



Health & Safety Risk Assessment Guidance



Ref: CF:005:06	RE: Guidance on Completion of General Risk Assessment Form		
Issue date:	October 2017	Revised date:	October 2022
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:	<p>When conducting risk assessments consideration should be paid to the risk presented and the means of avoiding and mitigating any such risk so far as is reasonably practicable.</p> <p><i>It is responsibility of local management to implement any remedial actions identified.</i></p> <p><i>The following provides an explanation on how to complete a General Risk Assessment Form</i></p>		

Key Amendments

<i>Section</i>	<i>Amendment</i>
<i>Pg 1 Note:</i>	<i>Removed reference to 2 meter distance</i>



*Risk Assessor to be recorded for OSH risks only.

**Where the risk being assessed relates to an OSH risk please ensure that the HAZARD and associated risk are recorded on the form. All other risk assessments require a risk description only.

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 management 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					
**HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES		ADDITIONAL CONTROLS REQUIRED	ACTION OWNER	DUE DATE
Identify the hazard and describe who might be harmed and how, where and when.	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.		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.	Enter the name (s) of the responsible person(s) for implementation of each control measure.	Enter the date by which implementation of the additional controls to mitigate the risk are due.
INITIAL RISK RATING			Risk Status		
Likelihood	Impact	Initial Risk Rating	Open	Monitor	Closed
Rating of risk is carried out taking account of existing control measures. Please refer to HSE Risk Assessment Tool for assignment of likelihood and impact scores and the rating of risk.			Each of the risk should be assigned a risk status. <ul style="list-style-type: none"> •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 		