Health & Safety Risk Assessment Guidance

Ref: CF:005:04

RE: Guidance on Completion of General Risk Assessment Form

Issue date: October 2017    Review date: October 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 General Risk Assessment Form
Health and Safety General Risk Assessment Form

**Division:** Insert Division e.g. Mental Health Division / Acute Hospital

**Source of Risk:** Document the sources of the risk e.g. Risk assessment, Audit, inspection Report result of incident

**HG/CHO/NAS/Function:** Insert as appropriate

**Primary Impact Category:** Choose the Primary risk category from the HSE Impact Table i.e. Harm to a Person / Compliance

**Hospital Site/Service:** Insert name of site / Service

**Risk Type:** 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)

**Dept/Service Site:** Insert name of ward / department e.g St Marys Ward

**Name of Risk Owner (BLOCKS):** 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.

**Date of Assessment:** Insert date of risk assessment

**Signature of Risk Owner:** As above

**Unique ID No:** Assign a number for each risk assessment

**Risk Co-Ordinator N/A**

**Risk Assessor (s):** Insert names of those completing the risk assessment

<table>
<thead>
<tr>
<th>HAZARD &amp; RISK DESCRIPTION</th>
<th>EXISTING CONTROL MEASURES</th>
<th>ADDITIONAL CONTROLS REQUIRED</th>
<th>ACTION OWNER</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the hazard and describe who might be harmed and how, where and when.</td>
<td>Detail the current control measures to include all measures put in place to eliminate or reduce the risks and include engineering controls, policies, procedures, protocols, guidelines (clinical and non-clinical), training, emergency arrangements, preventative maintenance controls etc. When examining existing control measures, consider the adequacy, method of implementation and level of effectiveness in eliminating or minimising risk to the lowest practicable level.</td>
<td>Detail the measures necessary to eliminate or further reduce the level of risk. In line with Schedule 3 of the Safety, Health and Welfare at Work Act, 2005 consider the hierarchy of controls: Elimination/ substitution/ engineering/ administrative/ PPE Consider the interim and long term measures.</td>
<td>Enter the name(s) of the responsible person(s) for implementation of each control measure.</td>
<td>Enter the date by which implementation of the additional controls to mitigate the risk are due.</td>
</tr>
</tbody>
</table>

**INITIAL RISK RATING**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Impact</th>
<th>Initial Risk Rating</th>
<th>Risk Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Open, Monitor, Closed</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