

RISK ASSESSMENT

Responsibilities

Department leaders are responsible for ensuring that hazards are identified and risks are assessed in areas under their control.

Department leaders must ensure that:

- risk assessments are recorded and retained for any significant hazards
- risk assessments are suitable and sufficient
- staff are aware of and understand relevant risk assessments
- risk assessments are reviewed periodically

The Business owner will arrange for the provision of such information, instruction and training as is necessary to enable staff adequately to assess the extent and nature of hazards and risk.

Staff, researchers and visitors have a duty to follow the training and instructions that they have been given and to bring perceived risks to the attention of management.

Risk assessment requires the full cooperation of all working within the Department.

Risk assessment process

Identify the hazards associated with a procedure and consider who may be exposed and what is the maximum possible exposure to that hazard. Include storage waste, disposal and cleaning, if appropriate.

List existing control measures.

Consider emergency procedures.

If further control measures are required, list and set actions.

Work must be suspended if a significant risk to health is identified.

Review the assessment if significant changes are made to the workplace or the procedure. In any case, review at intervals of not more than 12 months.

Save all completed risk assessments to the secured cloud storage file, an Administrator will be able to do this for you.

Risk assessment Form for the business: