Activity 3: Worksheet 2

# Writing risk assessments

Employers and employees are required by law to protect their employees and coworkers. There is a minimum standard that must be met: identifying what has the potential to cause harm, deciding how likely it is for the harm to occur and how severe the harm would be, and taking action to eliminate the hazard, or at least control the risk.

The Health and Safety Executive (HSE) suggests Five Steps to Risk Assessment which should be followed to ensure risks are controlled as much as possible in the workplace.

## HSE’s Five Steps to Risk Assessment

As you watch the video, add notes to each step which will help you to complete the Five Steps to Risk Assessment, and to help explain the purpose and importance of each step.

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| Step | Purpose and prompts: |
| **Step 1:** Identifying the hazards |  |
| **Step 2:** Deciding who might be harmed and how |  |
| **Step 3:** Evaluating the risks and deciding on precautions |  |
| **Step 4:** Recording findings and implementing them, including completing risk assessment documentation |  |
| **Step 5:** Reviewing your assessment and updating if necessary |  |

## Write a risk assessment

Think about the task you have been assigned and the hazards and risks associated with it. Complete the Five Steps to Risk Assessment for your given activity using the table (page 3) and risk matrix (this page).

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| Risk rating  (likelihood × severity) | | Severity of harm | | | | |  |  | |
| Minimal [1] | Minor [2] | Five day+ injury [3] | Major [4] | Severe  [5] |  | Risk rating | Action to follow |
| Likelihood of harm | Almost certain [5] | 5 | 10 | 15 | 20 | 25 |  | 20-25 | Stop activity |
| Likely [4] | 4 | 8 | 12 | 16 | 20 |  | 12-16 | Urgent action needed |
| Possible [3] | 3 | 6 | 9 | 12 | 15 |  | 8-10 | Further controls to reduce risk as far as reasonably possible |
| Unlikely [2] | 2 | 4 | 6 | 8 | 10 |  | 4-6 | Monitor |
| Improbable [1] | 1 | 2 | 3 | 4 | 5 |  | 1-3 | Acceptable risk - no action required |

|  |  |
| --- | --- |
| Person carrying out risk assessment |  |
| Approved by |  |
| Location |  |
| Activity |  |
| Review date (not more than 1 year after assessment) |  |

Please read the guidelines prior to completing your risk assessment.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards and how they might cause harm | Who might be harmed? | Likelihood of harm | Severity of harm | Risk rating | Control measures | Likelihood of harm with control measures | Severity of harm with control measures | Risk rating with control measures |
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I certify that the appropriate control measures are in place to ensure that hazards are reduced and that the risks are controlled.

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| --- | --- | --- | --- |
| **Signature of person carrying out risk assessment:** |  | **Date of assessment:** |  |