

Task/Activity/Environment: DEALING WITH POTENTIAL VIOLENCE OR AGGRESSION		Location: Student Life		Date of Assessment: 11 Aug 2015	
Identify Hazards which could cause harm:			Identify risks = what could go wrong if hazards cause harm:		
No.	Hazard	No.	Risk		
1	Staff can experience violent or aggressive behaviour towards them	1	Physical and psychological injury Staff absence / sick leave Low morale Stress / anxiety		
List groups of people who could be affected: Office based staff					What numbers of people are involved? 20 - 50
What risk controls are in place to reduce risks?					Risk level with risk controls
No.	Risk Control				8
1	<ul style="list-style-type: none"> Staff trained at induction Safe system of work in place Incident reporting procedures Adequate environment; lighting, physical space, privacy & dignity Panic alarm system in place Access to security services available and numbers to call displayed 				
What additional actions are required to ensure risk controls are implemented / effective or to reduce the risk further?					Risk level with additional risk controls
No.					
1	Continuous monitoring that safe system of work is being followed Training for staff				4
Is health surveillance required?			If YES, please detail:		
YES/NO					
Who will be responsible for implementing risk controls: Line Manager, H&S Co-ordinator and Deputy H&S Co-ordinator					By When: Regular Intervals


Completed by: Jane Hopkinson

Signed: J.L. Hopkinson

Record of annual review: 11 Aug 2016

Risk Rating:

↑ Increasing Consequence	5	10	15	20	25	17-25 Unacceptable – Stop activity and make immediate improvements/seek further advice
	4	8	12	16	20	
	3	6	9	12	15	5-9 Adequate – Look to improve at next review
	2	4	6	8	10	

 <p>1 2 3 4 5</p> <p>Increasing Likelihood →</p>	1-4 Acceptable - No further action, but ensure controls are maintained
---	---

Guide to using the risk rating table:

Consequences	Likelihood
1 Insignificant – no injury	1 Very unlikely – 1 in a million chance of it happening
2 Minor – minor injuries	2 Unlikely – 1 in 100,000 chance of it happening
3 Moderate – up to three days absence	3 Fairly likely – 1 in 10,000 chance of it happening
4 Major – more than three days absence	4 Likely – 1 in 1,000 chance of it happening
5 Catastrophic – death or disabling	5 Very likely – 1 in 100 chance of it happening