

This document is to be filled in by Student Experience for students and Line Manager for staff (approved by Head of Business Unit) and shared with Head of Security & Emergency Planning and Crime Prevention Manager.

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Job Title:	Version No:	Last Amended:			
TOP ROW: Severity of hazard	1 (Negligible) Very minor injury requiring local First Aid on-site with individual able to return to work/activity immediately (e.g. small cut/abrasion). Incident requires minimal interruption to event and no financial loss/damage.	2 (Minor) Injury sustained which requires treatment by first aider and causes inability to continue with work/activity for less than 3 days. Some disruption to the event experienced with minor financial loss/damage.	3 (Serious) Injury sustained which requires medical treatment and inability to continue with work/activity for more than 7 days (RIDDOR). Event severely disrupted with moderate financial loss and some reputational damage.	4 (Major) Permanent or life changing injuries sustained. Damage to property or equipment requires cancellation of event with severe financial loss and major reputational damage.	5 (Extremely Serious) Single or multiple fatalities. Closure of business required to facilitate recovery with associated financial loss and potentially irrecoverable damage to reputation of institution.
SIDE COLUMN: Likelihood of hazard occurring					
5 (Very Likely)	5	10	15	20	25
4 (Fairly Likely)	4	8	12	16	20
3 (Likely)	3	6	9	12	15
2 (Unlikely)	2	4	6	8	10
1 (Very Unlikely)	1	2	3	4	5

RISK = LIKELIHOOD x SEVERITY

The following criteria have been used to rate risk and plan corrective action:

Risk Level	Risk Category	Tolerability	Comments
1-4	Very Low	Acceptable – Monitor	No further action necessary – ensure any existing controls are maintained.
5-9	Low	Acceptable – Some Controls Required	Control measures which can be implemented at a low cost (in terms of time, money and effort) should be implemented in order to reduce risk to ‘very low’. Consultation only required with those immediately affected by any control measures.
10-14	Moderate	Tolerable – Substantial Controls Required	Substantial efforts should be made to reduce the risk urgently and within a defined time period. Consideration should be made to suspend or restrict the activity, or to apply interim control measures until a permanent solution is found. Resources will need to be allocated to facilitate any additional control measures and all stakeholders consulted before further action is taken.
15 and above	High	Not acceptable – Do not proceed	Fundamental changes or improvements to infrastructure or processes are necessary and the activity cannot be allowed unless these take place and risk category is lowered.

Section One: Personal Safety and Security

AREA OR ACTIVITY:		Consider the following risks – violence, harassment, intimidation and settings campus, lectures, public engagements.				
No.	Description of hazard	Who is affected?	Uncontrolled Risk Rating	Control Measures	Residual Risk Rating	Further Actions Required
1	Violence	Staff/Students	High	Security patrols, emergency contacts. SOP activation	Moderate	Increase security presence, awareness training
2	Harassment	Staff/Students	High	Reporting tools, counselling services – SOP Activation	Moderate	Regular check-ins, support groups
3	Intimidation	Staff/Students	Moderate	Safe spaces, mediation services – SOP activation	Low	Conflict resolution workshops
4	Stalking	Staff/Students	High	Legal advice, restraining orders	Moderate	Continuous monitoring, law enforcement liaison
5	public challenges (non QMUL)	Staff/Students	Moderate	Public speaking training, security at events SOP activation	Low	Event-specific risk assessments

Section Two: Digital Safety and Security

AREA OR ACTIVITY:		Consider the following risks – information security, privacy, social media presence, security of personal devices.				
No.	Description of hazard	Who is affected?	Uncontrolled Risk Rating	Control Measures	Residual Risk Rating	Further Actions Required
1	Data breaches	Staff/Students	High	IT security protocols, encryption	Moderate	Regular audits, training on data protection
2	Social media harassment	Staff/Students	High	Privacy settings, reporting mechanisms	Moderate	Monitoring, support from social media platforms
3	Phishing attacks	Staff/Students	Moderate	Awareness campaigns, secure email practices	Low	Continuous education, IT support
4	Doxing – Cyberbullying / exploitation	Staff/Students	High	Personal information protection, legal advice, ITS support	Moderate	Immediate response plan via ITS team and reporting to police

Section Three: Wellbeing

AREA OR ACTIVITY:		Consider the following risks – impact on wellbeing, mental health, stress management.				
No.	Description of hazard	Who is affected?	Uncontrolled Risk Rating	Control Measures	Residual Risk Rating	Further Actions Required
1	Mental health issues	Staff/Students	High	Counselling services, Employee Assistance Programme	Moderate	Regular mental health check-ins
2	Stress	Staff/Students	Moderate	Flexible working/study arrangements	Low	Mindfulness sessions, peer support groups
3	Anxiety	Staff/Students	High	Therapy sessions, relaxation techniques	Moderate	Continuous support, anxiety management programs

Section Four: Any other risks (including reputation, media exposure etc)

AREA OR ACTIVITY:		Consider the unique risks to the targeted individual, not captured in other sections.				
No.	Description of hazard	Who is affected?	Uncontrolled Risk Rating	Control Measures	Residual Risk Rating	Further Actions Required
1	Reputational damage	Staff/Students	High	Marcomms support, legal advice	Moderate	Media training, crisis communication plans
2	Media exposure	Staff/Students	Moderate	Confidentiality agreements, media liaison	Low	Continuous monitoring, proactive media engagement
3	Risk of kidnapping or harm to others	Family/Friends/Other Staff Members	Medium	Security measures in place dictated by the details of the case	Low	Holistic approach to the risk mitigation response considering 360-degree environment of the targeted person

