Risk Assessment Checklist

When conducting a risk assessment, it is important you do it in a structured manner. Only by doing so can you ensure consistent results. This can be achieved by following the five steps to risk assessment:

- 1. Identify the hazards, who might be harmed and how.
- 2. Assess the risk.
- 3. Put suitable controls in place.
- 4. Record your findings.
- 5. Review your risk assessment.

1. Identify the hazards, who might be harmed and how

When identifying hazards consider the following areas:

Consider hazards caused by PEOPLE

Hazards caused by people and their characteristic

- People
 - o Age
 - Young
 - More susceptible to hazards due to physical development
 - Low hazard perception due to lack of experience
 - Individual's physical ability
 - Older people
 - More susceptible to hazard due to a physically ageing body
 - Low risk perception due to cultural influence
 - Individual's physical ability
 - Health permanent or temporary ailments
 - New and expectant mother risk levels may change as the pregnancy progresses
 - o Individuals attitude to risk

Consider hazards caused by the ENVIRONMENT

Hazards caused by the environment

- Atmospheric conditions
 - Air temperature, humidity,
 - Air quality
 - Weather conditions

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- \circ Wind, rain, snow etc
- Ambient light Night/Day

Consider hazards caused by BUILDINGS and STRUCTURES

Consider hazards caused by your workspace - buildings, structures, and outside areas

- Work area characteristics
 - o Safe access and egress in normal and emergency conditions
 - o Ambient light conditions
 - Spatial constraints

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- o Level changes
- Shared working areas
- Housekeeping standards
- Public spaces
 - Inability to control or separate public from work activities
 - Inability to control or adjust working space conditions

Consider hazards caused by MACHINERY and TOOLS

Could machinery and tools cause harm due to:

- Unplanned contact with machinery causing
 - o Cuts/lacerations/amputations
 - Impact injury
 - o Burns
 - $\circ \quad \text{Abrasions}$
- Faulty machinery or missing controls
 - Un-serviced machinery, leading to increased risk
 - Faulty or by-passed safety controls
 - Faulty or missing safety guards
 - Exposed electrical components
- Hit by moving vehicle
- Injury caused by entanglement with moving parts
- Exposure to excessive noise
- Exposure to prolonged or excessive vibration
- Exposure to harmful chemicals and substances
- Portable appliances not tested, increasing risk
- Trailing cables
 - Electrical hazards
 - o Trip hazards
- Fire caused by:
 - o Hot machinery
 - o Faulty electrics
 - Poor housekeeping

Consider hazards caused by CHEMICALS

Use, storage and transportation of hazardous chemicals, substance, and pesticides

- Do you use, store or transport hazardous chemicals or substances? If so:
 - Can its use cause a hazard by:
 - Ingestion drinking/eating
 - Inhalation breathing in
 - Absorption contact with the skin
 - Injection Punctured skin (needles)
 - Contact with the eyes
- Pesticides
 - Have you sought competent advice?

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Consider hazards caused by TASK SPECIFIC ACTIVITIES

- Specific tasks bring specific hazards with them
 - Working at Hight
 - Manual Handling
 - o Lifting operations
 - Lone working
 - o Other

2. Assess the Risk

To do this assess the likelihood of an incident occurring (High/Med/Low) and the severity of the injury (High/Med/Low). A combination of both will indicate the level of risk.

- To assess the likelihood, consider:
 - Has this incident occurred in the past? If so, how often?
 - Check your accident records
 - Have any near misses been reported?
 - What level of injury do you think would be the most likely outcome?
 - Minor injury cuts & bruises
 - Major injury broken bones, amputations, blindness etc
 - o Death
- Is it likely to cause harm to multiple people

3. Control the risk

Having assessed the level of risk, any risk deemed to be unacceptable must be reduced to an acceptable level by implementing controls

- When controlling risk, the following hierarchy should be used:
 - Eliminate the hazard. e.g., Do you need to use that hazardous chemical?
 - Reduce the risk. e.g., Reduce the size and distance you need to carry fertilizer bags.
 - Isolate the hazard. e.g., Use guards to keep people away from moving parts.
 - Control. Use managerial processes and controls to reduce the risk e.g., train people in the correct procedure to use when refuelling machinery (Method Statement).
 - Personal Protective Equipment. Only to be used when all other controls are not sufficient.

4. Record your finding

- It is good practice to record you risk assessment, it can help you to:
 - o Communicate your findings to all effected by the activity
 - Provide proof of risk assessment
 - o Review your risk assessment should it be necessary

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5. Review your assessment

Under certain circumstances, it would be prudent to review your risk assessment.

- If any of the following apply, consider reviewing your risk assessment
 - Set a timescale for a periodical review based on the level of risk
 - In the event of an accident or near miss
 - $\circ \quad \mbox{If there is a change in legislation} \\$
 - o If a problem has been reported
 - If you have changed machinery, chemicals, processes etc
 - It is good practice to review, simply to make improvements

Note: The above recommendations do not constitute an exhaustive list of criteria required to conduct every risk assessment. It may be necessary for you to amend according to your own situation.

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