

# UNIT NG2: 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 assessment.

**Important note:** this checklist **must not** be used on its own. It **must** be read in conjunction with the guidance document '*Unit NG2: 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
<b>Part 1: Description of the organisation and methodology used</b>	
The description includes:	
The name of the organisation	
The site location	
Number or workers employed	
The general description includes: products manufactured/services offered; types of activities; shift patterns	
Description of the area to be included in the risk assessment	
Methodology used to include: sources of information, who was consulted and how you decided on the additional control measures	
<b>Part 2: Risk assessment</b>	
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 <b>each</b> of the identified hazards	
<b>Part 3: Prioritise 3 actions with justification for the selection</b>	
3 actions have been selected	
Justification includes:	
Moral, legal and financial arguments	
Likelihood and severity considered for <b>each</b> action	
Detail on how effective the action will be in controlling the risk for <b>each</b> action (consider each of the 3 areas listed on page 10 of the guidance document)	
<b>Part 4: Review, communicate and check</b>	
Realistic <b>review</b> date given	
Reason for <b>review</b> date given	
Indicate how the risk assessment findings will be <b>communicated</b>	
Indicate who the risk assessment findings will be <b>communicated</b> to	
Indicate how you will follow up to <b>check</b> that the identified actions have been carried out	