





### Consider hazards caused by TASK SPECIFIC ACTIVITIES

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

Y	N

### 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
  - Death
- Is it likely to cause harm to multiple people

Y	N


### 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.

Y	N

### 4. Record your finding

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

Y	N

## 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
  - If there is a change in legislation
  - If a problem has been reported
  - If you have changed machinery, chemicals, processes etc
  - It is good practice to review, simply to make improvements

Y	N

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.