**UNDERSTANDING ETHICS PROCEDURES**

**Health and Safety Risk Assessment**

Health and safety risk assessment is a requirement of the National Design Academy Ethics Approval process and, where any potential health and safety risk exists as part of your research practice, the following risk assessment must be completed before any activities/tasks are started.

You must consider the likelihood (L) and the severity (S) of any potential risk (R) associated with your proposed activities/tasks. Please refer to the risk evaluation tables and guidance at the end of this form. Once all reasonable controls are in place, the residual risk can be identified. Only activities/tasks that pose low or no risk will be approved.

Your completed Health and Safety Risk Assessment must be submitted alongside your Ethics Approval Application and must be strictly adhered to at all times. For further information and/or guidance, you should contact to your National Design Academy Tutor.

|  |  |
| --- | --- |
| **Activity/Task Description** |  |
| **Date of Activity/Task** |  |
| **Location of Activity/Task** |  |
| **Assessment carried out by** |  |
| **Date assessment carried out** |  |

**Risk Identification and Controls**

Please refer to next section for risk evaluation tables and guidance.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the Hazards?** | **Who might be harmed and how?** | **What controls are already in place?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action** | **Risk level with control measures (Low, Medium, High, Very High)** | **Sign (When action is done)** | **Date (When action is done)** |
|  |  |  |  |  |  |  |  |

**Risk Evaluation Tables and Guidance**

**Risk**

|  |  |
| --- | --- |
| **Severity** | **Likelihood** |
| **Rare** | **Unlikely** | **Possible** | **High** | **Certain** |
| **Very High** | Medium | High | High | Very High | Very High |
| **High** | Low | Medium | High | Very High | Very High |
| **Medium** | Low | Medium  | Medium | High | High |
| **Low** | Low | Low | Medium | Medium | High |
| **Insignificant** | Low | Low | Low | Low | Medium |

Estimates for severity and likelihood should be realistic and consider the reasonably foreseeable outcomes rather than extreme events or circumstances that while possible are considered exceptional.

**Severity**

|  |  |
| --- | --- |
| **Description** | **Example** |
| **Insignificant**  | No physical injury |
| **Low** | Minor first aid, some loss of time |
| **Medium** | A serious injury or over 7-day loss time accident |
| **High** | Major disabling injury of fatality |
| **Very High** | Fatality or multiple major injuries |

**Likelihood**

|  |  |
| --- | --- |
| **Rare**  | A rare event, an abnormal or unusual condition |
| **Unlikely** | An infrequent event, an intermittent condition |
| **Possible** | May/will occur at sometime |
| **Likely** | A frequent event, a continuous operating condition |
| **Certain** | Will occur, common or persistent issues |

**Residual Risk Level**

|  |  |
| --- | --- |
| **Residual Risk Level** | **Actions Required** |
| **Low** | An infrequent event, an intermittent condition |
| **Medium** | May/will occur at sometime |
| **High** | A frequent event, a continuous operating condition |
| **Very High** | Will occur, common or persistent issues |