

5 steps to risk assessment

Step 5: Review



Reviewing risk assessments ensures the control measures you have in place remain effective. You should also review risk assessments where there are changes which need to be reflected in the risk assessment, this might include changes to:

- 1 Employees.
- 2 The way work is done.
- 3 Equipment or substances used.
- 4 The work environment.
- 5 Legislation applicable to your workplace and activities.

Sources of information which can help with reviewing your risk assessments include:

- Results of inspections and surveys.
- Feedback from employees.
- Data from work related accidents, near misses or cases of work related ill health.
- Health surveillance reports.
- New information on hazards provided by equipment or chemical manufacturers.
- Information on hazards from reputable sources such as safety alerts from the [Health and Safety Executive](#).

Remember

- 1 Always **record** any changes you make to a risk assessment.
- 2 **Update** any action plans to address risks.
- 3 **Communicate** revised risk assessments, as necessary.
- 4 It is a good idea to **record revised assessments** as new versions so you can demonstrate changes and continual improvement.