

APPENDIX 3: STFC - LINE MANAGER/SUPERVISOR RISK ASSESSMENT (RA) CHECK LIST

This checklist is designed to help line managers and supervisors assess their RAs to ensure they are 'suitable and sufficient' and meet the STFC standards for RAs.

RA Ref.		RA Assessor:			
RA Title:					
Checklist		Yes	No	N/A	
1. General					
a. Has the activity/task being assessed been explicitly described? <small>(It is important to complete all fields in the top brown box of proforma. If operation of equipment is being assessed, is it possible to add a picture of equipment in final box?).</small>					
b. Have all those with relevant knowledge and experience been involved in the undertaking of the assessment? <small>(Have all parties involved in activity been consulted? Operators of equipment? Any specialist advice obtained e.g. Radiation hazards – Radiation Protection Adviser/Supervisor (RPA/S) or Radiation Waste Adviser; or Biological hazards - Biological Safety Officer?)</small>					
2. Activity [first column of STFC proforma]					
a. Have all significant hazards been identified? <small>(Significant hazards are those with the potential to cause harm to the individual, e.g. working at height or the environment, e.g. a large diesel spill. Remember nothing should sound nasty/painful, those are 'outcomes' for the second column).</small>					
3. Who and How [second column of STFC proforma]					
a. Have the persons at risk been identified? <small>(All individuals or groups who are exposed to the hazards should be included, even those not directly related to the activity. They may need a separate horizontal line in the assessment if different groups are subject to different control measures).</small>					
b. Has it been noted how persons are at risk? <small>(The "how" people are at risk is needed to put the control measures in context, and show that they are sufficient).</small>					
4. Current Controls in place [third column of STFC proforma]					
a. Are existing controls suitable – are the risks ' as low as reasonably practicable '(ALARP)?					
b. Has the control hierarchy been followed? <small>(If possible, leave the hierarchy from proforma in place and indicate N/A where there are no entries to demonstrate control measures were considered in this order, i.e. eliminate/substitute then engineering controls, followed by administrative controls and lastly PPE).</small>					
c. Are all persons undertaking activity competent? <small>(If it is not clear who is doing the work – it may be generic – then the required training, skills and knowledge to perform the work safely should be indicated).</small>					

5. Risk Calculation			
a. Is the level of residual risk acceptable in your opinion? (Could any action/intervention lower the risk even further, even if risk is currently low?)			
b. Have any future actions been entered on Evotix Assure? (It is important that these actions are Specific, Measurable, Achievable, Realistic and Timely).			
6. Environment			
a. Has RA considered how waste arising from a task or activity will be managed - can it be re-used or recycled before direct disposal?			
b. Has use of raw materials: chemicals; equipment; or utilities (gas, water, electricity) been considered and their use minimised?			

Specific Issues raised by the check list to be addressed:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....