

# RISK ASSESSMENT – EXPLANATION

All Risk Assessments must be recorded. This form provides a straightforward and easy means for you to do this.

There are five main ingredients to Risk Assessments, namely:

- A Hazard identification (A hazard is defined as anything that has the potential to cause harm).
- B Decide who might be harmed and how.
- C Risk evaluation (A risk is defined as the likelihood of that harm happening).
- D Record your findings.
- E Review assessment and revise it if necessary.

To complete a form for any Risk Assessment, use the following guidelines:

- 1 Each form should be completed by a manager or competent person,
- 2 Fill in the top section as indicated.
- 3 Hazard identified – in this section, enter anything that could cause harm e.g. workman falling from ladder, dropping tools on people, ladder hitting somebody, workman landing on pedestrians etc.
- 4 Persons at risk – You must identify everyone at risk. To write "all persons" is not acceptable. As above, enter "workman on ladder, pedestrian, contractors working in area" etc.
- 5 In worst-case outcome – circle the relevant box no.1–4
- 6 Probability rating – circle the relevant box no.1–4
- 7 Control measure. Record what preventative step you have put in place. If we take the example above it would read – control access to area by rope and post. Warning signs or member of staff to be in immediate area whilst work is carried out.

## RISK LEVEL:

Multiply the two numbers circled to find the risk level and act accordingly:

- 12 – 16 Don't do it. Find an alternative way. It is too dangerous.
- 9 – 12 Still dangerous. Situation will need very tight control. Seek alternative if possible.  
Consider using professional advice.
- 6 – 9 You will need to put preventative control measures in place.
- 0 – 6 Should be safe to allow operation with minimum control.

When you have completed your assessment, you should monitor (check) the activity whilst it is being carried out, to ensure that the control measures are adequate. Record your findings and keep both documents together for future reference.

Finally, ensure your assessment is honest and realistic. Remember, if it goes wrong and somebody is injured, you may well be held responsible.