

PTCL Personal Risk Assessment Form

Name of worker:

Name of supervisor:

Supervisors should categorise work to be carried out as follows:

- A** Work which may only be undertaken with senior supervision.
- B** Work which may only be started after taking supervisor's advice.
- C** Tasks for which it is considered that workers are already adequately trained and competent.

The nature of any risks must be defined, e.g. toxicity, explosion, lasers, flammability etc. A formal risk assessment should normally be prepared for operations in categories **A** and **B**, outlining the methods of work and safeguards to be used. The person who is to supervise **A** and **B**-type risks must be identified. In the absence of the supervisor, the standard PTCL deputizing arrangements will apply (a copy of these arrangements is available from the Head of Laboratory's secretary).

Work	Hazard	Category	Supervisor
General Laboratory Practice		C	

Supervisor's signature

Signature of student/employee..... Date:

One copy of this form must be retained by the supervisor; and a second copy given to the PTCL Safety Officer. The form should be updated if there is a significant change to the work undertaken. It must be reviewed, altered if necessary, and re-signed annually. (16.12.04)