



Risk Assessment

Module 8



Health & Safety
Essentials

Registered charity number 207890

Risk assessment overview

Step 1 identify the hazards

- Hazard is the potential to cause harm
- They can be separated into physical, chemical, biological, ergonomic, natural and psychological as a way to assist in their identification
- Look closely and walk around your work area, and process and ask what reasonably can be expected to cause harm
- Remember that hazards do not always present themselves as they can exist for a short time, or not be obvious
- Hazards to health may occur over a long time before effects are seen
- Always ask yourself on an ongoing basis what has changed today and has it created new hazards

Step 2 decide on who might be harmed and how

- Make consideration of who might be harmed by each hazard, and how this harm could occur
- You must also consider those who have special requirements such as new, young or inexperienced workers, lone workers, pregnant or disabled persons
- Consider other persons that enter the area such as supervisors, cleaners, maintenance persons, and security staff.
- Discuss your assessment with those who are familiar with and use the area, and they may identify a group of persons that you may have missed.

Step 3 evaluate the risks and decide on precautions

RISK is the likelihood (probability) that the hazard will actually cause the foreseeable consequence

- You need to assess the likelihood and the severity of the harm that could occur and you should be realistic about the extent of that harm occurring if the hazard is not controlled properly
- Calculate a risk rating from the likelihood and the severity of the harm, so that you can risk rank priority actions for control
- Decide what control is appropriate when considering the level of risk against the hierarchy of controls

Step 4 record your findings and implement them

- Have you noted the significant findings in your risk assessment?
- Have you identified existing controls and further controls to ensure all reasonably practicable measures are being taken so that the remaining risk is low?
- Have you an action plan that covers the main risks most likely to cause harm and it is clear what is required to be completed, by whom, with a target date?
- Have you shared these findings with all those groups of people that could be affected so that they are aware of the hazards, and the control measures in place to protect them?

Step 5 review your risk assessment and update if necessary

- Do you have a system in place that ensures that risk assessments are reviewed on a regular basis?
- Do you look for continual improvement and ask yourself what has changed that means the assessment is no longer valid?
- Have you signed and dated all action plans so that they are completed and reviewed?

