

#### 14. Completing the Risk Assessment Form.

The risk assessment form should be completed by the appropriate competent person in the department or operational section.

It is intended to be a standard document, which will, in time be audited as part of the overall Health and Safety programme.

It is not intended that managers and supervisors alike should immediately undertake another evaluation or risk assessment, where one has already been completed. But to use this documentation in any new or further risk assessment that is to be undertaken.

The risk assessment form or documents consists of 10 rows or boxes and should be completed in the following manner:-

1.

The name of the department in which the assessment is being undertaken and the name of the person carrying out the risk assessment (the assessor).

2.

The location ie Admin offices, workshop 1, Principals office, Room 15 etc. within the department where the risk assessment is undertaken. Also the date and time of the risk assessment should be recorded.

3.

This part is for any other relevant information that the assessor may wish to make.

4.

The hazard that has been observed.

5.

The possible risk that might arise.

6.

The group or individual whom might be harmed from 4 and 5. This will often help to target the action that is intended to be taken to remove the hazard and ultimately the risk.

Sections 7, 8 and 9 are explained in wider detail under paragraph 16 Risk Analysis.

10.

Outline the action the department intends to take resulting from its risk assessment.

## 15. Action Plans

An action plan document is included at the end of this section which will aid the priority planning process.

Ideally this action plan should be prepared within seven days of completing the risk assessment and shared with other managers, members of staff and through appropriate routes with trade union representatives.

## 16. Risk Analysis

Looking at risk assessment in some detail and using a numerical approach can make it easier to measure. This is sometimes called risk analysis.

Risk analysis means a numerical value is given to the likelihood of a risk occurring and the potential severity of that risk.

How is this done?

It is simply a process whereby a "value" is given to a particular observation.

There is no particular standard, however guidelines are given here.

Risk can be defined as a combination of the hazard severity, with the likelihood of it occurring.

$$\text{Risk Score} = \text{Hazard Severity} \times \text{Likelihood of occurrence}$$

The values are:-

### 16.1 Likelihood of Occurrence

1 = Improbable (Highly Unlikely)  
2 = Possible: (Could happen)  
3 = Probable: (Is likely)

### 16.2 Hazard Severity

1 = Low - doubtful to have any effect or effect will be minimal.  
2 = Medium - could cause injuries resulting with 3 or more days absence.  
3 = High - it could occur resulting in possible hospitalisation.

16.3 So for example, where an occurrence, **Is likely**, to happen it is given a value (or factor) of 3 and where the severity is assessed as **Low** the value (or factor) is 1.

Risk Score	=	Hazard (1) x Severity		Likelihood of (3) occurrence	=	3		Risk = 3 score
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Therefore the analysis would be = 3 Medium Risk (Deal with ASAP) (see Table below).

The following actions should then be carried out by you/your line manager.

<b>Risk Score</b>	<b>Classification</b>	<b>Action</b>
1 =	Very Low Risk	(No Action Required)
2 =	Low Risk	(Non-Urgent Action Required)
3 =	Medium Risk	(Deal with ASAP)
4 =	Fairly High Risk	(Deal with Urgently)
6 =	High Risk	(Deal with Immediately)
9 =	Very High Risk	(Stop Practice until Suitable and Sufficient Improvement Undertaken)

Risk assessment is:-

- ◆ no more than an examination of the workplace and work activities;
- ◆ to identify the measures that need to be taken to minimise work-related injury or disease.

#### 4. Scope and Extent of an Assessment

A suitable and sufficient risk assessment is one that:-

- ◆ correctly and accurately identifies a hazard;
- ◆ disregards trivial risks associated with life in general;
- ◆ determines the likelihood of injury or harm arising, and to whom;
- ◆ quantifies the severity of the consequences and the numbers of people who would be affected;
- ◆ takes into account any existing control measures;
- ◆ identifies any specific legal duty or requirement relating to the hazard;
- ◆ will remain valid for a reasonable period of time;
- ◆ provides sufficient information to enable the employer to decide upon appropriate control measures;

◆ enables the employer to prioritise remedial measures.

What is a Risk and what is a Hazard?

5. Hazard

◆ Anything with the potential to cause harm.

6. Risk

◆ It is the chance, high, medium or low that someone will be harmed by the hazard and the measurement of that harm.