*Note: This is a template. Delete this red text in your finished version. Before use, the text below must be adapted to the local conditions at the school.*

Routines for Risk Assessments

*This document was last reviewed [date] by [name]*

## Purpose

The school is accountable for the health and safety of its students and employees. Assessing risk in science and chemistry education is part of the overall risk management process. According to national law and practice, risk assessments should be documented in an appropriate format. This applies to demonstration experiments, experimental work done by students, and preparatory work. This routine describes how to proceed.

Further information: [chesse.org/risk-assessment](https://chesse.org/risk-assessment)

## Ready-made risk assessments

## Some experiments have a risk assessment included in the description. Such ready-made risk assessments are great starting points. However:

* Consider if the risk assessment is suitable for your use. Be aware that safety considerations may change over time and vary with factors such as class size, classroom facilities, and the age group.
* If you find the risk assessment suitable, copy the page with the assessment.
* Write the date for the experiment and the class that will be using it on the page.
* Make notes if you want to change or add safety measures, either in general or if there are precautions that need to be implemented on this occasion due to the class, the room, or special circumstances.
* Keep the risk assessment and your notes for documentation.

## Risk assessment of new experiments

* Before practical preparatory work, a demonstration, or a student experiment, assess risk by filling out the risk assessment, a template can be found on [chesse.org/risk-assessment](https://chesse.org/risk-assessment). Remember to save the document with an appropriate name.
* If there are precautions that need to be implemented due to the class, the room, or special circumstances, but that you think would not normally be necessary, write these in the rubric “Comments”.
* Keep the risk assessment for documentation.
* For record keeping and future use, keep a version of the risk assessment in the school’s common risk assessment folder, accessible for all staff in the science department. This can be found in *[folder name and location]*.

## Risk assessment of repeated experiments

* When doing an experiment for which a risk assessment already exists, locate the risk assessment in the school’s common risk assessment folder, which can be found in *[folder name and location]*.
* Read the risk assessment and consider if it is suitable for your use. If not, make the necessary changes.
* Consider if the class, the room, or special circumstances require implementing precautions in addition to those already listed in the existing risk assessment. In that case, change the information or add it in the rubric “Comments”.
* Keep the updated risk assessment for documentation.

## Revision of risk assessments

* As hazard information and other considerations may change over time, risk assessments should be revised on a regular basis. If the risk assessment is more than five years old, reassess the experiments, checking all information as if you were making a new assessment.
* Update the risk assessment if needed and change the date for when the risk assessment was done (and by whom, if relevant).
* Keep the updated version of the risk assessment in a common file folder that all teachers can access. This can be found in *[folder name and location]*.