

HAZARD/RISK ASSESSMENT  
(Management of Health and Safety at Work Regulations)

It is the responsibility of everyone in the school to make a hazard and risk assessment of their proposed work. If this identifies a risk then a written assessment must be completed, this can be done using the form below, (special and exceptional hazards require a more detailed written assessment). Completed Hazard/Risk Assessment Documents must be lodged with the School Safety Advisor before the work commences. Where appropriate this document must be completed by the Research Supervisor and fully discussed with all workers involved. Discussion with the SSA and the USRPA may also be necessary. The assessment needs to be reviewed and updated with any changes in the activity and with any relevant additional information that may become available

- A. Location.....
- B. Activity.....
- C. Nature of Hazard/Hazards. (Refer to attached extra pages if necessary)  
E.g., Fire, mechanical, electric shock, rotating machinery, violent reaction.  
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- D. Procedures to control the hazard. (Refer to attached extra pages if necessary)  
(This can include reference to Local Rules or other sources of information.)  
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- E. Actions to be taken in case of emergency.  
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- F. Actions to be taken in event of any failure of services.  
(E.g. water, electricity etc.)  
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- G. Disposal of residue/waste, if appropriate.  
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I have read and noted the above hazards and risks and will observe the required safety procedures.

Name..... Signature..... Date.....

Name..... Signature..... Date.....

Name..... Signature..... Date.....

Name..... Signature..... Date.....

Name..... Signature..... Date.....

Name..... Signature..... Date.....

Supervisor

Name..... Signature..... Date.....