



Guidance on assessing project risk

Step 1:	<b>Look for the hazards</b> Identify everything with the potential to cause risk.
Step 2:	<b>Decide who might be harmed by the work activity</b>  For example:        Construction Worker  Member of the Public  Client or Client's Representative employee  Operator  Maintenance Worker  Demolition Worker
Step 3:	<b>Determine the LIKELIHOOD of the hazard occuring</b> Reference 'Table A' on the right for guidance.
Step 4:	<b>Determine the SEVERITY of the impact if the hazard occurs</b> Reference 'Table B' on the right for guidance.
Step 5:	<b>Categorise the Risk</b>  Risk = Likelihood x Severity  Reference 'Table C' below.
Step 6:	<b>Consider actions that may be taken to eliminate, reduce, or control the risk</b>
Step 7:	<b>Reassess the residual risk, following any actions taken.</b>
Step 8:	<b>Complete the Risk Assessment for all hazards identified.</b>

Table A : Guidance on assessing the likelihood of harm arising from a hazard

Likelihood Rating	Guidance on each Likelihood Rating	(Average Frequency)
1	<b>May never happen</b> - Unlikely to occur - only in exceptional circumstances	Once in corporate memory/probability close to zero
2	<b>Possible</b> - Considered unlikely – could occur but its doubtful	Once in a working life / unlikely to occur
3	<b>Probable</b> - Circumstances can be envisaged when it could happen – some time in the future.	Once in five years/likely to occur some time
4	<b>Likely to happen</b> - Quite conceivable – it probably will occur sometime in the future	Once every 6 months / may occur more than once
5	<b>Will happen</b> - Likely to occur immediately or within a short period of time; may even be expected to occur frequently.	Once or more per week / may occur many times

Table B: Guidance on assessing the severity of harm arising from a hazard

Severity Rating	Narrative of Accident	Severity of Accident
1	Superficial injuries; minor cuts / bruises; eye irritation from dust. Nuisance / irritation / discomfort (1-3 days)	Insignificant
2	Lacerations; burns; serious sprains; minor fractures; partial hearing loss; dermatitis; asthma; work related upper limb disorders; ill health leading to permanent minor disability (>3 days)	Minor
3	Amputations; multiple injuries; major fractures; severe life shortening diseases; permanent substantial disability; or many individuals suffering 'moderate' injuries (4-16 weeks)	Serious
4	Injuries or illness resulting in a single fatality, or many individuals suffering severe injuries (>16 weeks)	Critical
5	Injuries or illness resulting in multiple fatalities	Catastrophic

Table C: Risk Catergorisation

Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
Likelihood						

Risk Score	Risk Ranking	Controls Required	<b>NOTE:</b> Significant risks are not necessarily those that involve the greatest risks, but those, including health risks that are:  (a) not likely to be obvious to a competent contractor or other designers,  (b) unusual, or  (c ) likely to be difficult to manage effectively
1 to 5	LOW	Low risk, controlled satisfactorily. Reduce further if reasonably practicable, no further action required, but activity should be monitored to ensure risk does not increase over time	
6 to 10	MEDIUM	Moderate risk, additional controls may be required. Additional Controls should be put in place to reduce risk, if reasonably practicable.	
12 to 16	HIGH	Serious risk, additional controls must be put in place (eg Mitigate / amend design / change option). Controls should be identified to bring risk level down to as low as is reasonably practicable.	
20 to 25	VERY HIGH	Unacceptable level of risk. The activity should not commence until control measures have been put in place to reduce risk to an acceptable level.	