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| Risk Assessment |
| **PROCEDURE:*** Complete risk assessment in consultation with PI/supervisor and technical staff as appropriate.
* Risk assessment checked and signed by PI/supervisor.
* PI/supervisor to submit a copy or scan of the signed document to the Local Safety Coordinator and lab technicians as appropriate.

**NOTES:*** No laboratory work is to commence without a risk assessment signed by the PI/supervisor.
* The risk assessment must be reviewed when any changes are made to the equipment, materials, procedure, or personnel.
* Technical staff can stop work if no risk assessment is in place or if, in their opinion, there is a risk to safety.
* Examples of how to complete this form are available at [www.hse.gov.uk/risk/casestudies/](http://www.hse.gov.uk/risk/casestudies/)
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| **Project name:** |  |
| **Location of work:** |  |
| **Principal Investigator/supervisor:** |  | Signed: | Date: |
| **Assessment prepared by:** |  | Signed: | Date: |
| **Description of the work:** |  |
| **Names of persons carrying out the work:** |  |

| **Brief description of task.** | **What are the hazards? (e.g., slips, falls from height, cleaning fluids)** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Action by whom?** | **Action by when?** | **Done** |
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| **Record of review.** *This risk assessment must be reviewed when any changes are made to the equipment, materials, procedure, or personnel and at least once every 12 months. Note if changes are made to the risk assessment or the assessed activity is no longer undertaken.* |
| **Name**  | **Position** | **Summary of changes** | **Signature** | **Date** |
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