

Unit IG2: Risk Assessment

Checklist for learners - V4

Use this checklist to help you ensure that you have covered the IG2 assessment minimum criteria.

Important note: You must read the guidance document 'Unit IG2: Risk assessment – Part 1 Guidance for learners' to guide you the step-by-step instructions on how to complete your assessment.

Criteria	Tick when done
Part 1: Description of the organization and methodology used	
Organization description (150 – 200 words)	
 Name of the organization 	
Site location	
 Number or workers employed 	
 General description of the organization must include: 	
 Products manufactured/services offered 	
 Types of activities 	
Work shift patterns	
 Description of the area to be included in the risk assessment 	
 NOTE: Must be detailed to give a clear image of the organization 	
 Any other relevant information, ex. 	
Who has the day-to-day responsibility for health and safety in your organization.	
How you carried out the risk assessment (methodology used) (100 – 200 words)	
 Sources of information that you consulted 	
■ Who you spoke to	
■ How you identified:	
The hazards	
What is already being done	
 Any additional controls/actions that may be required 	
 Also include anything else that is relevant to the completion of the risk assessment 	
 NOTE: This section can be completed after you have completed your risk assessment 	
Part 2: Risk assessment	
NOTE: You must use the table in Part 2 of the assessment pack to complete the risk assessment.	
Identify a minimum of 10 hazards	
Identified hazards are taken from at least 5 hazard categories. Hazard categories are the IG2 topic headings, from Elements $5-11$.	
Risk assessment must include details on:	
Column 1:	
 the hazard category 	
■ the hazard	
NOTE: describe the hazard as much as possible	
Column 2:	
 who may be harmed 	
how may be harmed	
■ risk	
likelihood	
consequence	<u> </u>
Column 3:	
 what you are already doing to control the hazard 	
NOTE: the control was done already, and the verb must be in the past tense	



Column 4: • what further controls / actions might be needed • NOTE: use the hierarchy of control and the prevention and control measures in ILO-OSH 2001, Section 3.10.1 in deciding on further controls • Column 5: • what the timescales are for completion of each action • NOTE: each control must have timescales • Column 6: • the role of the person responsible for completing each action • NOTE: each control must have person responsible for the implementation • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider all the relevant persons to complete the control • NOTE: consider the column blank, if nothing to include write N/A. DO NOT include images, drawings, etc. Columns 3 and 4 work together. If you are already doing enough to control the risk, there will be a lot of controls listed in column 3 but very few in column 4 (you might even just note that no further action is necessary). On the other hand, if you have very few controls in place, column 3 will contain very little and column 4 will contain a lot more. • Part 3: Prioritize 3 actions with justification • Part 3: Prioritize 3 actions with justification • NOTE: You must use the table in Part 3 of the assessment pack to prioritize your actions and justify your selection. • Pick what you consider to be the 3 highest priority/most urgent actions needing attention. • For ALL ACTIONS justification: • For ALL ACTIONS justification: • For ALL ACTIONS justification: • For ACTION 1 justificat			
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account justification for the timescale that you make the your flow accomment for the		·	
action			
describe whether you think the action will fully control the risk			
For ACTION 2 justification:		,	
Second action priority			
■ Specific legal arguments (100 – 150 words)			
■ Legal arguments must be based on the International Labour Organization's (ILO)			
Conventions, Recommendations, and Codes of Practice.			
 You may also include country-specific legislation, but this will not be marked. 			



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does the same timed exist in other parts, statistically sites of the organization	
■ How effective each of your chosen actions is likely to be in controlling the risk (100 – 150 words)	
describe the intended impact of each action	
 describe justification for the timescale that you indicate in your risk assessment for the action 	
describe whether you think the action will fully control the risk	
For ACTION 3 justification:	
Third action priority Specific legal arguments (100 – 150 words)	
Specific regarding (100 150 words)	
 Legal arguments must be based on the International Labour Organization's (ILO) Conventions, Recommendations, and Codes of Practice. 	
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You may also include country-specific legislation, but this will not be marked. Consideration of likelihood and severity (75 – 150 words)	
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■ How effective each of your chosen actions is likely to be in controlling the risk (100 – 150 words)	
describe the intended impact of each action	
 describe justification for the timescale that you indicate in your risk assessment for the 	
action	
 describe whether you think the action will fully control the risk 	
Part 4: Review, communicate and check	
NOTE: You must use the tables in Part 4 of the assessment pack to complete the review, communicate and check	
exercise.	
Set a realistic review date for the risk assessment (50 – 100 words)	
 when you would review the risk assessment 	
 why you would review the risk assessment 	
Findings of the risk assessment are to be communicated (verbal or written and the methods to be used, ex. email,	
noticeboards) (100 – 150 words)	
 how the risk assessment findings will be communicated 	
 who needs to know the findings 	
Follow up on the risk assessment actions (100 – 150 words)	
 how you will follow up to check that the identified actions have been carried out 	