

Who can carry out a risk assessment?

The University will provide training for staff carrying out risk assessments - the type of training will depend on the complexity of the risk assessments.

To untrained or inexperienced managers, undertaking risk assessments can lead to confusion, and even fear of health and safety matters. This is why only a "competent person" should carry out the assessments.

A competent person is someone who has knowledge of the:

- Work involved through personal experience
- Principles of risk assessments and preventing risks
- Specific subject under assessment, through training for example

Risk assessor courses are currently provided centrally, and managers who have passed this course should be competent to carry out a basic risk assessment. Additional professional advice is available from health and safety services for the more complex and technical areas of risk assessment such as electricity, noise and vibrations.

Job-specific health and safety competency

On some occasions, health and safety skill is an integral part of the role. Additional health and safety training is required where the job involves:

- Specific technical and health and safety input
- Reviewing other peoples risk assessments

Risk assessment log

Each faculty, school or service should create and maintain an up-to-date risk assessment log. This is a central record of all the risk assessments carried out, and you can see an example of the risk assessment log in Appendix 2

The purpose of the risk assessment log is to enable information to be exchanged within schools and across the University, avoiding duplication of effort and creating consistency. The log will also:

- Identify common assessments, allowing best practice to be shared through a consistent approach and easy exchange of information
- Highlight areas that still require assessment
- Highlight assessments that are due for review
- Track outstanding actions arising from the risk assessment
- Target key areas for audit
- Provide an effective monitoring tool for senior management