

## PSA2 Conduct a risk assessment in the workplace

### Overview

This standard is about carrying out a risk assessment in the workplace, including identifying risks and hazards and taking steps to reduce or eliminate these.

You will be required to assess the level of risks, recommend appropriate actions and review the assessment in line with any changes.

This standard covers dynamic risk assessment as well.

## Performance Criteria

### What you must be able to do:

1. define what activities the risk assessment covers
2. check that you have all the information you need to carry out the risk assessment
3. identify the legislation, regulations and industry standards that must be adhered to
4. recognise your own limitations and know when to seek expert advice and guidance as required
5. consider and select the methods for identifying hazards associated with the work activities being assessed
6. identify areas and activities in the workplace where potential hazards to health and safety are likely to occur
7. assess the level of risk and consider how the risks can be controlled to minimise harm
8. control and manage the risks following the hierarchy of controls
9. record the findings in line with legislation, regulations, industry standards and workplace requirements
10. communicate the risk assessment to all those affected by the activities in the agreed format and within the agreed timescale
11. review the risk assessment to identify new hazards arising from changes in the workplace or in working practices
12. update the risk assessment in line with the review, and inform everyone affected by the changes
13. review, evaluate and share suggestions for future improvements as required

## Knowledge and understanding

### What you need to know:

1. the purpose, legal implications and importance of carrying out risk assessments
2. the responsibilities for carrying out risk assessments in line with legislation, regulations, industry standards and workplace requirements
3. your legal duties for health and safety in the workplace, as required by the Health and Safety at Work Act
4. methods of identifying risks and hazards, such as checking production information, direct observation, reviewing accident records, speaking to employees and drawing on previous experience
5. the work environment and the activities of people in the workplace where the risk assessment is carried out
6. how the production process, location, and personnel can impact risks and hazards
7. information and resources required for carrying out risk assessments
8. your own limitations, job responsibilities, and capabilities and when and where to seek expert advice and guidance
9. how to record, communicate and review the risk assessment
10. how to reduce and mitigate risks in accordance with the hierarchy of controls
11. the importance of remaining alert to the presence of hazards throughout the workplace