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?