

## **Monitoring and reviewing**

It is a management responsibility to monitor the effectiveness of the measures on an ongoing basis. As part of the assessment process a target date for reviewing the assessment must be set.

<b>Risk rating score</b>	<b>Action</b>	<b>Review recommendation</b>
1 - 4	Broadly acceptable - No action required	Every 1-2 years
5 - 9	Moderate - reduce risks if reasonably practicable	Every 6-12 months
10 -15	High risk - priority action to be undertaken but interim arrangements required immediately	After interim arrangements every 3 months
16 -25	Unacceptable - action must be taken IMMEDIATELY	Immediately

If you consider the risk is controlled to an acceptable level, then once the assessment is recorded, monitor the situation and review it at intervals. Reviewing a risk assessment does not necessarily mean repeating the whole process. If the existing controls in place are still considered adequate, just make a record of that.

However, if the assessment is no longer considered valid then it must be revised by undertaking a further assessment. This should cover the tasks, hazards and groups at risk which the existing control measures are no longer adequate.

The following events could mean an assessment needs reviewing:

- If there is a significant change like a new machine or new work process
- Investigation into an accident
- Information from monitoring incident report forms and absence records
- Results of safety inspections
- New information about the hazards
- Changes to legislation
- Increased number of defects or faults reported
- Departmental restructure
- If it is suspected to be no longer valid.

### **Dynamic risk assessment**

In some cases unexpected or temporary changes may require amendments to be made to control measures - A change in weather conditions for example, or if the heating breaks down.

If these changes happen there is no need to carry out a new assessment, just record any changes on the risk assessment form.

## **Training identified in the risk assessment**

As part of the control measures, the risk assessment will be used to determine the level of instruction and training needed for each activity.

Faculties, schools and services are responsible for:

- Identifying the training needs of their managers and employees, and keeping appropriate records
- Organising suitable training courses where they are not available on a corporate basis.

Training, whether formal or informal, must enable employees to:

- Understand hazards, risks and methods
- Apply control measures
- Use PPE where appropriate
- Implement emergency procedures.

## **Instruction**

In general terms, instruction should ensure employees do not endanger themselves or others through exposure to hazards. Employees should know the following;

- What to do, what precautions to take and when they should take them
- The requirements of any safety procedures relating to their work
- What to do in case of an emergency
- Who to contact if they have concerns about health and safety arrangements.

As part of normal management procedures, records should be kept of elements of instruction given to employees.

## **Keeping records**

The risk assessment forms and any associated documents should be filed for easy retrieval and reference. They should be kept for a minimum of three years after being superseded or after work has stopped, whichever is the earlier. The original signed risk assessment should be kept in the team's health and safety file.

Employee-specific risk assessments such as pregnant workers' assessments and disability risk assessments should be kept on personnel files.

In the event of an incident that results in a medium or high level investigation, the relevant risk assessment should be attached to the sentinel incident report form before it is sent to health and safety services. They will then be in a position to provide any extra control measures.