MySafety Risk Assessment Guidance

Aim of this guidance note: for users with the appropriate permissions to gain insight into how to complete a risk assessment on MySafety either from scratch, by copying an existing risk assessment or by using one the best practice risk assessment templates

Contents

QMUL_HSD_170_MySafety Risk Assessment Guidance
Status: Draft – Nov 2018 (Review Date: Nov 2019)

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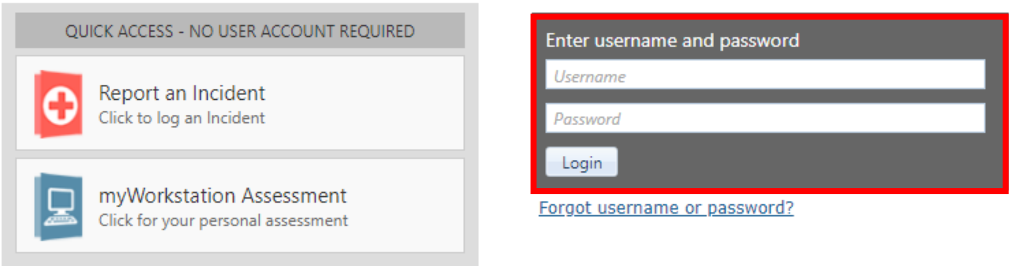
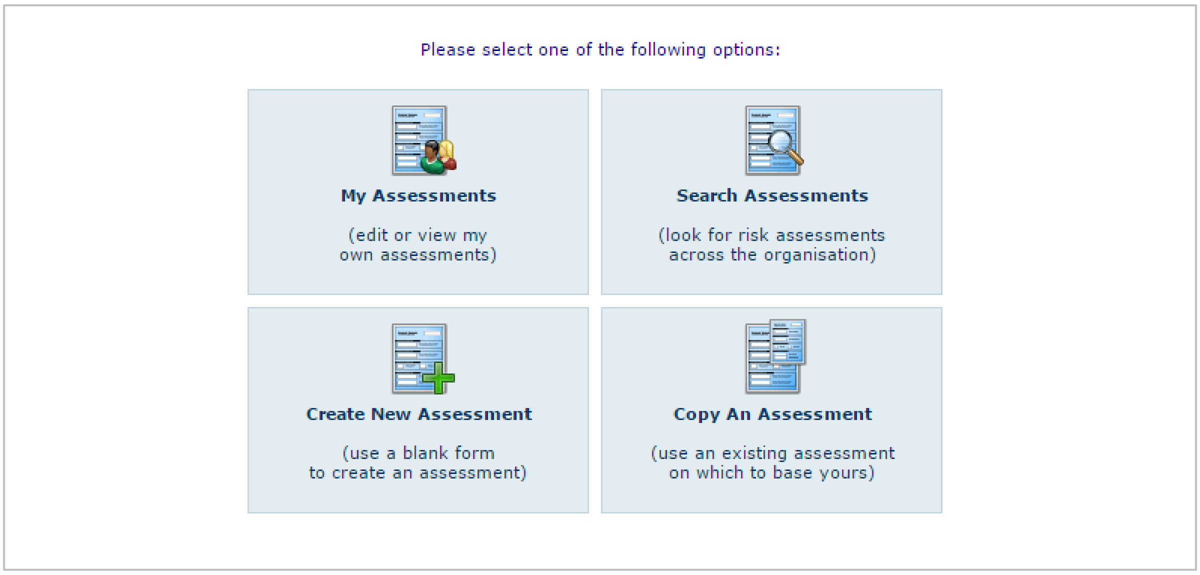
Accessing MySafety

Log in to MySafety at https://qmul.oshens.com/login. You must have been provided with a username and password by the Health and Safety Directorate. To request log in details please contact hs-helpdesk@qmul.ac.uk



Click on the Risk Assessment Module. This will bring you to the risk assessment options page, where you are able to choose which area within the module you would like to proceed to. Note: continue to check the timer as the system will log you our after 60 minutes and you may lose work if you do not save.



My Assessments: this allows you to edit or view assessments that you are involved in

Search Assessments: you look for assessments across the organisation

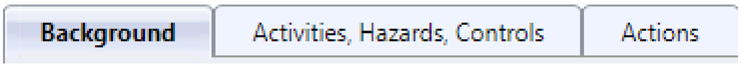
Create New Assessment: create an assessment using a blank form

Copy an Assessment: make a copy of an existing or best practice assessment to use as the basis of your risk assessment

Create a New Risk Assessment

Click 'create new assessment'

Background



This page holds basic details about the risk assessment, including the people involved e.g. assessors and approvers, as well as information on its scope e.g. the location or part of the organisation the assessment covers.

1. Dates

The 'date created' can be backdated if necessary.

The start date can be set to a past, current or future date.

The review date can be set up for 1 day up to 3 years. The default setting is 1 year.

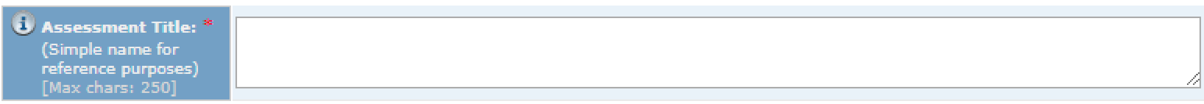
2. Confidentiality

If you want to restrict viewing of the risk assessment, tick yes next to 'confidential risk assessment?'

3. Assessment Title

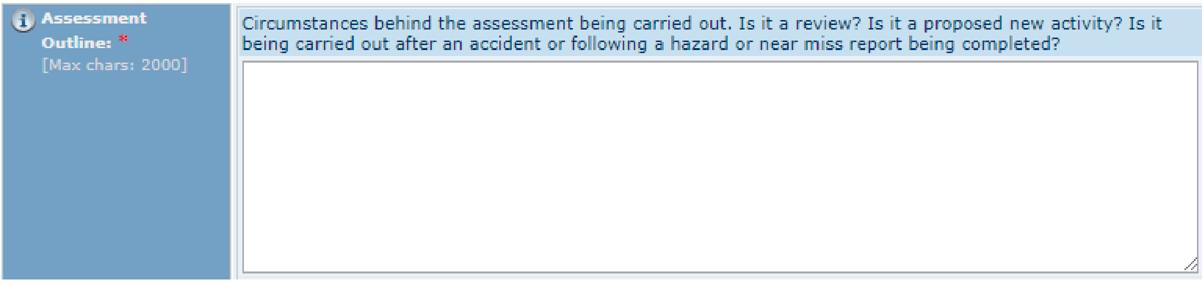
Insert your risk assessment title.

<u>Note:</u> The more information you provide, the easier it will be to search for your assessment in the future e.g. type of assessment, location, activity etc.



4. Assessment Outline

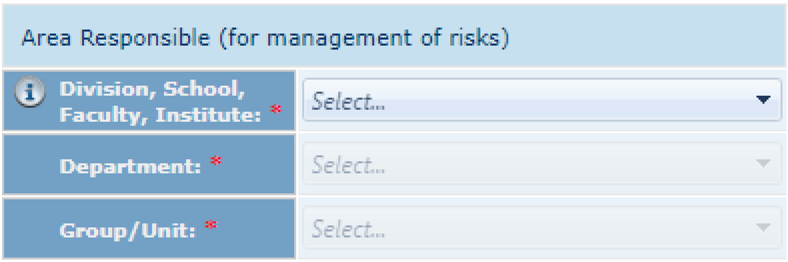
Define whether the assessment is a new or existing activity, whether it has been created or revised following an incident and include any exemptions or defined boundaries to the risk assessment.



5. Area Responsible

From the dropdown menu, select the Faculty, School / Institute / Directorate, sub-section Department / Centre / Unit responsible for the activity

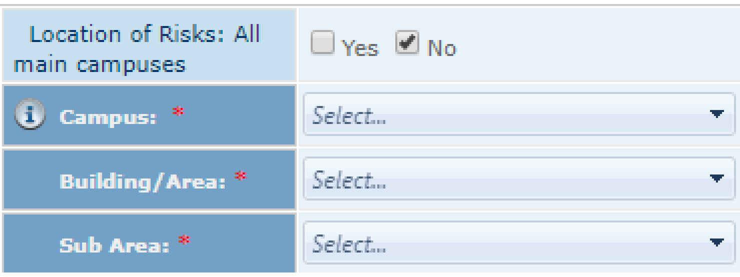
<u>Note:</u> *Although you can make assessments non-specific, this would not be suitable for risk management at QMUL*



6. Location of risks

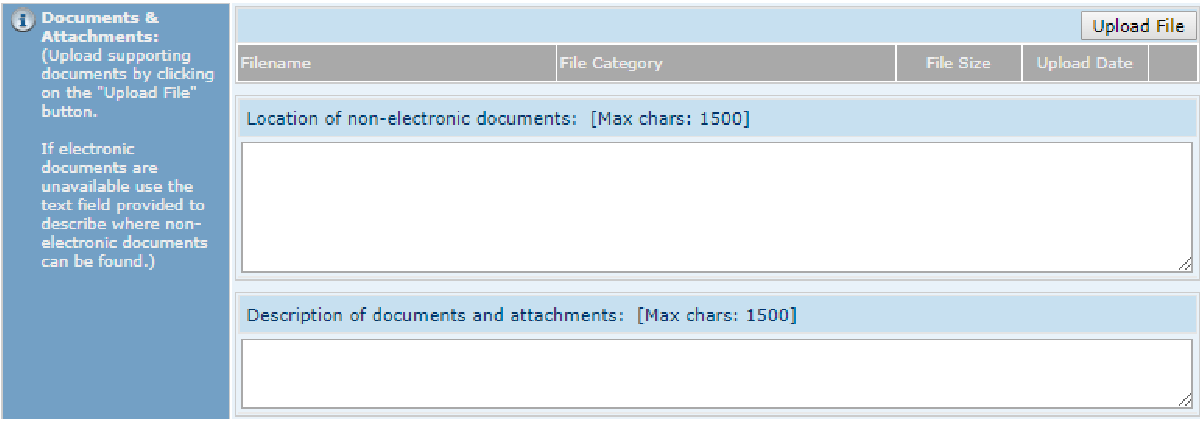
From the dropdown menu, select the Building (Campus), Area (Building or External Area) and Sub Area.

If you need to make the location wider or have exceptions, then select yes for non-specific and note the information in the Further Location Information box.



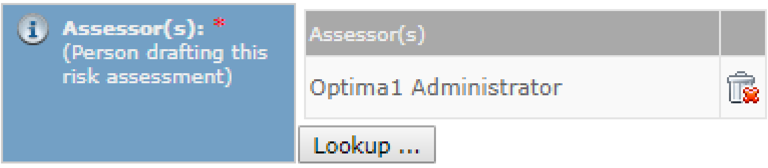
7. Documents and attachments

Upload any supporting documents and previous versions or note where non-electronic documents are kept.



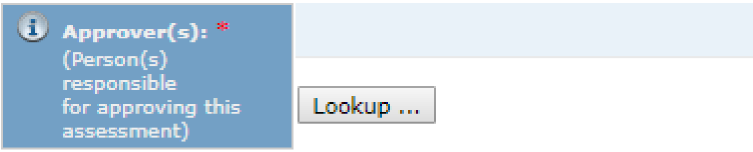
8. Assessor

Select your name from 'look up'. You can select more than one assessor if applicable



9. Approver

Select your line manager / supervisor or designated approver from 'look up'.

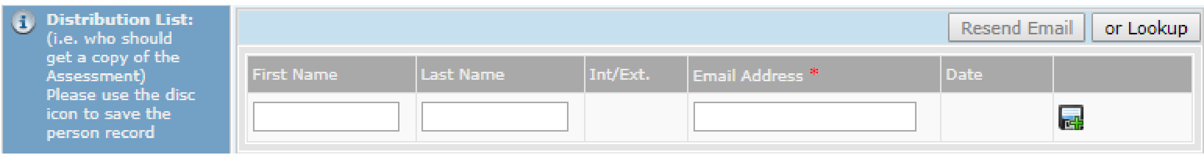


10. Approval summary

Once your designated approver has approved the assessment, this will be displayed in this box with their name and the date of approval.

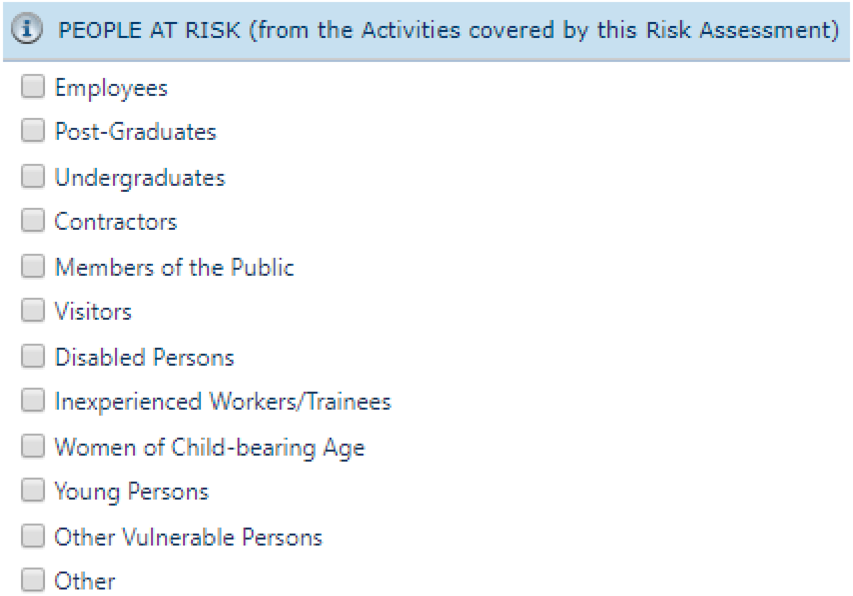
11. Distribution List

Add all those who need view and sign off the risk assessment.



12. People at risk

Select all those who may be affected by the risks identified in the assessment



13. Activities

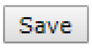
You can click on this button to add activities or use the activities tab at the top of the page to go to the activity section

Once the activity, hazards and risk level summary have been entered, you can view & print a summary from the 'show summary' button.

When the assessment is updated, the next version will be noted as xxx/2, along with any comments by the assessor / approver.

14. Save

Where this appears, always save before going to next section.



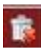
Activities, hazards and controls

1. Activities

You can select / define as many activities as required and for each activity, you can select / define a range of hazards. If you are assessing a simple task, you may have just 'one activity', whereas if you are assessing a complex, multi-step task, you may want to define each part or step as an individual activity.

2. Hazards

Hazards can be added from the pre-set hazards for laboratory, office and other available activities. In this case, information generic to the hazard and existing controls will appear.

To remove a pre-set hazard select this icon. 

Hazards can also be created by the assessor with specific information. This is useful where generic information is not sufficient or requires location or task specific details. When creating these hazards potential immediate consequences and potential long-term consequences are detailed.

3. Risk Level

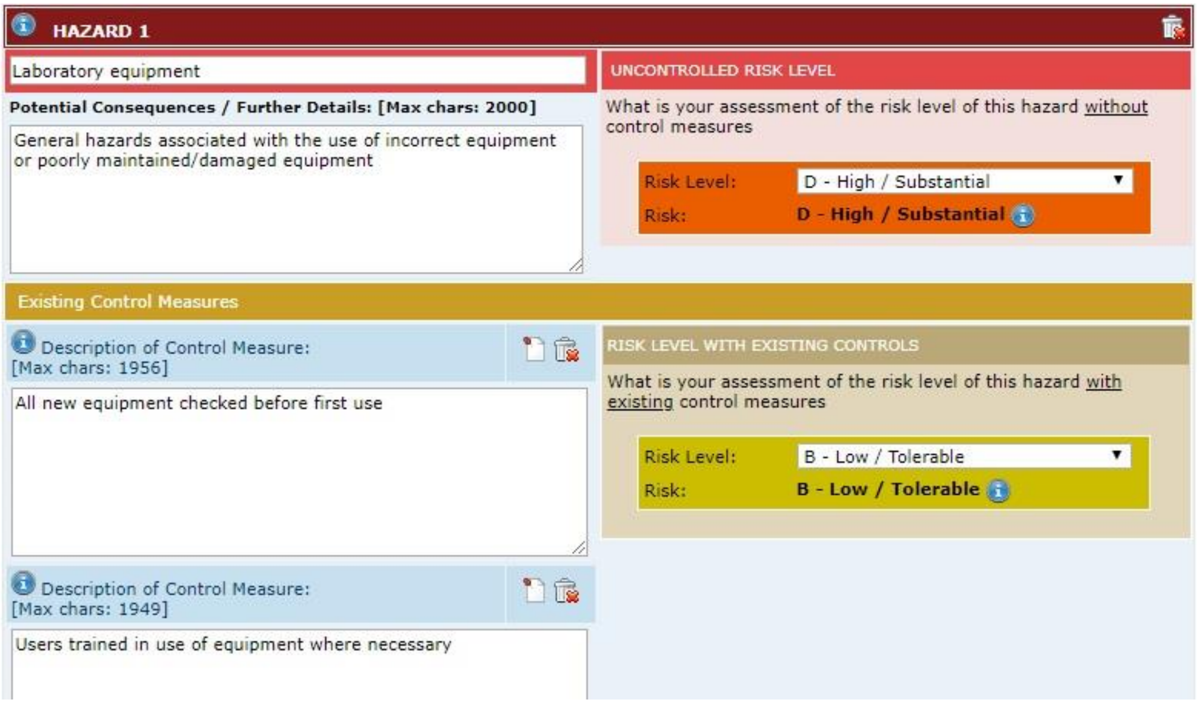
The risk matrix can assist to identify the level of risk from each hazard in the activity when uncontrolled (i.e. the hazardous nature) and with existing risk controls (i.e. what have you already got in place).

Risk is based on 'Likelihood' x 'Severity' quantified in numerical terms (scored 1 up to 5). The level of risk in both situations is quantified by multiplying 'Likelihood' x 'Severity' to obtain a score of 1 - 25.

LIKELIHOOD (Low → High)						
High	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
Low	1	1	2	3	4	5
		1	2	3	4	5
		CONSEQENCES (Low → High)				

Risk
High
Medium
Low

Select the appropriate risk level from the drop down menus.

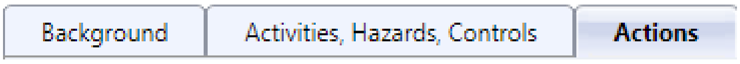


4. Controls

If necessary, new controls can be added to the prepopulated controls by clicking ‘add new control’.

Actions

When identifying new controls, you may need to assign actions to individuals responsible for implementing the controls. To add actions, go to the ‘Actions’ tab and click ‘Add Action’.



Note: For information on how to assign an action, see appendix 1.

Approval

Once you have completed all sections, click on submit for approval.

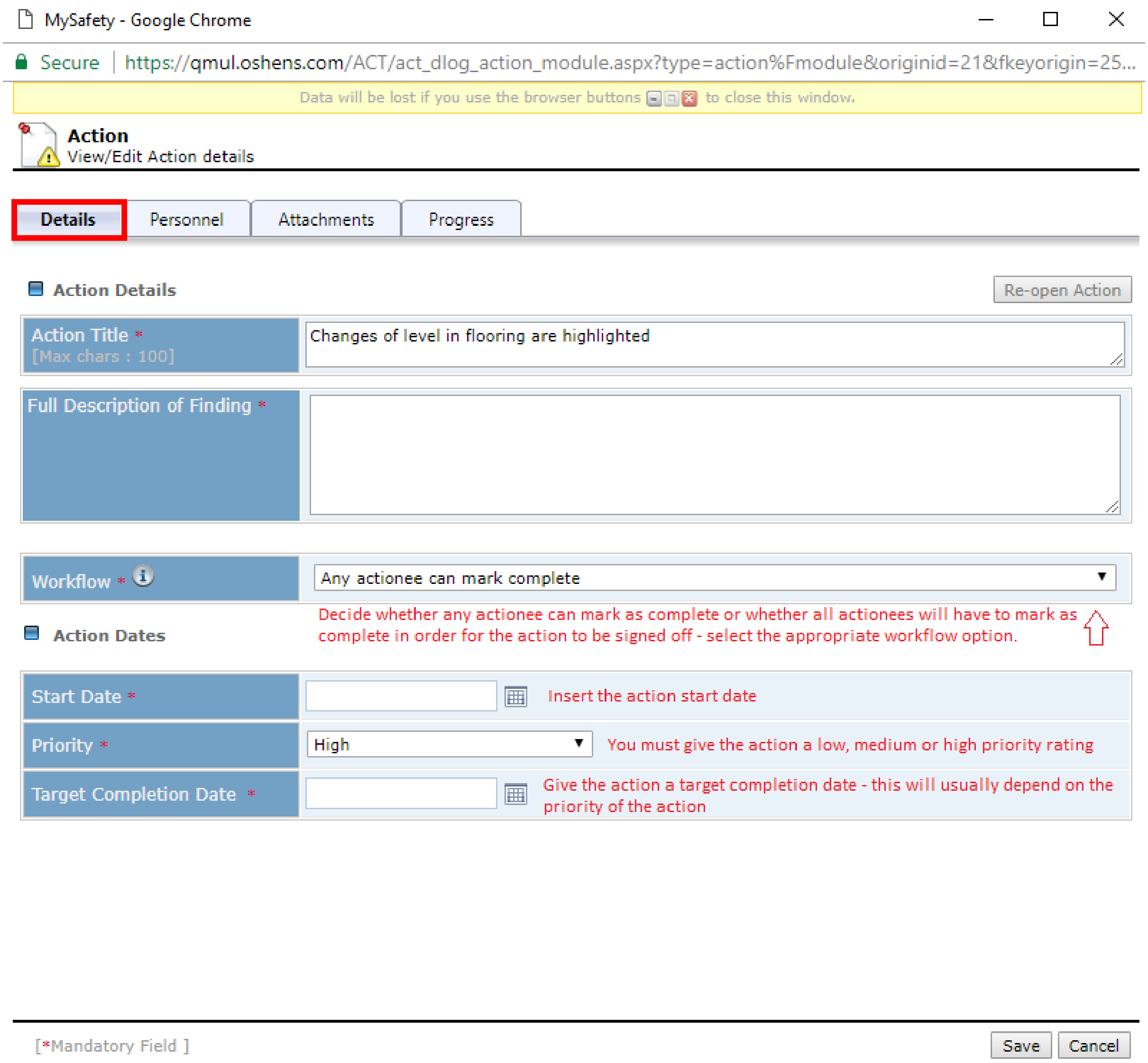
A pop up will appear. If a green tick  is not displayed against a section, this indicates that information is incomplete. Return to the relevant section to complete and then return to submit for approval.

Once submitted, you will be able to check MyTasks or MyRisk Assessments on the MySafety home page to see that your assessment is ‘awaiting approval’.

Appendix 1

Tab 1 - Details:

When adding an action, a pop-up will appear as displayed below. The action must be given an ‘action title’ and a full description of the finding that caused the need for action. The other mandatory fields should also be completed.



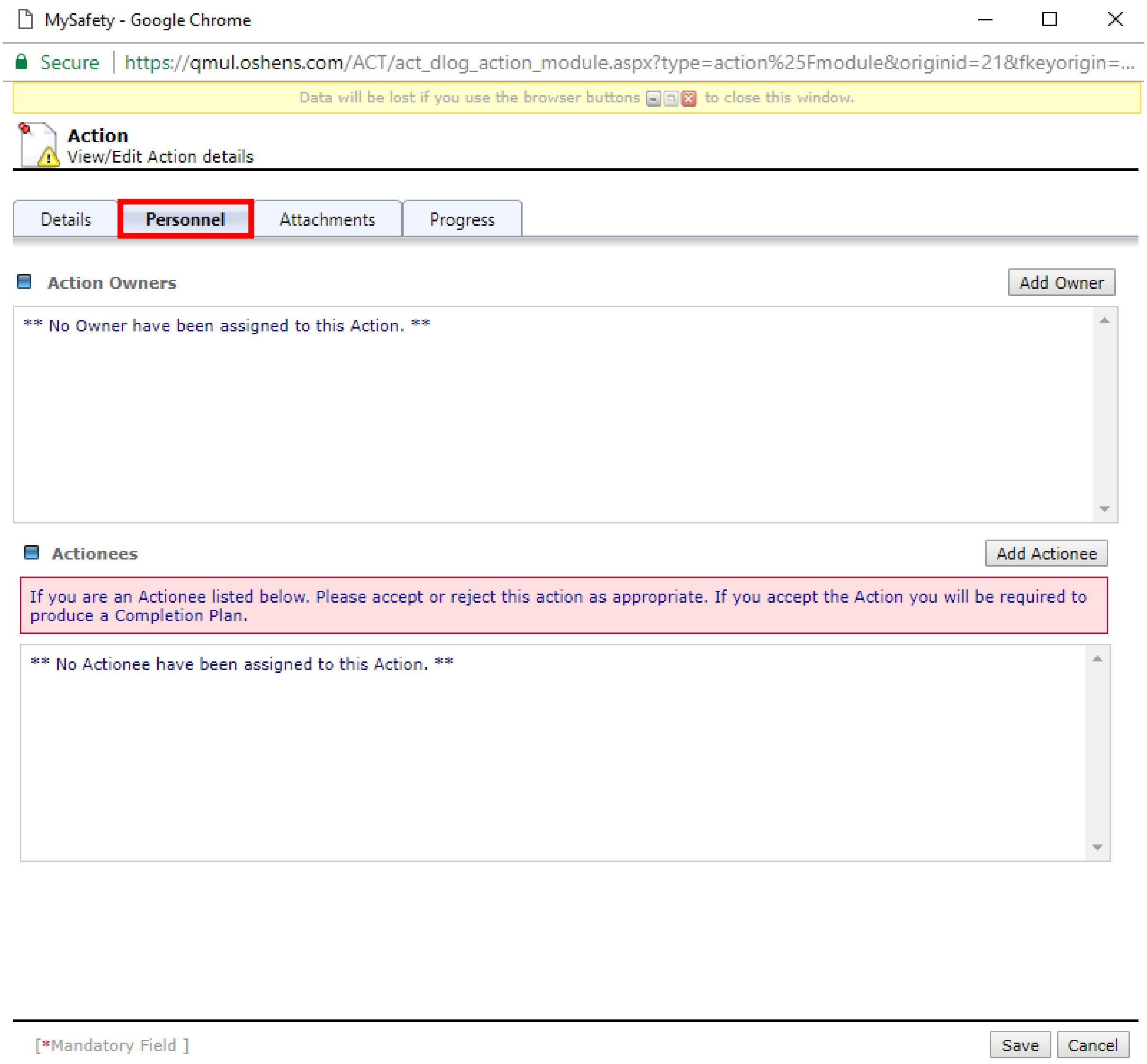
Tab 2 - Personnel:

The system will automatically add you as the ‘action owner’. To add any other personnel use the ‘add owner’ button.

To assign the action for somebody to complete, use the ‘add actionee’ button.

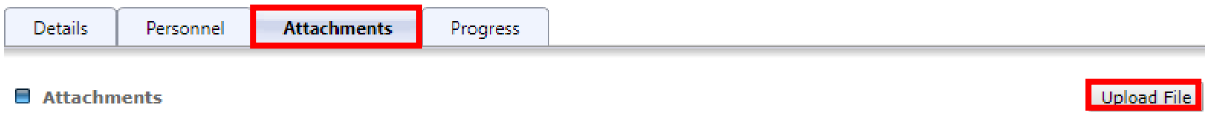
- Type in the action owner/actionee’s first name or surname
- Click filter with your cursor (the return key on your keyboard will not be effective)

- The list will reduce so that you can select the desired action owner/actionee and then click add



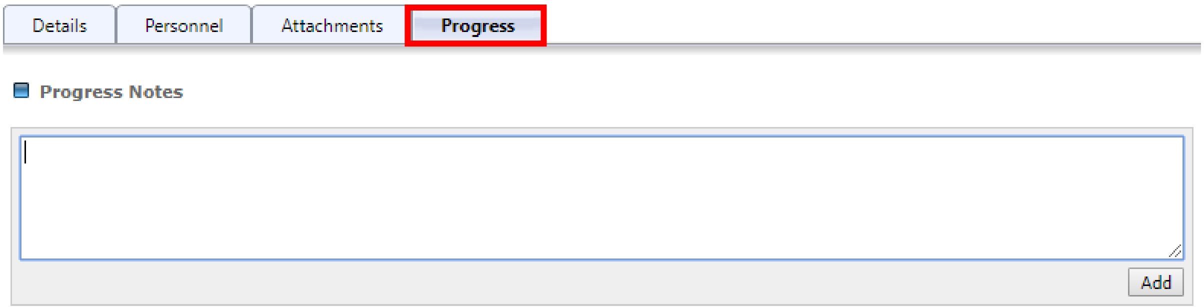
Tab 3 - Attachments:

Any relevant attachments e.g. photographs, emails, documents can be added using the 'upload file' box.



Tab 4 - Progress:

If any progress has been made on the action already, then notes can be added using the text box.



Once all sections are complete, press save and choose whether to send the action via email using the yes/no buttons.