Check-list for making a risk assessment

What chemicals, solvents &c will be used and what risks are associated with those?

To consider (including but not limited to): Anything toxic, flammable, explosive, pyrophoric, carcinogenic, allergenic or corrosive? Is it possible to substitute toxic chemicals for less toxic (substitution principle)? For M-chemicals there is an appended safety evaluation to ensure no-exposure. Consult your supervisor if you are the least insecure.

What operations, conditions or reactions may involve a risk?

To consider (including but not limited to): High pressure, vacuum, dangerous transfer (risk of spill, splashing), gas evolution, exotherms, transport of reaction vessels.
Running reactions on a large scale (several grams) usually poses special problems and risks

What risks are associated with a possible power/water/ventilation cut off or evacuation?

To consider (including but not limited to): Over-heating, loss of stirring, loss of cooling, measures to take in case of evacuation/loss of ventilation

What risks are associated with post-reaction procedures?
Quench procedures? Handling of contaminated vessels? Any specific waste being generated? Disposal of metals, reactive or smelly compounds

Always consider which safety measures needs to be taken to avoid any risk. Are there any risks associated with personal conditions (pregnancy, illness etc.)?

When in doubt, always discuss with your supervisor or other senior person. This is especially important for unexperienced co-workers, such as diploma workers

If procedures are repeated it is suggested that one refers to the previous risk assessment