Health & Safety Risk Assessment Guidance

Ref: CF:024:05	**RE: Guidance on Completing a Cytotoxic Drug Risk Assessment**		
Issue date:	November 2015	**Revised date:**	October 2023
Author(s):	National Health & Safety Function		
Legislation:	Under the **Safety Health and Welfare at Work (Carcinogens) Regulations, 2001, as amended 2015 and 2019** it is the duty of the employer to identify the hazards and assess the risks associated with the risk of exposure to carcinogens (Cat. 1A and 1B) and/or mutagens (Cat.1A and 1B) in the workplace. For the purpose of this risk assessment, all cytotoxic drugs (to include Cat. 2 carcinogens, Cat. 2 mutagens and**/or reprotoxins** (including teratogens)) (Cat R1A/B and R2) will be considered as subject to the Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001. All risk assessments must be in writing and include the necessary control measures to eliminate or minimise the risks documented and implemented. When conducting risk assessments where Cytotoxic Drugs are involved consideration must be paid to the risk of exposure and the means of avoiding and mitigating any such risk so far as is technically possible. *It is the responsibility of local management to implement any remedial actions identified.*		
Note 1:	Detailed guidance to support the carrying out / review of risk assessments is available in the GD:002 HSE Guideline on the Safe Handling of Cytotoxic Drugs		

Cytotoxic Drug Risk Assessment Form - Part 1 of 2	
Division:	**Source of Risk:**
HG/CHO/NAS/Function:	**Primary Impact Category:**
Hospital Site/Service:	**Risk Type:**
Dept/Service Site:	**Name of Risk Owner (BLOCKS):**
Date of Assessment:	**Signature of Risk Owner:**
Unique ID No:	**Risk Co-Ordinator:**
Objective being impacted:	**[1]Risk Assessor(s):**
Description of Work Activity: *Describe the work activity being undertaken:*	
A separate risk assessment must be completed for powders (prior to reconstitution); capsules/tablets; and liquids. Tick as appropriate: *Powders ☐ Capsules / tablets ☐ Liquids ☐*	
Identify the Cytotoxic Drugs covered by this risk assessment: (Please cross reference to database or attach drug list)	

[1] Risk Assessor required for OSH risks only.

Cytotoxic Drug Risk Assessment Form - Part 2 of 2				
[2]HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ACTIONS [ADDITIONAL CONTROLS] REQUIRED	[3]ACTION OWNER	DUE DATE
Describe the risk associated with the activity being undertaken and the frequency and duration of potential exposure during the task. (refer to Step 2 of GD:002 HSE Guideline on the Safe Handling of Cytotoxic Drugs 2021).	Detail the control measures in place – include all measures to eliminate or reduce the risks to include • Engineering controls • Administrative controls to include SOPs • Training • PPE • Health surveillance • Spill/Incident management For further guidance refer to Step 4 of GD:002: HSE Guideline on the Safe Handling of Cytotoxic Drugs 2021	Detail the measures necessary to eliminate or further reduce the level of risk. Consider the hierarchy of controls: Elimination / substitution/ engineering / administrative/ PPE. Consider the interim and long term measures	Enter the name of the responsible person 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

[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.