# Risk assessment for changes

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| Describe the background and the purpose for the change(s): |
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| **The change mainly covers (several options can be specified):**[ ]  Redevelopment of existing premises[ ]  Changes to existing premises (new ventilation, etc.)[ ]  New construction/change of premises[ ]  Changed tasks[ ]  Changed work content[ ]  Changed working hours[ ]  Other (specify what): | [ ]  Changes in work equipment (machinery, tools etc.) /technology/  pressurized devices, etc.[ ]  New work equipment/technology/pressurized devices etc.[ ]  New chemical product(s)[ ]  Staff changes/reorganization[ ]  Staff reduction[ ]  New group compositions/teams |
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| **Which school/organizational unit/premises is affected by the change(s)?**  |
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| **Which workers/teams are affected by the change(s)?** |
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| **Fill in the table when new work equipment/technology/pressurized devices, etc. have been purchased** |
| Life expectancy | Planned time interval for regular inspections by the user of the equipment | The regular inspections are performed by | Planned time interval for controls by engineer, technician, etc. | The controls are performed by |
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## Risk assessment and action plan

1. Risks and sources of risks: A risk is the combination of the probability of occurrence of harm and the severity of that harm, in the form of death, personal injury or ill health. Write down which different tasks and situations that might pose a risk. Describe how the risk may arise. If protective measures have already been taken, please note these.
2. Risk assessment: The assessment of risks needs to be carried out in the light of general experience at work and the procedures applied. It is important to draw knowledge from compilations of ill health, accidents, incidents etc. Information can be obtained from research in this area and from general statistics, for example on occupational injuries.

Low risk**:** Risk that can cause insignificant or rapid transient illness/damage to person, organization, environment or property.

Medium risk: Risk that can cause significant illness/injury (first aid treatment) to a person, organization, environment or property. Alternatively, an acceptable risk that occurs frequently.

High risk: Risk that can cause serious and/or permanent illness/ injury to a person (sick leave/permanent injury), organization, environment or property or alternatively significant risk that occurs frequently.

1. Description of actions: Low risk is acceptable until further notice/within a certain period of time and does not need to be addressed. Medium risk and high risk are addressed before the activity begins. Actions can address the risks at work by trying to remove them or by reducing the risk of the worker being exposed to them.
2. Elimination: can the hazard be eliminated altogether e.g. by eliminating the need to do the job?. If elimination is not possible can something less harmful be used instead e.g. using fiberglass as an insulating material instead of asbestos?
3. Engineering: can the hazard be isolated from the person e.g. through machine guarding dust/fume extraction, sound dampening devices or the person being isolated from the hazard e.g. by installing handrails or other barriers or changes to materials and equipment?
4. Administration: where the other preferable controls are not possible or not sufficient on their own are there other controls available such as training, written procedures, permits to work for high risk activities, job rotation, job sharing, changes to work methods considered?
5. Personal Protective Equipment (PPE) – the least preferred option because it is totally dependent on the individual to use, wear it and maintain it correctly. The problem is the hazard is still there so exposure to the hazard will occur if the PPE is not used correctly.
6. Responsible for actions: A person is appointed to be responsible for the implementation of the action.
7. The action shall be completed: type the relevant date.
8. Actions carried out: If the actions have not succeeded in reducing or eliminating the risk, or if they have created new risks, new actions needs to be defined. If the planned actions have not been performed, you need to contemplate why, what risks this has caused, and update the action plan.
9. Responsible for actions carried out: The employer.

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| Date:  | Student safety representative: |  |
| Chief:  | Safety representative: | Employee: |
| Signature chief: | Signature safety representative: | Time of the next planned risk assessment: |

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| Risk assessment | Action plan |
| **A. Risks and sources of risks***Risk assessment of the inherent risks and other risks that may arise).* | **B. Risk assessment** | **C. Description of actions***(Low risk is acceptable until further notice/within a certain period of time and does not need to be addressed. Medium risk and high risk are addressed before the activity begins).* | **D. Responsible for actions** | **E. The action shall be completed:***(date)*  | **F. Actions carried out** *(date)* | **G. Responsible for actions carried out***(Employer)* |
| **Low** | **Medium** | **High** |
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