

# FIVE STEPS TO RISK ASSESSMENT

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## What is a risk assessment?

**Careful examination of what could harm people in your work so that you can decide whether you have done enough to protect them or whether you need to do more**

# The Five Steps

**Step 1** – **IDENTIFY** the hazard

**Step 2** - **DECIDE** who might be harmed and how

**Step 3** – **EVALUATE** the risks and decide on precautions

**Step 4** – **RECORD** your findings and implement them

**Step 5** – **REVIEW** your assessment and update if necessary

## Step 1

### What are the hazards?

Spot hazards by:

- walking around your workplace;
- asking your employees what they think;
- visiting the '*Your industry*' areas of the HSE website or HSE 'Ask an Expert' Infoline 08453450055;
- checking manufacturers' instructions;
- contacting your trade association.

Don't forget long-term health hazards.

## **Step 2**

### **Who might be harmed and how?**

Identify groups of people. Remember:

some workers have particular needs;  
people who may not be in the workplace all  
the time;  
members of the public;  
if you share your workplace think about how  
your work affects others present.

Say how the hazard could cause harm.

### **Step 3**

**What are you already doing? What more do you need to do**

List what is already in place to reduce the likelihood of harm or make any harm less serious. Is it enough? Be honest. What else needs to be done?

## **Step 4**

### **How will you put the assessment into action?**

Remember to prioritise.

Deal with those hazards that are high-risk and have serious consequences first.

Action  
by whom

Action  
by when

Done

## **What further action is necessary?**

You need to make sure that you have reduced risks 'so far as is reasonably practicable'.

An easy way of doing this is to compare what you are already doing with good practice.

If there is a difference, list what needs to be done.

## **Step 5**

Review date:

Review your assessment to make sure you are still improving, or at least not sliding back.

If there is a significant change in your workplace, remember to check your risk assessment and make changes where necessary,

## SUMMARY

- ✓ Don't be afraid
- ✓ Don't put it off
- ✓ Use HSE website
- ✓ Keep it simple/sensible
- ✓ Nothing is risk free
- ✓ Develop and review