

## Guidance: Part 1

Before beginning your risk assessment, think about how you wish to approach it. Is it a simple operation that carries a risk or is it a more complex process with multiple steps or activities?

If it is a complex process, 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.

### **Title of Risk Assessment and unique ref./serial No. if available**

This can be a simple and unique title, for example: "Water sampling at Falls of Clyde", "Cleaning of Stairs", "Fresher's Fayre", "Kjehldahl analysis of proteins", or "4th year Secondary School pupils STEM event".

### **Name and title/role of person conducting the assessment:**

*This should be the name of the person carrying out the assessment.* The person conducting the assessment can be, for example, a principal investigator, lecturer, Head of Department, School/Departmental Health and Safety Co-ordinator.

### **Signature (e.g., risk assessor, Principal Investigator, lecturer, Head of Department)**

This section ordinarily should be signed by the person conducting the assessment. However, if this is a student or relatively inexperienced member of staff, the risk assessment may be signed off by their principal investigator in charge of their research group or by the senior lecturer responsible for a teaching class. In some Departments, the practice may be that the Head of Department signs off on all risk assessments. Check what the local protocols are. Your Head of Department or School/departmental Health and safety Co-ordinator should be able to advise.

Ideally, the risk assessment should be signed off by someone who is fully conversant with the task being assessed and the potential for risk arising from it, and

who is closely involved with the task.

**Describe who is at risk:**

**Names** may be specific, those actually carrying out the task/activity, or they may be by group, “all of 2 Year Class ...”, or “All of Research Group...” or all staff within [note department name].

**Location of work:**

If working in a remote area, use a location finder to pinpoint your location. Phone apps such as “what3words”, “Grid Locator Finder” or “GridPoint GB” are all useful tools for pinpointing with reasonable accuracy where work will be carried out.

**Names and/or reference numbers of any supporting or relevant existing risk assessments, e.g., COSHH, Manual Handling, DSEAR, Noise, etc.**

It is preferable to attach copies of, rather than just links to, supporting risk assessments.

**The General Risk Assessment pulls together all other supporting risk assessments and prioritises the risks and the measures put in place to control or manage those risks.**