# Risk Assessment Form

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| Name of researcher doing assessment: | |
| Date: | |
| Project Name: | Partner Name: |

The risk assessment form is meant to help researchers perform a thorough safety evaluation of the research project to identify potential hazards, find mitigation measures, and strategize emergency plans.

Form Procedure **-** The risk assessment form shall be completed according to the following stages below:

* After project kickoff meeting, researchers shall conduct a thorough site-specific safety evaluation of the research project according to the checklist questions enclosed in the risk assessment form. This evaluation shall be conducted before commencing the project.
* Risk assessment shall also be performed when the project changes to pose new risks and at any time the researcher feels the need to conduct when the project is ongoing.
* The completed risk assessment form shall be dated, signed by assessor (Safety Coordinator), signed by supervising manager, and filed in researcher’s project folder.
* A final copy of the completed risk assessment form shall be sent to the safety coordinator and supervising manager.

Activity/Procedure being assessed:

Known or expected hazards and risks associated with the activity:

What are the possible consequences? How likely are these consequences to occur? What is the possible severity of the harm?

Who is at risk?

Measure to be taken to eliminate the hazard or lower the level of risk?

Is there a risk of the control measures failing? What would be the consequences be?

Training requirements:

Level of risk remaining:

Action to be taken in an emergency:

References, if any:

Signature of assessor:

Signature of supervising Manager:

Contact:

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