

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)	
<ul style="list-style-type: none"> ▪ Name of the organization ▪ Site location ▪ Number of workers employed ▪ General description of the organization must include: <ul style="list-style-type: none"> ▪ Products manufactured/services offered ▪ Types of activities ▪ Work shift patterns ▪ Description of the area to be included in the risk assessment <ul style="list-style-type: none"> ▪ NOTE: Must be detailed to give a clear image of the organization ▪ Any other relevant information, ex. <ul style="list-style-type: none"> ▪ 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)	
<ul style="list-style-type: none"> ▪ Sources of information that you consulted ▪ Who you spoke to ▪ How you identified: <ul style="list-style-type: none"> ▪ 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	
<i>NOTE: You must use the table in Part 2 of the assessment pack to complete the risk assessment.</i>	
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:	
<ul style="list-style-type: none"> ▪ Column 1: <ul style="list-style-type: none"> ▪ the hazard category ▪ the hazard <ul style="list-style-type: none"> ▪ NOTE: describe the hazard as much as possible ▪ Column 2: <ul style="list-style-type: none"> ▪ who may be harmed ▪ how may be harmed <ul style="list-style-type: none"> ▪ risk ▪ likelihood ▪ consequence ▪ Column 3: <ul style="list-style-type: none"> ▪ what you are already doing to control the hazard ▪ NOTE: the control was done already, and the verb must be in the past tense 	

<ul style="list-style-type: none"> ▪ Column 4: <ul style="list-style-type: none"> ▪ 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 	
<ul style="list-style-type: none"> ▪ Column 5: <ul style="list-style-type: none"> ▪ what the timescales are for completion of each action ▪ NOTE: each control must have timescales 	
<ul style="list-style-type: none"> ▪ Column 6: <ul style="list-style-type: none"> ▪ 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 	
<p>IMPORTANT NOTE:</p> <p><i>DO NOT leave the column blank, if nothing to include write N/A. DO NOT include images, drawings, etc.</i></p> <p><i>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.</i></p>	
<p>Part 3: Prioritize 3 actions with justification</p>	
<p><i>NOTE: You must use the table in Part 3 of the assessment pack to prioritize your actions and justify your selection.</i></p>	
<p>Pick what you consider to be the 3 highest priority/most urgent actions needing attention.</p>	
<p>Give a justification:</p>	
<ul style="list-style-type: none"> ▪ For ALL ACTIONS justification: Moral, general legal and financial arguments (300 – 350 words) <ul style="list-style-type: none"> ▪ The legal arguments must cover requirements that would apply to all workplace situations such as those under the ILO’s Occupational Safety and Health Convention (C155). 	
<p>Give a justification:</p>	
<ul style="list-style-type: none"> ▪ For ACTION 1 justification: <ul style="list-style-type: none"> ▪ First action priority ▪ Specific legal arguments (100 – 150 words) <ul style="list-style-type: none"> ▪ 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. ▪ Consideration of likelihood and severity (75 – 150 words) <ul style="list-style-type: none"> ▪ consider the current control measures ▪ estimate the likelihood of occurrence ▪ estimate the severity of occurrence ▪ types of injury, ill-health or harm likely to be seen ▪ the number of workers at risk ▪ how often the activity is carried out ▪ how widespread the risk is ▪ does the same threat exist in other parts/ branches/divisions/sites of the organization ▪ How effective each of your chosen actions is likely to be in controlling the risk (100 – 150 words) <ul style="list-style-type: none"> ▪ 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 	
<ul style="list-style-type: none"> ▪ For ACTION 2 justification: <ul style="list-style-type: none"> ▪ Second action priority ▪ Specific legal arguments (100 – 150 words) <ul style="list-style-type: none"> ▪ 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. 	

<ul style="list-style-type: none"> ▪ Consideration of likelihood and severity (75 – 150 words) <ul style="list-style-type: none"> ▪ consider the current control measures ▪ estimate the likelihood of occurrence ▪ estimate the severity of occurrence ▪ types of injury, ill-health or harm likely to be seen ▪ the number of workers at risk ▪ how often the activity is carried out ▪ how widespread the risk is ▪ does the same threat exist in other parts/ branches/divisions/sites of the organization ▪ How effective each of your chosen actions is likely to be in controlling the risk (100 – 150 words) <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ Third action priority ▪ Specific legal arguments (100 – 150 words) <ul style="list-style-type: none"> ▪ 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. ▪ Consideration of likelihood and severity (75 – 150 words) <ul style="list-style-type: none"> ▪ consider the current control measures ▪ estimate the likelihood of occurrence ▪ estimate the severity of occurrence ▪ types of injury, ill-health or harm likely to be seen ▪ the number of workers at risk ▪ how often the activity is carried out ▪ how widespread the risk is ▪ does the same threat exist in other parts/ branches/divisions/sites of the organization ▪ How effective each of your chosen actions is likely to be in controlling the risk (100 – 150 words) <ul style="list-style-type: none"> ▪ 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	
<i>NOTE: You must use the tables in Part 4 of the assessment pack to complete the review, communicate and check exercise.</i>	
Set a realistic review date for the risk assessment (50 – 100 words)	
<ul style="list-style-type: none"> ▪ 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)	
<ul style="list-style-type: none"> ▪ how the risk assessment findings will be communicated ▪ who needs to know the findings 	
Follow up on the risk assessment actions (100 – 150 words)	
<ul style="list-style-type: none"> ▪ how you will follow up to check that the identified actions have been carried out 	