Health & Safety Risk Assessment Guidance

**Ref:** CF:004:02  **RE:** Guidance on Completion of Biological Agents Risk Assessment Form

**Issue date:** November 2017  **Review date:** November 2019

**Author(s):** National Health & Safety Function

**Legislation:** Under Section 19 of the *Safety, Health and Welfare at Work Act, 2005* and associated Regulations, it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.

**Note:** It is responsibility of local management to implement any remedial actions identified.

The following provides an explanation on how to complete a Biological Agents Risk Assessment Form. To assist you in completing the Biological Agents Risk Assessment, it is essential that the following documents are available:

- HSE Policy on the Management of Biological Agents in the Healthcare Sector
## Health and Safety General Risk Assessment Form

<table>
<thead>
<tr>
<th>Division:</th>
<th>Insert Division e.g. Mental Health Division / Acute Hospital</th>
<th>Source of Risk:</th>
<th>Document the sources of the risk e.g. Risk assessment, Audit, Inspection Report result of incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>HG/CHO/NAS/Function:</td>
<td>Insert as appropriate</td>
<td>Primary Impact Category:</td>
<td>Choose the Primary risk category from the HSE Impact Table i.e. Harm to a Person / Compliance</td>
</tr>
<tr>
<td>Hospital Site/Service:</td>
<td>Insert name of site / Service</td>
<td>Risk Type:</td>
<td>Choose whether it is Strategic (most commonly identified at corporate / senior Mgt level) OR Operational (most commonly identified at service delivery level). (delete as appropriate)</td>
</tr>
<tr>
<td>Dept/Service Site:</td>
<td>Insert name of ward / department e.g St Marys Ward</td>
<td>Name of Risk Owner (BLOCKS):</td>
<td>Insert the name of the person with responsibility to assess and manage the risk in line with organisational policy i.e. normally the Line Manager of Service / Area.</td>
</tr>
<tr>
<td>Date of Assessment:</td>
<td>Insert date of risk assessment</td>
<td>Signature of Risk Owner:</td>
<td>As above</td>
</tr>
<tr>
<td>Unique ID No:</td>
<td>Assign a number for each risk assessment</td>
<td>Risk Co-Ordinator</td>
<td>N/A</td>
</tr>
<tr>
<td>Risk Assessor (s):</td>
<td>Insert names of those completing the risk assessment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### HAZARD & RISK DESCRIPTION

Describe the **activity** being undertaken and the frequency of exposure.

Identify the **hazard** i.e. Biological Agent(s), their Classification and the route of exposure. Refer to the 2013 Code of Practice for the Safety, Health & Welfare at Work (Biological Agents) Regulations 2013

Identify **number & category of employees** who might be affected.

Describe the **associated risk**.

E.g. Risk of infection from potential exposure to Hep B, to nursing staff through inoculation when giving injections on a daily basis

### EXISTING CONTROL MEASURES

Detail the existing control measures taking account of Schedule 2, 3, 4 & 5 of the Safety, Health and Welfare (Biological Agents) Regulations 2013, and Schedule 2, 3 & 4 of the Code of Practice 2013.

When examining the existing control measures, consider their adequacy, method of implementation and level of effectiveness in eliminating or minimising risk to the lowest reasonably practicable level

### ADDITIONAL CONTROLS REQUIRED

Detail the measures necessary to eliminate or further reduce the level of risk taking account of Schedule 2, 3, 4 & 5 of the Safety, Health and Welfare (Biological Agents) Regulations 2013, and Schedule 2, 3 & 4 of the Code of Practice 2013.

### ACTION OWNER

Enter the name of the person responsible for implementation of each additional control measure.

### DUE DATE

Enter the date by which implementation of the additional controls to mitigate the risk are due.

### INITIAL RISK RATING

<table>
<thead>
<tr>
<th>Risk Status</th>
<th>Initial Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

Each of the risk should be assigned a risk **status**.  
*Open*, i.e. additional controls have been identified as necessary  
*Monitor*, i.e. existing controls are deemed adequate to manage the risk but these need to be periodically reviewed  
*Closed*, i.e. that the risk no longer exists e.g. where an unsuitable premises is replaced by a suitable one