

Risk assessments help us identify what could cause harm and what we can do to prevent it.

Safe systems of work explain the correct way to carry out tasks.

Always follow risk assessments and safe systems of work – they keep you and others safe.

01 WHAT IS A RISK ASSESSMENT?



- A risk assessment looks at work areas, tasks and activities.
- It identifies hazards that could cause harm or damage.
- It puts controls in place to reduce the risk.
- We review it regularly and when things change.

02 HOW WE CARRY OUT A RISK ASSESSMENT



- Look for hazards in the area and activity.
- Decide who might be harmed and how.
- Identify the level of risk (High, Medium, Low).
- Put control measures in place.
- Record the findings and share with the team.

03 EXAMPLES OF HAZARDS



- Slips, trips and falls
- Manual handling / awkward lifting
- Chemicals and cleaning products
- Electrical equipment and cables
- Working at height (e.g. stepladders)
- Sharps, broken glass or spillages

04 CONTROL MEASURES



- Remove the hazard if possible.
- Reduce the risk using safe systems, equipment or training.
- Use the right equipment and PPE.
- Keep work areas clean, tidy and well maintained.
- Follow all instructions and signage.

05 SAFE SYSTEMS OF WORK



- Always follow the safe system of work.
- Do not take shortcuts or use unsafe methods.
- If you're unsure, stop and ask.
- Your safety and others comes first.

06 YOUR ROLE



- Read and understand risk assessments and safe systems.
- Follow all controls and procedures.
- Report hazards, risks or changes immediately.
- Help keep our workplaces safe for everyone.

THE RISK MANAGEMENT PROCESS



IDENTIFY
Find hazards – what could cause harm?



ASSESS
Who might be harmed and how serious?



EVALUATE
Decide the level of risk (High, Medium, Low)



CONTROL
Put control measures in place



REVIEW
Check regularly and update if needed



KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 What is the main purpose of a risk assessment?
- 2 Name two examples of hazards in a cleaning environment.
- 3 What should you do if you find a new hazard?
- 4 Why is it important to follow safe systems of work?
- 5 When should risk assessments be reviewed?



TRAINING RECORD

I confirm that I have received, read and understood the content of Module 19 – Risk Assessments & Safe Systems of Work.

Employee Name: _____ Date: _____
Employee Signature: _____ Date: _____
Trainer Name: _____ Date: _____
Trainer Signature: _____ Date: _____

i This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.