

HEALTH AND SAFETY UNIT

CHECKLIST FOR REVIEWING RISK ASSESSMENTS

The following list gives a guide to those reviewing risk assessments as part of monitoring activities.

1. Is there a clear description of the activity being assessed? Enough to understand what the activity is.

2. Is there clear identification of hazards (as per University Guidance)?

- Agents – Substances, biological, radiation, noise etc.
- Place of work (including community, fieldwork and other off-campus)
- Work environment
- Work Organisation
- Equipment
- Other

3. Does the assessment identify those who might be harmed?

- Any vulnerable groups such as young persons or new and expectant mothers or immunocompromised?
- Risks to others not directly involved e.g. maintenance, cleaners, and visitors?

4. Evaluating risk.

- Have the significant risks been sifted from non-significant?
- Are the reasons why risks are significant clear e.g. consequence, probability, frequency, numbers affected etc.

5. Controlling risk.

- Is University/Budget Centre policy/guidance/procedure referred to?
- If not has the hierarchy of controls been applied?
- Has the competence of people been considered?
- Are emergency procedures identified?
- Is health surveillance identified where appropriate (asthmagens, allergens, carcinogens, category 3 biological agents etc.)?

6. Record of the assessment

- Is it signed?
- Is it dated and does it specify a review date?
- Is it in time or overdue for review?

7. Implementation

- Is there any evidence that the outcomes have been communicated to those affected?
- Is there any evidence that controls are in place?
- Is there any evidence that controls are monitored?