

Guidance: Part 2

Give a brief overall description of the task to be risk assessed:

This should give a much more detailed description of what is to be risk assessed. For example, Sampling of water flowing from a potentially contaminated burn into Loch Thom and analysing the water for contaminants back at the laboratory in the Charles Oakley Building.

List of individual steps in the process

This should show the steps involved from the start to the end of the activity and any manipulations. The reader should be able to fully understand what is being done that could give rise to risk. If there is a protocol or standard operating procedure for the task/activity, then that may be attached to the form and referred to, rather than reproducing the information in the box provided. ***It is preferable to attach the procedure to the assessment form rather than just providing a link to it on the server.***

This Section should be completed where the risk assessment is activity specific as outlined in the guidance in part 1. Think of the work activity process from beginning to end and outline each step involved.

When completing Part 2, list, describe and allocate a reference number to each distinct activity, step or hazard, etc. These numbers can be used in the sections that follow.

Look at each work **activity, step or hazard** within the task being risk assessed and decide if they can be divided into types of risk assessment. The types can vary according to requirements for example:

- Hazard specific, for example, fire, electricity, slip trip fall, chemical, biological (e.g., work with microbes, soil, blood and body fluids)
- Activity specific, for example, conference/event, overseas travel, student fieldwork, educational visits, working at height, working in confined spaces
- Equipment specific, for example, use of hand tools

If a hazard or activity is the same or similar across a number of areas, then a risk assessment can be developed that covers this. Where this is done, each area must still be checked to confirm that the risk assessment is relevant to that area and where there is some deviation from the normal, this must be noted and the relevant controls recorded for this particular area/activity.