



Managing safely - project - delegate guidance

Introduction

As part of the *Managing safely* course, you have to complete a project and have it assessed. You'll be expected to carry out a risk assessment based on your own work environment. You will need to record the risk assessment on either your company's designated form or the one provided by the trainer. Do not submit any additional material in support of your project work. You can complete the project either by hand writing or typing it onto a printed copy.

Before returning your project, check that it is fully completed including your name, date and signature. **This project must be your own work.**

When you've completed your work, you should return it to your training provider by the date they have advised.



Managing safely - project

Instructions

Please read all the instructions before starting work on your project.

The risk assessment project is broken down into a number of stages, which should flow from start to finish, telling a complete story of your **work area** and the **hazards, risks and their required controls** within it.

Your trainer has advised you of the risk assessment form to use for this process.

For this risk assessment project, it is important that you only choose hazards that are not currently adequately controlled.

Your risk assessment **must** show the following about your work area:

- A brief description of the work area being assessed
- A brief description of the tasks being performed in the work area
- A listing of four (4) hazards in the work area, with each one followed through the risk assessment process
 - List who may be harmed by the hazard
 - State how they may be harmed
 - Describe the risk controls already in place
 - Calculate a risk rating – using the IOSH 5 x 5 matrix or an appropriate company-specific system
 - Describe any additional controls needed
 - Calculate a risk rating for the new controls (the residual risk)
 - State who will action or monitor any further controls
 - State when the actions or monitoring needs to take place

In addition it must also show the following basic information:

- Your name
- Date and time of the risk assessment
- Your training provider's name
- Your signature
- The risk assessment review date

If you are using the IOSH risk assessment project template, we recommend that you use:

- the 5 x 5 risk rating calculator
- the action level table – for further controls

If you are using your own company risk assessment form for the project, we recommend that you provide a copy (to the trainer) of

- the risk rating guidance.