

UNIT NG2/IG2: Risk assessment

Checklist for learners

You may wish to use this checklist to help you make sure that you have covered the minimum criteria for the NG2/IG2 assessment.

Important note: this checklist **must not** be used on its own. It **must** be read in conjunction with the guidance document '*Unit NG2/IG2 Risk assessment - guidance and information for Learning Partners and learners*'. This document provides step-by-step instructions on how to complete the assessment.

Criteria	Tick when done
Part 1: Description of the organisation and methodology used	
The description includes:	
The name of the organisation	
The site location	
Number or workers employed	
The general description of the organisation which includes: products manufactured/services offered; types of activities; shift patterns	
Description of the area to be included in the risk assessment, Any other relevant information	
Outline how the risk assessment was carried out this should include: sources of information consulted, who you spoke to, and how you identified hazards, how you decided what is already being done, how you decided on additional controls/actions	
Part 2: Risk assessment	
Minimum of 10 hazards	
The identified hazards are taken from at least 5 hazard categories	
Each column of the risk assessment table has been completed with relevant and realistic detail for each of the identified hazards	
Part 3: Prioritise 3 actions with justification for the selection	
3 actions have been selected	
Justification includes:	
Moral, legal and financial arguments	
Consideration of likelihood and severity for each action	
• Detail on how effective the action will be in controlling the risk for each action (the intended impact of the action; justification for the timescale that you indicated in your risk assessment; and whether you think the action will fully control the risk.)	
Part 4: Review, communicate and check	
Realistic review date given	
Reason for review date given	
Indicate how the risk assessment findings will be communicated	
Indicate who the risk assessment findings will be communicated to	
Indicate how you will follow up to check that the identified actions have been carried out	