MENALAC

LET'S TALK SAFETY

SEP 2020

# RISK ASSESSMENTS
## How to understand the need and apply "Best Practice"
## PART 2

### INTRODUCTION

In part one we reviewed how to ensure that an entity has a chance of ensuring a robust health and safety culture through good risk assessments (RA) and their control therein. We covered the steps required to identify hazards within your operation and the importance of always consulting your workforce as they are your **Subject Matter Experts** who will ensure the hazards identified and measures implemented to address these are **suitable**, **sufficient** and that they manage **'significant risk'** in the workplace.


In our second and final section we will be doing a deep dive on how to ensure **Risk** is being perceived in an objective manner and the most commonly used and effective process to follow when creating a **Risk Assessment.**

### PERCEPTION OF RISK

Once all the hazards have been identified and managed accordingly, the matrix process needs to be applied to see what 'level' the risk of the task is at. People often perceive risk in their own way, this is where if not careful, businesses can have discrepancies in their risk assessments resulting in their processes failing.

The most common matric applied is 5 x 5 **(see table 3),** this method helps to control the perception by leading the thought process of the person producing the risk assessment. In effect it challenges the thought process for example, it makes you consider; 'why is the severity of a task medium?'… when in fact it should be low and what is the chance of there being an issue, it ensures an objective rather than subject view.

When completing the Risk ratings, you can use **'S'** for **Severity** and **'L'** for **Likelihood**, we have added a guide which can be seen in (**table 1, Severity)** and (**table 2, Likelihood)** below to help you understand better how to define the various levels.

If you look at **(table 3, Risk Matrix),** you will understand better how (**table 1)** and **(table 2)** come together. We recommend you always think of Risk as being Severity x Likelihood, **(table 3)** gives you the tool you need to allocate the correct score for each risk you need to review.

## PERCEPTION OF RISK (…continued)

At the bottom of (table 3) you will see a multi-colored 'Key', this gives you a clear description of how each risk total can be rated and what action you should be taking (e.g. 1-2 = Low Risk, No Immediate action required, unless escalation of risk is possible).

Finally when aiming to reduce risk by action or control measures, please consider the Hierarchy of Control **(table 4)**. Consider what actions you can take in the order from top to bottom. The higher the control from the table the better.

## RISK ASSESSMENT

Using this form of risk assessment, you can see the original risk rating, then the additional controls and finally the reduced or Residual risk.

| DATE | TASK / PROCESS | HAZARDS IDENTIFIED | GROUPS EXPOSED (Inc. Numbers and Patterns) | EXISTING CONTROL MEASURES | RISK | | | ADDITIONAL CONTROLS REQUIRED | ACTION DATE | DATE COMPLETED | RESIDUAL RISK | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | S | L | RISK | | | | S | L | RISK |
| | | | | | | | | | | | | | |

Your business can decide of the acceptable level of risk, low or moderate. If not acceptable or high or extreme, re consider further controls or the type of controls to reduce the risk to acceptable and As Low As Reasonably Practicable (ALARP)

Risk assessments should be reviewed:

- When something new has been introduced which could cause harm, injury or damage
- After an incident or near miss
- When substantial changes have been made to machinery, processes or procedures.
- Or if none of the above, annually.

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## TABLE 1 - SEVERITY HAZARD CONSEQUENCE

| Area Impact (a) | Insignificant Consequences (Score =1) | Minor Consequences (Score = 2) | Moderate Consequences (Score = 3) | Major Consequences (Score = 4) | Catastrophic Consequences (Score = 5) |
|---|---|---|---|---|---|
| Human Health and Safety | Minor injuries, which may require self-administered first aid. Injured personnel can continue to perform normal duties | Injuries requiring on-site treatment by medical practitioner. Personnel unable to continue to perform duties. | Serious injuries requiring off-site treatment by medical practitioner or immediate evacuation to hospital. Potential long-term or permanently disabling effects. | Single fatality. | Multiple fatalities |
| Production | Incident event without causing production loss. | Production loss or delay up to one week. | Production loss or delay of one week to one month. | Production loss or delay for over one month. | Loss of license to operate or ability to produce indefinitely. |
| Total Cost of Impacts or Incident Event | Financial loss (compensation, fines, cost to repair, plant damage) or less than AED 5,000. | Financial loss (compensation, fines, cost to repair, plant damage) of AED 5,000 - AED50,000 | Financial loss (compensation, fines, cost to repair, plant damage) of AED 5,000 -AED500,000 | Financial loss (compensation, fines, cost to repair, plant damage) of 500,000 - AED10M | Severe financial penalties or legal liabilities. Financial loss (compensation, fines, cost to repair, plant damage) of greater than AED10M |

## TABLE 2 - LIKELIHOOD

| Descriptor | Likely Frequency | Probability |
|---|---|---|
| Rare | Never occurred | 1 |
| Possible | Has occurred | 2 |
| Likely | Has occurred more than once | 3 |
| Often | Occurs several times per year | 4 |
| Frequent | Occurs frequently | 5 |

## TABLE 2 – RISK MATRIX

| Likelihood (From Table 2 ) | Consequence (From Table 1) | | | | |
|---|---|---|---|---|---|
| | Insignificant (1) | Minor (2) | Moderate (3) | Major (4) | Catastrophic (5) |
| Frequently / Almost Certain (5) | 5 | 10 | 15 | 20 | 25 |
| Often (4) | 4 | 8 | 12 | 16 | 20 |
| Likely (3) | 3 | 6 | 9 | 12 | 15 |
| Possible (2) | 2 | 4 | 6 | 8 | 10 |
| Rare ( 1 ) | 1 | 2 | 3 | 4 | 5 |
| 1-2 | Low Risk | No immediate action required, unless escalation of risk is possible. | | | |
| 4-6 | Moderate Risk | Activity or industry can operate subject to management and / or modification. | | | |
| 8-12 | High Risk | Activity or industry should be modified to include remedial planning and action and be subject to detailed OSH assessment. | | | |
| 15-25 | Extreme Risk | Activity or industry should not proceed in current form. | | | |

## TABLE 4 - HIERARCHY OF CONTROL

| | |
|---|---|
| **ELIMINATE the Hazard** | A permanent solution, eliminate the process, material or substance completely. |
| **SUBSTITUTE** | Replace the process, material or substance with a safer one. |
| **ISOLATION** | Isolate the person(s) from the process, hazard, material or substance. |
| **ENGINEERING** | Design or re-design the process material or substance. |
| **ADMINISTRATION** | Limit exposure to the risk through job rotation, procedure or training. Anything involving people doing something |
| **PPE** | Use protective equipment. |

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