# Conducting a Risk Assessment

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| **Step 1** | Identify the Consequences, or how severely could it hurt someone. |
| **Step 2** | Identify the Likelihood, or how likely is it for an injury to occur. |
| **Step 3 and 4** | Identify the risk priority score, to prioritise your actions. |
| **Step 5** | Apply the hierarchy of hazard control. |
| **Step 6** | Identify who, how and when the effectiveness of controls will be checked and reviewed. |

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|  | | **Step 2: Likelihood** | | | |
| **Step 1: Consequences**  How severely could it hurt someone? | | Very likely, could happen frequently | Likely, could happen occasionally | Unlikely, could happen, but rare | Very unlikely, could happen, probably never will |
| L1 | L2 | L3 | L4 |
| Kill or cause permanent disability or ill health | C1 | Very high risk (1) | Very high risk (1) | High risk (2) | Substantial risk (3) |
| Long term illness or serious injury | C2 | Very high risk (1) | High risk (2) | Substantial risk (3) | Moderate risk (4) |
| Medical attention and several days off work | C3 | High risk (2) | Substantial risk (3) | Moderate risk (4) | Acceptable risk (5) |
| First Aid needed | C4 | Substantial risk (3) | Moderate risk (4) | Acceptable risk (5) | Low risk (6) |

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| **Step 3: Risk priority score** | **Step 4: Action and response** |
| 1 = Very high risk | Stop the activity. Immediate action is required to ensure safety. Safety measures applied must be cleared by the responsible person before any activity recommences.  Proceed with caution. Immediate reporting of emerging or ongoing risk exposure at this level to the responsible person for decision is mandatory. |
| 2 = High risk |
| 3 = Substantial risk | Be aware. Action required as soon as possible to prevent injury or illness  Report these risks to the responsible person during the current shift or before the next shift |
| 4 = Moderate risk |
| 5 = Acceptable risk | Do something when possible. Manage by routine procedures. |
| 6 = Low risk | These risks should be recorded, monitored and controlled by the responsible person. |

## Controlling the risks: the hierarchy of control

Once the risk assessment process has been completed, those hazards identified as being a very high risk or high risk should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls helps to ensure that the most effective controls are implemented.

### Step 5 – Risk control hierarchy

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| **Elimination** | This is the best control measure (for example, remove a trip hazard). |
| **Substitution** | For example, substitute a hazardous chemical with a less hazardous substance. |
| **Isolation** | For example, barricade off the area where the hazard is present. |
| **Engineering** | For example, redesign of tools and equipment, provision of load shifting equipment (trolleys etc.). |
| **Administrative** | For example, written procedures, training, warning signs. |
| **Personal Protective Equipment (PPE)** | Introduce PPE only when other control measures cannot be implemented or as a supplement. |