

SENSIBLE RISK ASSESSMENT

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- Risk Management

Five steps to risk assessment

A straightforward guide on how to make a risk assessment. How to assess the risks in your workplace.

Principles of sensible risk management

A set of principles that spell out what HSE believes risk management should be about.

Example risk assessments

Examples of what a risk assessment might look like.

Your industry

This page helps you find good practice guidance for your particular industry.

Shops

Convenience store/newsagent

Hairdressing salon

Off licence

Butchers

Betting office

Drycleaners

Cleaning large retail premises

Cleaning a shopping centre concourse

Food preparation and service

Motor vehicles

Motor vehicle repair shop

Motor vehicle showroom

Private hire

Car parking service

Road haulage

Office

Travel agent

Estate agency

Office-based business

General office cleaning

Office work at a manufacturing company

Call centre

Other

Contract bricklayers

Warehouse

Cold storage and distribution

Chilled warehousing

Poultry farm

Plastering company

Woodworking

Village hall

Night club

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 calling HSE Infoline;
- calling the Workplace Health Connect Adviceline or visiting their website;
- 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?**

List what is already in place to
reduce the likelihood of harm or
make any harm less serious.

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,