

Guidance on completion of risk assessment form

How do I complete the assessment?

- Consult with the other users/people involved in the task being assessed.
- Have previous assessments been carried out? If so, use and update.
- Who is completing the assessment, have they been trained? (Training via Health and Safety Office and Online training Essential Skillz)
- Who will provide the additional controls e.g. ladders, guarding, training, standard operating procedures, personal protective equipment, etc.?
- Communicating the assessment.

Safety management – risk assessment



 Ensure you plan the activity and fully understand what is happening and how to understand the tasks being carried out better.



Do

- Consult with all staff/students, etc. to ensure that you have all the required information
- Undertake an inspection of the area where the task will be undertaken:
 - Take note of all hazards (e.g. trip)
 - Take note of all existing controls in place (physical, competence and procedural)
 - Individuals' training who will undertake the tasks
 - Communicate with all individuals
- Notify management that additional controls are needed to carry out the task
- Make the assessment accessible to all who require it

Check

- Check all identified controls are in place before commencement of task and are being appropriately supervised throughout the task
- Check that the individuals have been trained in the use of the identified controls where applicable
- Check that risk assessment has been communicated to the individuals carrying out the tasks
- Ensure the assessment is suitable and sufficient check that what you have recorded can work when they undertake the task

Act

- Modify the assessment if it is not suitable and sufficient
- Communicate revised risk assessment



Review

- Assessment review
 - After first undertaking the task
 - Every twelve months
 - Following a near miss, incident or accident
 - Change in legislation