

# Risk Assessment – the 5 steps

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- What are the hazards?
- Who is doing what, where & when? (WWW)  
AND  
Who else might be affected by what is done?
- What is the degree of risk?
- What do we need to, or can we, do to control (eliminate/minimise) exposure to the risk?
- How will we monitor the work/people?

# What comes first?

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Even **before** the 5 steps – one question:

**What is it we have/want/would like to do?**

We can call this: -

- The task
- The job to do
- The procedure

Everything can be covered in this way

# Hazard and Risk

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**Hazard** the potential to cause harm or damage

**Risk** the chance of that harm occurring

*Calculated as -*

potential **severity** of harm  
(the consequence – or damage)

**x**

**likelihood** of event occurring

# Hazard identification

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- What will I be using/doing?
- How much do I know about what I am using/doing?
- What factors or properties could there be that affect the level of hazard (not risk)?
- Do I really have to do the work/task at all?
- Can I substitute something less hazardous?

# Who is affected by the work?

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- Those who do the work
  - Maturity
  - Experience
  - Health and immune status
  - Medication
  - Disability
  - Pregnancy
- Others in the workplace
- Cleaning and maintenance staff
- Visitors
- External – including neighbours

# Can we work out how high the risk is?

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## Consequence - severity

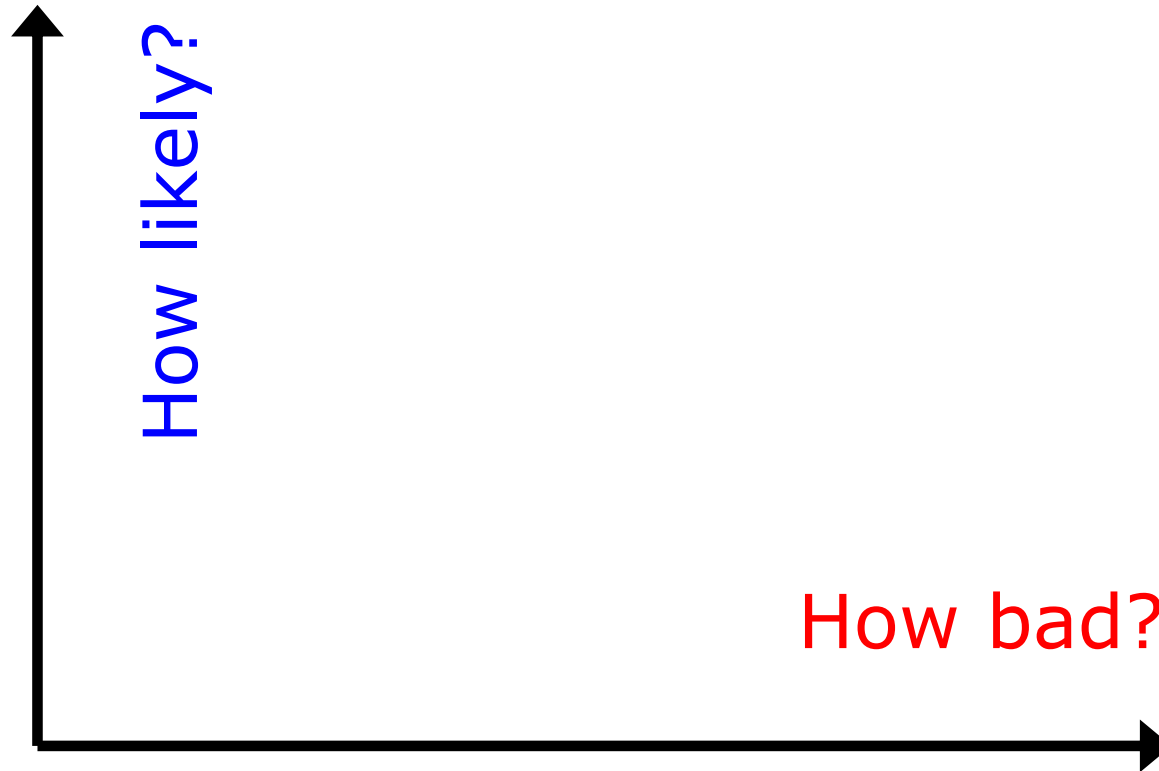
- What could go wrong?
- What is the worst that could happen?

## Likelihood

- How often must it be done?
- How many people do it?
- Is everyone doing it competent and trained?

# Where do our risks fit on the spectrum?

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# Evaluating the risk

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## Likelihood

1. Highly unlikely
2. Possibly
3. Quite likely
4. Very likely

## Severity

1. Slight harm
2. Injury affecting work
3. Serious injury
4. Possible fatality



# Controlling the risk

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**Unacceptable**

– stop doing it until improvements made

**Significant**

- proceed with caution but improvement high priority

**Tolerable**

- OK to proceed but plan to improve

**Insignificant**

- Any improvements low priority

# Controlling the risk

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- Decide measures to be taken
- Implement them according to priority
- Confirm measures appropriate and work