

## Guidance Note on the Method to Risk Assess Biological Agents

1. Identify The Hazards - Ensure that you have a readily accessible list of the names all the biological agents (BAs) that staff, students and visitors are/may be exposed to in the course of their work/study.
2. Decide Who Is At Risk - Ensure that you know who is at risk from the BAs. Inexperienced and unsuspecting persons are at greater risk to themselves and others, as are persons who may be immunocompromised.
3. Evaluate The Risks - Assess the nature of the risks to persons from these BAs making a priority listing with the most hazardous BAs the top. Decide whether existing precautions are adequate or should more be done.
4. Record Your Findings - You must keep a written record of the assessments (and other necessary documentation) for submission to the university Safety Office, and you may be requested by enforcement agencies to produce evidence on the risks you have found and how you manage them.
5. Review Your Assessments – Enforce the implementation of risk reduction measures. Encourage staff feed back. Ensure appropriate safety training is undertaken. Note the introduction of new BAs and /or new techniques and practices. Write new risk assessments or incorporate work changes into existing assessments.