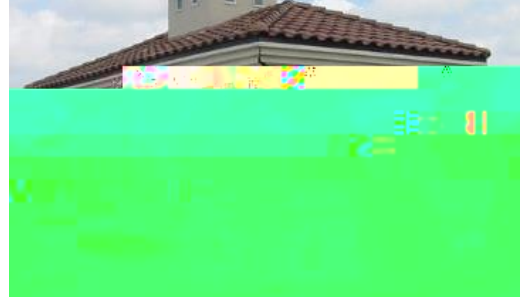


This Information Sheet provides guidance on how to carry out a generic risk assessment. It forms part of a series of Information Sheets that supports the Risk Assessment Policy Standard.

The law does not expect the University to eliminate all risks, but it does require it to protect people so far as is 'reasonably practicable' from harm.

The aim of Risk Assessments is to help make sure no one gets hurt or becomes ill as a result of the University's undertakings or activities.



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A risk assessment is simply a careful examination of what, in your work or workplace, could cause harm and enables you to weigh up and decide if enough is being done to prevent harm, or if more precautions are needed.

STEP 1: Identify the hazards

The first step is to identify workplace hazards that could cause harm. However, when you work somewhere everyday it may be easy to overlook them

Finally, do not worry. Improving health and safety need not cost a lot. For example, placing non-slip material on slippery steps is an inexpensive precaution as is making demonstrators wear coloured lab coats instead of the usual white so easy to spot in a room full of students!



STEP 4: Record your findings and implement them

Risk assessments do not have to be perfect but do have to be suitable and sufficient, with detail appropriate to the level of risk. It must also show:

- A proper check was made.
- All those who might be affected were consulted.
- All the significant hazards were addressed.
- The precautions are reasonable and the remaining risk is low.
- Staff and their representatives were involved in the process.

Risk assessments can be recorded on the University's Risk Assessment Form or a suitable alternative. Each significant finding must be recorded, with information included under the relevant heading:

What are the dangers / hazards write down the significant hazards.

Who might be harmed and how identify groups of people who could be affected. Remember those that may not be in the workplace all the time eg. members of public, part time workers.

What are you doing already to prevent harm list what is already in place to reduce the likelihood of harm occurring or make any harm less serious.

What further action is necessary list any additional controls needed to reduce the risk 'so far as in reasonably practicable'.

How will you put the assessment into action state who will carry out the action, by when and date when the action is completed.

When writing down results, keep it simple, for example 'staff tripping over rubbish' - bins provided, regular bin collections, H&S Coordinator carries out weekly housekeeping checks.

Date the Risk Assessment and communicate it to anyone who is affected by the hazards as they need to know what controls are needed to manage any risk. In addition, keep a record of the Risk Assessment for future reference with a copy, if appropriate passed to the College / Directorate H&S Coordinator or Head of College / Directorate.

Note: Although not a legal requirement, it is helpful if you sign the Risk Assessment to keep a record of who produced it in case your help is needed in future.

STEP 5: Review the Risk Assessment and update if necessary

Review the Risk Assessment from time to time and revise if necessary. For example, a significant

