

Review a Risk Assessment or Risk Register

Health and safety risk assessments and Hazard Risk Registers require regular formal review to ensure new hazards are captured, controls remain current and they are reviewed in line with the University risk acceptance criteria review frequencies.

Details on the required review frequencies and recommended process steps are available within the following documents:

- *Hazard Risk Register Procedure*
- *Hazard Risk Assessment Procedure*

Within the [Riskware WHS risk register](#) there are two processes by which a risk assessment or risk register review can be conducted using the online system:

- Clone a risk (page 1)
- Formal review (page 3)

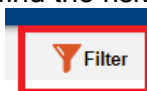
Using the 'Clone a Risk' Process to complete a review

The **Clone a Risk** process involved creating a copy of the Risk Assessment or Risk Register you wish to review.

Whilst this means the original Risk Assessment/Register must be **Archived** once the reviewed and updated Risk Assessment/Register has been approved, the benefit is that this process enables the risk assessment/register to be:

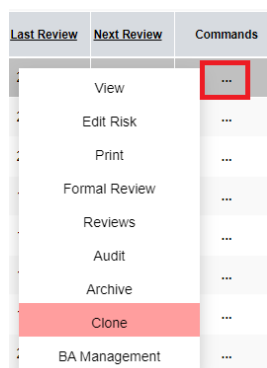
- Saved in draft form during the review process
- Worked on over multiple sessions such as in workshops
- Peer reviewed by subject matter experts

1. Navigate to the WHS Risk register and find the risk you wish to review. You can use the



“filter” button to search for specific risks.

2. Select the three dots under commands next to the Risk Assessment you wish to copy, then click “Clone”.



- Once you select the Clone icon, you will be prompted with a message asking whether you wish to clone the risk assessment. Once you click 'ok' you will receive a message in the Information tab advising the Risk assessment has been cloned and placed in your 'My Draft Risks' tab.

Information



Risk Cloned and has been placed in your Draft Risks for completion

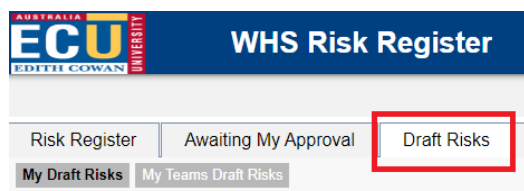
The new Risk assessment will be an exact copy of the original risk assessment content except:

- There will be a new risk reference number
- The status will be Draft
- The Risk Owner will be the user who cloned the risk
- The Business Unit will change to the Business Unit of the new Risk Owner
- The Affected area will change to the location of the new Risk Owner



You will need to ensure the Business unit and Affected Area are updated within the Risk assessment to reflect the correct Business Unit and Affected area if the Risk Owner has changed.

- From the "draft risks" tab, Double Click on the cloned risk assessment to open the content.



All fields and content from the original risk assessment will appear and these can be edited to reflect the outcome of the risk review. This includes adding or deleting risk factors, existing controls, evaluating control effectiveness for existing controls, changing risk ratings and adding new proposed controls.

In order to be able to track the connection to the original risk assessment/register, it is recommended the risk reference number from the original risk you are reviewing is written in Notes section on Page 1.

Notes:



Original risk reference 619.
Annual review conducted 19.12.22

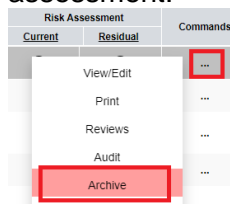
Record all
general notes
for this Risk
Assessment

- Once the risk assessment/register has been saved and any peer reviews conducted

(using the reviewer icon ) , it can be submitted for approval.



- Once the reviewed risk assessment/register is approved, the original risk assessment must be archived as it is no longer current.


This process is conducted by the WHS Risk Coordinator or WHS Risk Administrator by selecting the Archive button in the Commands bar next to the appropriate risk assessment.



Please note the new risk reference number in the archive risk comments and click save:

Archive Risk Assessment
✕


 **Save**
 **Help**

 To archive this Risk Assessment enter the reason(s) for archiving and click the Save button. To abort this operation, close this window (red cross top right).

Replaced by risk reference number 619 as part of annual review.

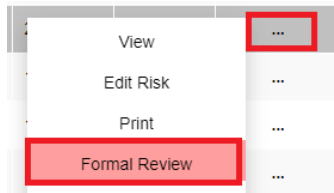
Review Risk Using the 'Formal Review' Process to complete a review

The **Formal Review** of the Risk assessment or Risk Register takes you through steps where an official review is undertaken to the existing risk assessment and changes and notes can be made.

	<p>Please note that a Formal review can only be conducted by the Risk Owner or WHS Risk Coordinator.</p> <p>A Formal review can't be saved in draft form and must be submitted directly to the Risk Approver at the conclusion of the review.</p> <p>If you wish to conduct the review over multiple sessions, be able to review a draft version or send the draft risk review for subject matter expert peer review, you will need to use the "Clone a Risk" Process to complete the review.</p>
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To complete a formal review, please follow the instructions below.

1. Navigate to the WHS Risk register and select Formal review from the commands section



2. The Risk Review screen will be displayed.


Risk Review

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Step 1 of 5 - Risk Review

You are about to commence a formal review of risk **Nursing Research Survey**. The purpose of this review is to check that all risk sources have been identified and that proposed treatments are current and effective.

The process involves viewing and making adjustments (if necessary) to risk descriptions, controls and ratings. All treatments that are 100% complete will have been moved automatically into "current controls". At the end of this process, the formal review for this risk will be completed.

Follow the steps to conduct the review and click 'next'  to progress to each step.

- In Step 1 of the **Formal Review**, read the details of the review process and click **Next** to continue to Step 2.
- In Step 2 of the **Formal Review**, enter/select the **Review Date** and the people that make up the **Review Team**. Click **Next** to continue to Step 3.
- In Step 3 of the **Formal Review**, make any updates to page 1 of the Risk Assessment form. Ensure the appropriate risk approver is selected. Click **Next** to continue to Step 4.
- In Step 4 of the **Formal Review**, make any updates to the **Risk Factors**, **Existing Controls**, **Control Effectiveness** of each Existing Control, **Current Rating**, **Proposed Controls** and other details. After making any adjustments, click on the **Next** button.
- In Step 5 of the **Formal Review**, enter your **Review Notes** (any comments related to the review) and click the **Submit** button to save your changes.

Remember – once you select Submit the reviewed risk will be sent to the Risk Approver to approve. The reviewed risk can't be saved in draft or further modified.

3. Once the reviewed Risk assessment/Register has been approved, it will appear on the WHS Risk Register with the new review date. Review notes will be accessible under "reviews" in commands.