



Best practice in risk assessment

– One day training course –



BACKGROUND

Risk assessment is the keystone of the safety management process providing the foundation on which all effective health and safety performance is based. Risk assessments should be performed by competent personnel, involve the personnel whose work they apply to and legally must be written down. Best practice involves a five-step process the first of which involves identification of hazards posed by materials, equipment, chemicals and work activities. This can be achieved by a site tour or inspection, review of documents and materials and consultation with staff.

COURSE OBJECTIVES

On completing this course the participant will be able to do the following in their workplace:

- ▶ Understand legal obligations in relation to risk assessments,
- ▶ Identify physical, health, chemical, biological agent and human-factor hazards,
- ▶ Understand hazardous chemical dangers, correct labelling & Safety Data Sheets (SDS),
- ▶ Gather and evaluate information about hazards (including hazardous chemicals),
- ▶ Perform general and chemical risk assessments in a competent manner,
- ▶ Determine and prioritise best practice control measures to reduce risk levels,
- ▶ Source additional information about hazards and their safe management.

PRE-REQUISITES

Some safety knowledge would be beneficial, but no previous knowledge is required.

COURSE PROGRAMME (WHAT YOU WILL LEARN?)

- ▶ General (background) and health and safety legislation particularly related to risk assessment,
- ▶ Identification and classification of hazards,
- ▶ General risk assessment and chemical risk assessment,
- ▶ Sourcing of information (use of labels, websites and other data sources),
- ▶ Principles of risk control,

- ▶ Pro-active risk assessment, review, management of change and updating of management measures,
- ▶ Identification of information, instruction and awareness needs for employees,

Case studies, discussions and interactive, practical training exercises including site-specific risk assessments will be used to reinforce delegates' learning.

COURSE E-BOOK, REFERENCE MATERIAL & MANUAL

A comprehensive e-book provides supplementary reading while relevant reference materials provide additional information for improving your risk assessment knowledge. The course manual contains copies of the course presentation slides along with detailed footnotes, case studies, risk assessment templates. E-mail and phone support is also provided.

WHO SHOULD ATTEND?

This course is suitable for anyone involved performing risk assessments or health and safety checks including line managers, supervisors, safety officers, safety reps and general staff.