

INSTRUCTIONS FOR USING THE RISK ASSESSMENT FORM

- 1.** Envisage the task in hand and identify the hazards associated with carrying out the task. These hazards are to be listed and addressed individually in the risk assessment form.
- 2.** Once the hazard has been identified, based on the combination of the likelihood and severity/consequence of the hazard, the risk evaluation score is to be assigned using the risk evaluation matrix on page 2. For example, a hazard which has a likelihood of 'unlikely' and a severity/consequence of 'harmful', the risk evaluation score would be 4 (moderate risk).
- 3.** With the determination of the risk evaluation score, using the recommended response table on page 2, appropriate action is to be planned and implemented.
- 4.** Using the above example of a risk evaluation score of 4 (moderate risk), appropriate controls must be applied to the risk and these must be listed out accordingly in the form along with the person responsible of applying the control and the deadline for completion.
- 5.** Once the controls have been applied, the risk must be reassessed as a whole taking into account the applied controls and once again using the risk evaluation matrix on page 2, a residual score must be obtained.
- 6.** If the residual risk on reassessment is 'Trivial' or 'Tolerable' (scores 1 and 2), then no additional controls are required and only effective monitoring of the task to ensure compliance with procedures is necessary.
- 7.** However if the reassessment of the risk again is 'Moderate', 'Substantial' or 'Intolerable' and yields a score higher than 2, it implies that the applied controls are not sufficient to address the associated hazards and therefore do not bring the risk to a safe level. This would require additional controls to be applied and steps 4 and 5 to be followed once again.
- 8.** This process would continue until the residual risk is eventually brought down to an acceptable level (scores 1 or 2).
- 9.** Effective supervision of the task to be carried out is necessary to ensure that there are no unauthorised and unsafe diversions which could effectively change the entire risk assessment therefore making it inappropriate for the current task.

This form is for guidance purposes only and does not replace any company procedures or applicable statutory regulations.

RISK EVALUATION MATRIX TO OBTAIN SCORE

		Severity/Consequence		
		Slightly Harmful (1)	Harmful (2)	Extremely harmful (3)
Likelihood	Highly Unlikely (1)	Trivial Risk (Score 1)	Tolerable risk (Score 2)	Moderate Risk (Score 3)
	Unlikely (2)	Tolerable Risk (Score 2)	Moderate Risk (Score 4)	Substantial Risk (Score 6)
	Likely (3)	Moderate Risk (Score 3)	Substantial Risk (Score 6)	Intolerable risk (Score 9)

THE TABLE BELOW INDICATES THE RECOMMENDED RESPONSE IN EACH CASE.

Trivial	No action is required.
Tolerable	No additional controls are required. Monitoring is required to ensure control is maintained.
Moderate	Efforts are required to reduce risk. Controls are to be implemented within a specified time.
Substantial	New work not to start until risk reduced. If work is in progress, urgent action to be taken. Considerable resources may be required.
Intolerable	Work shall not be started or continued until the risk has been reduced. If reduction is not possible, the activity shall be prohibited.

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