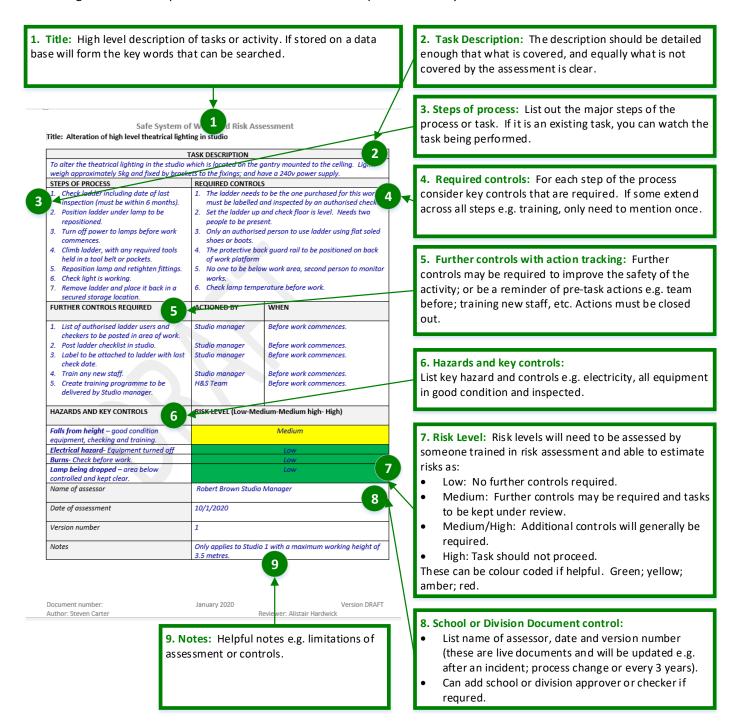
## Procedure and Guidance for the completion of the Safe System of Work and Risk Assessment for well defined tasks or processes DRAFT

- This guide is designed to provide practical information for the completion of this assessment form, and will generally be used by staff who have a good level of awareness of risk assessment or have had specific training. It is important the individual completing this has a clear understanding of hazards, controls, and risk (how to assess severity and likelihood).
- The guide uses a sample assessment to show what a completed form may look like.



## **Local Arrangements**

- The division or school using this process should ensure assessment is completed by named members of their team who have appropriate risk assessment experience or training.
- Process should include how these assessments are logged, communicated and reviewed. It is acceptable to have a copy (possibly laminated) near the work tasks if it involves multiple end users.
- Further advice and guidance is available from the Health and Safety Team