

Guide to Conducting a Risk Assessment

Role Specific

A Risk Assessment should incorporate all the potential 'Hazards' associated to each role within the company all aspects of an activity must be considered.

Physical:

- Lifting
- Moving
- Pushing
- Pulling
- Working in Confined Spaces
- Working at Heights

Environmental. This must consider the specific requirements of an area

- Lighting / Trip Hazards / Activities of Others / Security Risks / Animals / Isolated Areas / Excessive Noise / Poor Housekeeping / Suffocation (CO₂ / CO) / Falling Objects / Internal Transport / Electricity / Fire / Explosion

Psychosocial: Social and Individual Factors:

- Lone Working & Isolation / Pressurised Workload / Overt Conflict & Aggression / Work Schedule / Excessive Targets

Chemical:

- Toxic / Irritant / Carcinogenic / Explosive / Irritant to Skin / Damage to Respiratory System

Health:

- Dust / Vibration / Extreme Temperature

Biological:

- Infectious Diseases

Individual:

- Pregnant Workers / English Skills / Experience Levels

Potential

This is the likelihood that an incident would occur. This should be scored from 1 to 5, with 1 being the least likely and 5 being highly probable

Severity

This is the level of injury that would be sustained in the result of an event. This should be scored from 1 to 5, with 1 being little or no physical risk and 5 identifying that a serious, potentially fatal injury is possible

Identifying Risk Levels

There is an assigned score to instruct on the level of action required:

- 1 – 4 is a low level of risk and requires no action.
A record should still be captured, and a follow up review should be set for 12 months.
- 5 – 12 is a medium level of risk.
This refers to an injury that would result in the need for First Aid treatment to be applied or that could result in an absence from work for up to one week.
If a risk is identified at this level controls must be put in place to reduce the risk level.
Controls can be anything from a change to work practice, removal of duty, training, provision of safety equipment & signage or any reasonable amendment to the practice.
This must be applied with seven days of the assessment being conducted.
- 13 – 19. Is a High level of Risk
This refers to an injury that would result in the need for Hospitalisation or that could result in an absence from work for more than one week.
In the event that this level of risk is identified an immediate response is required with controls being implemented no later than 24 hours after the completion of the Risk Assessment.
- 20 – 25 Is a Severe level of Risk
This means that there is a potential risk to life.
If this level of risk is identified, then all work must stop immediately until controls are put in place and assessed.

Additional Information

In the event that any details of an assessment change, a new assessment should be conducted

All equipment should be Risk Assessed on an individual basis

If there is safety equipment introduced, a risk assessment and appropriate training should be completed.

Photos need to accompany the Risk Assessment document report. These stored on the folder that contains the risk assessment document.

The review date should be defined and no longer than 12 months from the last risk assessment