	Due date	Status / date closed
	Pack Gloves for the day	Mikha Mekler/ Ella Sharp	14/11/2023	
	Hand our High Vis jackets	Mikha Mekler/ Ella Sharp	14/11/2023	
	Health and safety briefing at each facility	Mikha Mekler/ Ella Sharp	14/11/2023	

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Appendix 1 - Matrix Table Explained

1. Risk rating matrix

			Severity		
			Slight harm (1)	Moderate harm (2)	Extreme harm (3)
Health			Nuisance and irritation, e.g. headaches Temporary ill health leading to discomfort	Partial hearing loss, asthma, ill health leading to permanent minor disability	Severe life shortening diseases, permanent disability Acute fatal diseases, permanent total disability
Safety			Superficial e.g. bruises Superficial e.g. minor cuts, eye irritation	Lacerations, burns, concussion, minor fractures e.g. fingers/toes	Multiple injuries, major fractures Fatal injuries
Likelihood	Unlikely (1)	Isolated or "one off" occurrence Unusual but may have happened before	VERY LOW	LOW	MEDIUM
	Likely (2)	Will probably occur several times a year	LOW	MEDIUM	HIGH
	Very likely (3)	Recurring and frequent, predictable	MEDIUM	HIGH	VERY HIGH

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Use the table above to calculate the overall risk level of each hazard identified. Simply use the calculation: Likelihood (1, 2 or 3) x Severity (1, 2 or 3) to reach your overall risk level. See below for what this means in practice and what you need to do next.

Very low (1)	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Low (2)	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Medium (3-4)	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period (usually no greater than within 3 months). Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
High (6)	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period (usually no greater than within 1 month) and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Very high (9)	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited. The H&S Team must be consulted.