

The Risk Assessment Process

Step 1: Identify potential and actual hazards

Employers have a duty to assess the health and safety risks faced by their staff. Your employer must systematically check for possible physical, mental, chemical and biological hazards.

Step 2: Decide who may be harmed, and how

Identifying who is at risk starts with your clinics full and part-time employees. Employers must also assess risks faced by self employed staff, visitors, patients and other members of the public on their premises.

Step 3: Assess the risks and take action

Consider how likely it is that each hazard could cause harm. This will determine whether or not your employer should reduce the level of risk. Even after all precautions have been taken, some risk usually remains. Employers must decide for each remaining hazard whether the risk remains high, medium or low.

Step 4: Make a record of the findings

Employers with five or more staff are required to record in writing the main findings of the risk assessment, but we would advise that all businesses complete this task as it demonstrates a professional attitude towards risk. This record should include details of any hazards noted in the risk assessment, and action taken to reduce or eliminate risk.

This record provides proof that the assessment was carried out, and is used as the basis for a later review of working practices. The risk assessment is a working document. You should be able to read it. It should not be locked away in a cupboard.

Step 5: Review the risk assessment

A risk assessment must be kept under review in order to ensure that agreed safe working practices continue to be applied and take account of any new working practices and Government advice.

The information in this document is not exhaustive and members must consider the specific conditions of each individual place of work and comply with all applicable legislation, including the [Health and Safety at Work etc. Act 1974](#)

Please also consult the [IPC Manual for England](#).

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