

Risk Assessment Evaluation and Control

Lecture Title: RA Findings & Implement & Review & Update

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**Undergraduate Diploma in
Occupational Health and Safety**

Lecture Aim

- Identify and understand the 4th and 5th step of the Risk Assessment which consists of the findings, implementation, review and update.



Risk Assessment – 5 Steps Process

Risk Assessment can be described as a 5-step process



Aim: To remove the risk or reduce it to a level that is As Low As Reasonably Practicable (ALARP).

Step 4: Record Significant Findings and Implement

Risk Assessment Should be recorded to provide a statement of the hazards in the workplace, the extent of the risks that they present, and the action taken to control those risks.



Step 4: Record Significant Findings and Implement

No Standard Format for risk assessment, so different organizations can adopt a format that is most appropriate to their circumstances. Typical content would include:

1. *Identification of the activity / area assessed and of the significant hazards.*
2. *Identification of groups at risk and those especially at risk.*
3. *Evaluation of the risks and the adequacy of existing control measures*
4. *Action plans for implementing further precautions needed.*
5. *Date of assessment and name of the competent person carrying out the assessment.*
6. *Review Date.*



Step 4: Record Significant Findings and Implement

1. Identification of the activity/area assessed and of the significant hazards

This step defines *what task or area* is being assessed and identifies *what could potentially cause harm* (the hazards). A hazard is anything with the potential to cause injury or ill health — such as machinery, chemicals, noise, electricity, or even poor ergonomics.

Example: Activity/Area - Warehouse loading bay

Significant Hazards:

- Moving vehicles (forklifts, delivery trucks)
- Manual handling of heavy boxes
- Slips and trips from oil or water spills
- Falling objects from shelving



Step 4: Record Significant Findings and Implement

2. Identification of groups at risk and those especially at risk

Determine *who might be harmed* and *how*. This includes employees, contractors, visitors, and sometimes members of the public. Also, consider *vulnerable groups* such as new employees, pregnant workers, young workers, or those with disabilities.

Example: Groups at Risk - Warehouse staff, delivery drivers, and visitors.

Especially at Risk:

- New employees unfamiliar with traffic flow rules
- Temporary staff without proper manual handling training
- Maintenance workers accessing high shelving areas



Step 4: Record Significant Findings and Implement

3. Evaluation of the risks and the adequacy of existing control measures

Assess how likely it is that harm will occur and how severe it could be. Then check whether existing safety measures (controls) are sufficient to minimize risks, or if more are needed.

Example:

Risk: Slipping on spilled liquid

Existing Controls: Regular cleaning schedule, warning signs, non-slip flooring

Adequacy:

Cleaning schedule sometimes not followed during busy shifts → **additional controls needed**

Introduce immediate spill response policy and spill kits in key areas.



Step 4: Record Significant Findings and Implement

4. Action plans for implementing further precautions needed

If risks are not adequately controlled, create an *action plan* specifying what needs to be done, *who* is responsible, and *by when*. Prioritize actions based on the level of risk.

Example: Hazard - Manual handling of heavy items

Further Precautions Needed:

- Provide mechanical lifting aids (trolleys, pallet jacks)
- Conduct manual handling training for all staff
- Rearrange storage to place heavy items on lower shelves

Action Plan:

- Responsible Person: Health & Safety Officer
- Completion Date: 15 November 2025



Step 4: Record Significant Findings and Implement

5. Date of assessment and name of the competent person carrying out the assessment

The assessment must include the date and the name of the *competent person* who completed it — someone with the necessary knowledge, experience, and training to identify hazards and evaluate risks.

Example:

Date of Assessment: 10 October 2025

Assessor: Jane Doe, Health and Safety Coordinator (*List Qualifications*)



Step 4: Record Significant Findings and Implement

6. Review Date

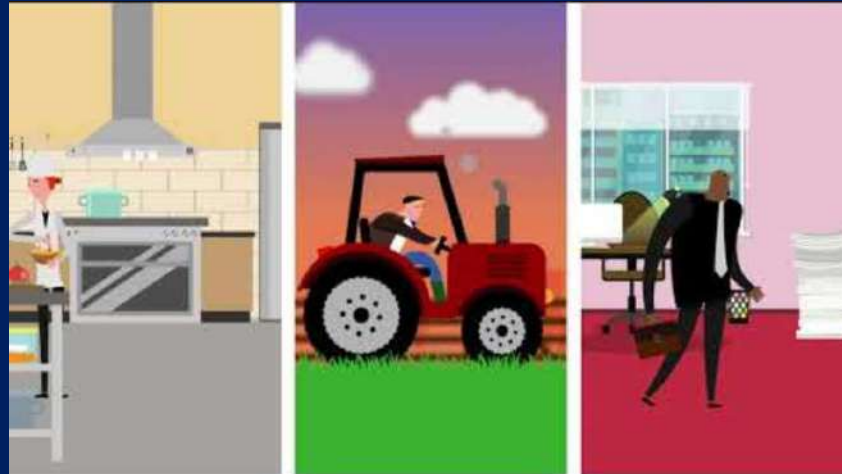
Risk assessments must be *reviewed regularly* — at least annually, or whenever significant changes occur (e.g., new equipment, layout changes, or accidents). This ensures that the assessment remains relevant and effective.

Example:

Review Date: 10 October 2026 or sooner if new machinery is installed or an accident occurs.



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Compilation of H&S Risk Assessment

Potential hazards	People at risk and how?	Actions
Falling from height	Risk to the operative of injury caused by falling from height	<ul style="list-style-type: none">• A maximum platform ups and order
Manual handling	Operatives may receive back and other injuries if correct practices are not adhered to	<ul style="list-style-type: none">• Raising carrying out using and tech• Loads classified

Compilation of H&S Risk Assessment

Risk Assessment examples carried out.



Compilation of H&S Risk Assessment

Risk Assessment examples carried out.



Step 5: Review and Update

Risk Assessment must be reviewed and amended as necessary if there is reason to suspect that it is no longer valid or if there has been a significant change.

A number of situations can trigger a review of a risk assessment – examples:

- Introduction of new equipment or substances
- Change in processes or work methods
- Workplace accidents or near misses
- New legal or regulatory requirements
- Staff changes affecting competency or roles



Step 5: Review and Update

Significant Change – Process

A change in how a job is carried out can introduce new hazards or alter existing ones.

Example: Before: Manual assembly line

After: Automated machinery installed — now risks include entanglement, electrical hazards, and maintenance safety.

Action: Review and update risk assessment to cover new automation-related risks.



Step 5: Review and Update

Significant Change – Substances

New chemicals or materials can bring new health risks, such as inhalation, skin irritation, or flammability.

Example: Switching from a water-based to a solvent-based cleaning product introduces new fire and inhalation risks.

Action: Update COSHH (Control of Substances Hazardous to Health) records and revise control measures



Step 5: Review and Update

Significant Change – Equipment

Introducing new machinery, tools, or technology may require new safety precautions and training.

Example: Replacing manual pallet jacks with electric ones introduces collision and charging hazards.

Action: Train staff, update safe operating procedures, and revise risk assessment



Step 5: Review and Update

Significant Change – Workplace Environment

Changes to layout, lighting, ventilation, or access routes can affect safety.

Example: A new mezzanine level adds fall risks and changes emergency evacuation routes.

Action: Update risk assessments to include working-at-height and evacuation considerations.



Step 5: Review and Update

Significant Change – Personnel

Changes in staff numbers, skills, or experience can affect how safely tasks are done.

Example: Hiring temporary workers with limited experience increases the need for supervision and training.

Action: Review induction and supervision controls in the risk assessment.



Step 5: Review and Update

Significant Change – Legal Standards

When legislation or industry standards change, risk assessments must reflect updated compliance requirements.

Example: New OHSA / HSE regulations on noise exposure reduce permissible decibel limits.

Action: Conduct fresh noise monitoring and update hearing protection policy.



Step 5: Review and Update

Other Triggers for Review

Additional Situations:

After an accident or near miss

After inspection findings or audit recommendations

Following introduction of new work shifts or contractors

When risk controls prove ineffective





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