Risk Assessment Checklist

Risk assessment – a systematic approach to identifying hazards and evaluating any associated risks within a workplace – is the foundation of an effective safety management system.

As well as being a legal requirement, conducting “suitable and sufficient” risk assessments will help you to recognise and control hazards, raise awareness and reduce incidents, thereby protecting your employees and your organisation. However, it can be easy to miss the mark.

**Are your risks assessment effective?** Use this simple checklist to review your risk assessments and make sure they are compiled correctly, cover all bases and have practical value in reducing workplace risks.

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| **No.** | **Have you?** | **Yes** |
| 1 | Ensured that at least two, preferably three, people are in involved in the creation and review of risk assessments? |  |
| 2 | Involved those who carry out the task / use the equipment in writing and reviewing risk assessments? |  |
| 3 | Made sure that those involved in writing/reviewing risk assessments are deemed to be competent to contribute to the risk assessment process? |  |
| 4 | Considered *how* a person can be injured (i.e. head injury, etc.) within the risk assessment? |  |
| 5 | Referred to the relevant HSE or trade association guidance or manufacturer’s instructions whilst writing/reviewing risk assessments? |  |
| 6 | Cross referenced to other assessments that are already in place to prevent duplication? |  |
| 7 | Avoided generic, ambiguous terms such as ‘heavy’ and ‘PPE’? Instead, use more precise weight measurements, for example ‘<25kg’, and be explicit with the PPE to be worn and the Standard of the PPE item (which is usually found within the item itself or in the manufacturer’s instructions). Similarly, have you been specific with your statements (for example, ‘a person *will/must/shall* use hearing protection’, etc.)? |  |
| 8 | Considered:   * Access/egress? * Health monitoring/surveillance? * Maintenance and inspections? * Pre-use checks? * Previous accidents / near misses? * Safe systems of work for higher-risk activities/tasks/equipment? * Start-up/stop under normal conditions and isolation for maintenance? * Training? |  |
| 9 | Ensured that a defined matrix with definitions is provided (whether that is a 5x5 or High, Medium, Low)? |  |
| 10 | Communicated the findings of risk assessments to staff and obtained documented evidence that this has been seen? |  |
| 11 | Ensured that risk assessments are reviewed often and at least annually? |  |
| 12 | Got an index in place which lists all assessments and the dates reviews are required, to provide a quick reference guide? |  |

BLOG