



		Health & Safety Risk Assessment Guidance	
Ref: CF:005:07	RE: Guidance on Completion of Generic Risk Assessment Form		
Issue date:	October 2017	Revised date:	October 2023
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:	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. <i>It is responsibility of local management to implement any remedial actions identified.</i> <i>The following provides an explanation on how to complete a Generic Risk Assessment Form</i>		



Health and Safety Generic Risk Assessment Form (Enter Hazard being assessed)	
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
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 Note For task specific (work activity) risk assessments, refer to Section 5.4.2 of GD: 004 Guideline Document Re: Completion of OSH Risk Assessments	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 Manager of the function/service in which the risk is identified
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 OSH Risk Assessment only
Objective being impacted: Compliance with OSH Legislation and the maintenance of a safe and healthy work environment	¹Risk Assessor(s): Insert names of those completing the risk assessment

² HAZARD & RISK DESCRIPTION			EXISTING CONTROL MEASURES			ACTIONS [ADDITIONAL CONTROLS] REQUIRED			³ 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.
⁴ Inherent Risk			⁵ Residual Risk			⁶ Target Risk			Risk Status		
Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Likelihood [1-5]	Impact [1-5]	Rating [Likelihood x Impact]	Open	Monitor	Closed

Inherent Risk - For OSH risk assessments document the Inherent risk only where there is no documented risk assessment with identified controls for the hazard being considered

Risk Status - 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

¹ Risk Assessor required for OSH risks only.

² Where the risk being assessed relates to an OSH risk please ensure the HAZARD and associated risk are recorded. Other risk assessments require a risk description only.

³ Person responsible for the action.

⁴ Rating **before** consideration of existing controls.

⁵ Rating **after** consideration of existing controls.

⁶ Desired rating **after** actions.