



**Risk Assessment**

# **Module 6**

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Health & Safety  
**Essentials**

Registered charity number 207890

# Review your assessment and update if necessary

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In this module you will learn the importance of keeping assessments up to date; the records required and how to make sure controls are working properly.

## Reviewing assessments

Changes happen in workplaces all the time, and new people, new equipment, new procedures or substances can mean that there are new hazards created and people exposed to risk. It is therefore good practice to review your assessments

**A risk assessment should be reviewed immediately if:**

- **There is any reason to suppose that the original assessment is no longer valid**, e.g. evidence from the results of examining and testing engineering controls, reports from supervisors about defects in control systems; or the results from any monitoring exposures
- **Any of the circumstances of the work should change significantly, new persons are involved and especially a change which may have created new hazards or increased risk.**
- **The requirement is for a regular review of the assessment.** This does not mean that the whole assessment process will have to be repeated at each review. The first purpose of review is to see if the existing assessment is still suitable and sufficient, and to re-examine existing control measures. If it is, then you do not need to do any more.
- **If it appears that the assessment is no longer valid.** It does not mean that the whole assessment has to be revised. Only those parts that do not reflect the new situation need amending.
- **After an accident or other significant incident.**
- **New information about a hazard becomes available.**

**A risk assessment should be revisited to ensure that it is kept up to date and applicable persons should do this regularly.**

Whether or not there is any real change in the situation, there is an absolute requirement to ensure the risk assessment remains valid. Gradual change over a period of time may go unnoticed and the assessment becomes not fit for purpose by default. The date of the first review and the length of time between successive reviews will depend on type of risk, the work, and the employer's judgment on the likelihood of changes occurring. It makes sense to review the assessments on a regular basis but the frequency of review depends on the type of risk, the work and the supervisor's judgment on the likelihood of changes occurring.

