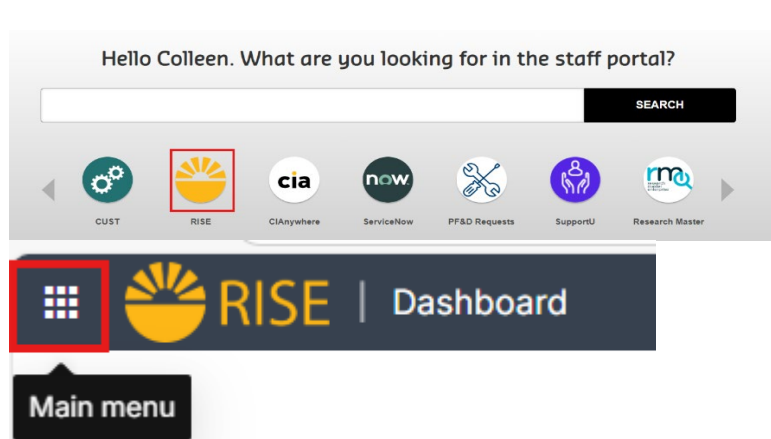


How to create a Risk Assessment

Accessing the RISE Safety Risk Register

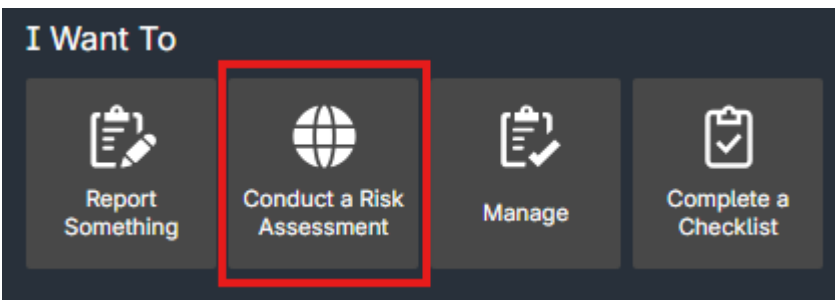


Staff: Log into Staff Portal click on the arrow on the application wheel and click the RISE icon

Students: Log into Student OASIS click on the My Campus tab and click on the **RISE** link

Once logged in to RISE, click main menu and “**Conduct a Risk Assessment**”

- Select conduct a Risk Assessment



Select the **Health and Safety Risk Assessment form**, only select the **Restricted** if your risk assessment is confidential. (*Restricted will impact the visibility of the RA*).



Health and Safety Risk Assessment

Complete a risk assessment when identifying risks within your area



Restricted Risk Assessment

Restricted Risk Assessment

Conduct a Risk Assessment

 **STEP 1 - Risk Identification**

RISK OWNER			INITIAL		CURRENT		TARGET	
RISK IDENTIFIED ON	LAST REVIEWED ON	NEXT SCHEDULED REVIEW	Consequence	Likelihood	Consequence	Likelihood	Consequence	Likelihood

How to create a Risk Assessment

Step 1: Risk Identification – select “Details ” then complete the “Add New Risk” fields

Risk Assessment Name: Name of the activity you will be completing

Always prefix the risk assessment name with the event/activity type. e.g. – EVENT

Description: The description is the central topic for your risk assessment

Risk Owner: Start to type the risk owner, this is normally the person creating the risk assessment

Risk Created Date: This field will default to the current date

Activity Date: Date with the activity is to take place

Risk Approver: This field will default to your line manager/supervisor (*can be changed if required*)

Business Unit: Select your business unit from the drop-down list

Location type and location: Select on or off campus and the location

Attachment: Add if required then select

OK

STEP 2 - Add Activities

ACTIVITIES	HAZARD(S)	CURRENT CONTROL(S)

Step 2: Add Activities - Risk activities are the activities or steps that make up the function, task, equipment, process or event that you are assessing.

- Click Add Activities link to get started
- Select the most appropriate risk activity category from the drop downlist e.g. events
- Describe the tasks/process associated with the category/event
- Click **OK**

The activities list table will update – hover over the activity name to start adding hazards. Use the three dots to edit the activity information or to delete the activity.

- **Add new hazards associated with each activity via the blue cross icon.**

A hazard is defined as any situation that has the potential to cause injury, illness or harm to health, danger or damage to property or the environment.

How to create a Risk Assessment

STEP 2 - Add Activities

ACTIVITIES	Add New Hazard
Morning Yoga at the Creative Quarter	 

- Describe the hazard
- Select the likelihood from the dropdown list
- Select the primary cause, from the dropdown list – select **OK**
- Add a current control (**existing control**) or a new treatment for a (**proposed control**)
 - **A new treatment will create an action**

Add as many hazards as required for each activity

STEP 2 - Add Activities

ACTIVITIES	HAZARD(S)	CURRENT CONTROL(S)
Morning Yoga at the Creative Quarter	Ensure participants are correctly followed by the Yoga Instructor.  	Control: Ensure only professional experience and qualified Yoga instructor conducts the sessions
Henna and glitter tattoos	Skin irritation and/or allergies	Control: DG have contacted vendors to deliver the services. They have been inducted and briefed on the necessary precautions and safety measures.
Signage - Correction installation across campus by approved contractor	Falling signage causing injury to visitors or staff	

STEP 3 - Add Consequences

CONSEQUENCE(S)	CURRENT CONTROL(S)
Muscle strains and sprains	
Skin irritation and/or allergies	
Staff, students or visitors being injured by falling signage	

TREATMENT PLAN TO ADDRESS THIS RISK	
Hazard: Skin irritation and/or allergies	Treatment: Take first aid kit containing antihistamines in case of a reaction Control Owner: Colleen Van Aarde Due Date: 1 Jan 2027

Step 3: Add Consequences – For each hazard define the consequence, this refers to the outcomes or result that follow from a particular hazard/action. **E.g. – what could go wrong.** (Potential consequences arising from the identified hazards), in the absence of sufficient controls to mitigate or eliminate these outcomes. Several hazards can be linked to one consequence.

How to create a Risk Assessment

- Link to the hazards identified
- Provide a description of what could go wrong
- Rate the consequence for each category against the matrix

Review: - Review the ratings of your Risk Assessment.

- **Initial risk rating** - is calculated before any controls are put in place
- **Current risk rating** - is calculated after any controls
- **Target risk rating** – this is calculated considering the strength of both controls and new treatments (proposed controls)

If you wish to bring down the risk rating, add new controls or new treatments

Risk Rating	Risk Management Review Period
Low	Review after 12 months
Medium	Review after 6 months
High	Review after 1 month
Extreme	Review after 2 weeks

STEP 1 - Risk Identification

59	RISK OWNER		INITIAL		CURRENT		TARGET	
	Colleen Van Aarde		Medium		Medium		Medium	
RISK IDENTIFIED ON	LAST REVIEWED ON	NEXT SCHEDULED REVIEW	Consequence	Likelihood	Consequence	Likelihood	Consequence	Likelihood
16 Mar 2026			Moderate	Unlikely	Moderate	Unlikely	Moderate	Unlikely

Select the “Submit” button to send your Risk Assessment to the nominated approver for approval.

 Back
  Draft
  **Submit**
 Print
  Export
  QR Code
  Invite