



RISK, HEALTH and SAFETY
Higher College of Technology
Al-Khuwair, Muscat, Sultanate of Oman



RISK ASSESSMENT FORM

This activity is most effective if it is carried out collectively as a team. Most activities, processes or situations are broken down into a variety of separate tasks. For each task, consider the hazards, the potential harm or negative outcomes and the conditions required for those negative outcomes to occur.

Whenever assessing the health and safety risks associated with a task, always consider the following primary risk factors:

- The **physical activities** required to complete the task e.g. manual handling, repetitive movement, high force, physical exertion, awkward posture
- The **work environment** e.g. lighting, work layout, ventilation/room temperature, working in isolation, working relations with co-staff
- The **nature of the hazard itself** e.g. working with chemicals, microorganisms, radiation, machinery, existing processes/operations
- The **individual person involved**, e.g. level of training, skills, experience, health, age, physical capacity

Please also take note of the types of risk as identified in the College Risk Management Policy:

- **Hazard** risks related to accidental losses, such as workplace injuries, liability torts, property damage, and natural disasters.
- **Financial** risks related to financial activities, such as pricing, asset valuation, currency fluctuations, and liquidity.
- **Operational** risks related to operations, such as supply chain, customer satisfaction, product failure, or loss of key personnel.
- **Strategic** risks related with an organization's long-term goals and management, such as partnerships, mergers, and acquisitions.
- **Compliance** risks related to violations of or nonconformance with laws, rules, regulations, prescribed practices, internal policies, and procedures, or ethical standards.
- **Reputational** risks related to the trustworthiness of business. Damage to a firm's reputation can result in lost revenue or destruction of shareholder value.

Department		Section	
Date		Risk assessment name	
Prepared by			
Responsible person/s			
Location			
Activity/process			

Person exposed	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Other workers <input type="checkbox"/> Visitors/public <input type="checkbox"/> New/expectant mothers <input type="checkbox"/> Vulnerable persons <input type="checkbox"/> Others, please specify: _____	Estimated total number of persons at risk	
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Risk assessment methodology

Step 1: Identify the risks/hazards
Step 2: Assess the level of risk (risk assessment matrix)
Step 3: Control the risk
Step 4: Monitor and review controls

Risk assessment matrix

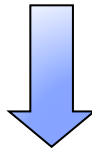
LIKELIHOOD (PROBABILITY)	Almost certain 5	5 Medium	10 Medium	15 High	20 Extreme	25 Extreme
	Likely 4	4 Low	8 Medium	12 High	16 High	20 Extreme
	Possible 3	3 Low	6 Medium	9 Medium	12 High	15 High
	Unlikely 2	2 Low	4 Low	6 Medium	8 Medium	10 Medium
	Improbable 1	1 Low	2 Low	3 Low	4 Low	5 Medium
		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
CONSEQUENCE (IMPACT)						

RATING	CONSEQUENCE (C)	DESCRIPTION
1	Insignificant	No treatment required
2	Minor	Minor injury requiring first aid treatment
3	Moderate	Injury requiring medical treatment or lost time
4	Major	Serious injury or injuries requiring specialist medical treatment or hospitalization
5	Critical	Multiple serious injuries, permanent disability loss of life

RATING	LIKELIHOOD (L)	DESCRIPTION
1	Improbable (rare)	Loss, accident or illness will only occur under exceptional conditions. The situation is well managed and all reasonable precautions have been taken. Ideal workplace.
2	Unlikely	Not likely to occur within the near future, or during a particular activity. The situation is generally well managed but occasional lapses may occur. This also applies to situations where people are required to behave safely in order to protect themselves but are well trained.
3	Possible	May occur within the near future or during a particular activity. Insufficient or substandard controls in place. Loss is unlikely during normal operation but may occur in emergencies or non-routine conditions.
4	Likely	Likely to occur within the near future or during a particular activity. Serious failures in risk management controls. The effect of human behavior or other factors could cause an accident but is unlikely without this additional factor.
5	Almost certain	Almost certain to occur within the near future or during a particular activity. Absence of any risk management controls. If conditions remain unchanged there is almost 100% certainty that an accident will happen.

Assessed Risk Level	Description of Risk Level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/> Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Hierarchy of controls

Most effective (High level)  Least effective (Low level)	Elimination: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, hats)

Note: if only *Administration* or *PPE* controls are used/will be used below, please explain why.

RISK ASSESSMENT

SN	Task/Scenario	Hazard, Event, Situation	Associated harm/loss, e.g. what could go wrong	Risk Rating (1-5)		Current Risk Rating	Control measures	Risk Rating (1-5)		Residual Risk Rating	Acceptable risk Y/N
				L	C			L	C		
1	Chloride test practical	Generated waste silver chloride	Skin contact if minor/major spills occurs (irritant, toxic)	2	3	6	Use of nitrile gloves throughout the practical	1	3	3	Y
2	Unexpected staff resignation	No turnover made	No updated teaching materials available	4	5	20	Continuous update of course files and kept in HoS Offices	4	3	12	N

PROVIDE ADDITIONAL SHEET/S AS NEEDED.

List emergency controls for how to deal with medical emergencies, fires, spills or exposure to hazardous substances and/or emergency shutdown procedures

Empty space for listing emergency controls.

PROVIDE ADDITIONAL SHEET/S AS NEEDED.

Submission

This activity will be conducted according to the risk assessment methodology and its corresponding risk assessment matrix and hierarchy of control measures outlined on pages 2-3. Changes will be made to this document, as needed, to manage any emerging risks to ensure safety.

CONTACT PERSON		DATE	
LIST ALL PERSONS INVOLVED IN THE PREPARATION OF THIS RISK ASSESSMENT			

Monitor and Review

Scheduled review date	6 months	1 year	2 years
REVIEW COMPLETED BY (NAME + SIGNATURE)			
DATE			
ASSISTED BY (NAME + SIGNATURE)			
DATE			
ASSISTED BY (NAME + SIGNATURE)			
DATE			