



Health & Safety Risk Assessment Guidance



Ref: CF:004:02	RE: Guidance on Completion of Biological Agents Risk Assessment Form		
Issue date:	November 2017	Revised Date:	June 2020
Author(s):	National Health & Safety Function		
Legislation:	Under Section 19 of the <i>Safety, Health and Welfare at Work Act, 2005</i> 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>Please note exposure to COVID-19 may present a health risk to staff and others at our places of work. It is essential that the latest public health advice is followed and suitable control measures identified and implemented to mitigate the risk of COVID-19 infection.</p> <p>When conducting Biological Agents 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>Where 2 metre worker separation cannot be ensured a specific activity risk assessment must be conducted and alternative protective measures must be put in place e.g. comprehensive hygiene measures, minimising the frequency and time staff are within 2 metres of each other, minimising the number of staff involved in the task, physical barriers, provision of face masks.</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 Biological Agents Risk Assessment Form. To assist you in completing the Biological Agents Risk Assessment, it is essential that the following documents are available:</i></p> <ul style="list-style-type: none"> • <i>HSE Policy on the Management of Biological Agents in the Healthcare Sector.</i> Available here • <i>HSA (2013). Code of Practice for the Safety, Health and Welfare at Work (Biological Agents) Regulations.</i> Available here • <i>HSA (2014) Guidelines to the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013.</i> Available here 		



*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 Biological Agents 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

**HAZARD & RISK DESCRIPTION	EXISTING CONTROL MEASURES	ADDITIONAL CONTROLS REQUIRED	ACTION OWNER (i.e. the Person responsible for the action)	DUE DATE
Describe the activity being undertaken and the frequency of exposure. Identify the hazard i.e. Biological Agent(s), their Classification and the route of exposure. Refer to the 2013 Code of Practice for the Safety, Health & Welfare at Work (Biological Agents) Regulations 2013 Identify number & category of employees who might be affected. Describe the associated risk . E.g. Risk of infection from potential exposure to Hep B, to nursing staff through inoculation when giving injections on a daily basis	Detail the existing control measures taking account of Schedule 2, 3, 4 & 5 of the Safety, Health and Welfare (Biological Agents) Regulations 2013, and Schedule 2, 3 & 4 of the Code of Practice 2013. When examining the existing control measures, consider their adequacy, method of implementation and level of effectiveness in eliminating or minimising risk to the lowest reasonably practicable level	Detail the measures necessary to eliminate or further reduce the level of risk taking account of Schedule 2, 3, 4 & 5 of the Safety, Health and Welfare (Biological Agents) Regulations 2013, and Schedule 2, 3 & 4 of the Code of Practice 2013. Consider the interim and long term measures.	Enter the name of the person responsible for implementation of each additional 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 risks 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