

Toolbox Talk



**WATERWAY
RECOVERY
GROUP**

Reading a Risk Assessment

What is a Risk assessment?

A risk assessment is used to identify hazards associated with your activities. It identifies who could be harmed, the likelihood of that harm occurring and the severity of injury, damage or illness.

Once the hazards have been identified, the risk assessment is used to decide on the controls that can be introduced to manage and reduce the risk.

It is a live document and will be reviewed if circumstances change or the control methods are found not to work and need improvement.

Definitions:

- **Risk Assessment;** A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
- **Hazard;** Anything that may cause harm.
- **Risk;** The chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

Reading the table:

1. For each task the Hazard is identified and who might be harmed and how is recorded.
2. The Risk Value and Level is evaluated before any controls are put into place.
3. Control measures are identified and recorded.
4. The Risk Value and Level is recalculated with the control measures taken into account.
5. If further action is required, such as monitoring, this is added in the final column.

Risk matrix:

Risk Level = LxS

Risk Level; **High** **Medium** **Low**

AC	5	10	15	20	25
VL	4	8	12	16	20
L	3	6	9	12	15
UL	2	4	6	8	10
VU	1	2	3	4	5
	NM	Min	>3D	Mag	F

The risk matrix is used to assign a Risk Value and Level to each hazard.

The Likelihood of harm occurring is given a value between 1 and 5 (very unlikely to almost certain).

The Severity of the harm is given a value between 1 and 5 (near miss to fatal).

The Risk Value is given by likelihood multiplied by Severity.

The Risk Level is then determined from the risk matrix as High, Medium or Low.

Report any control measure that doesn't work

No.	TASK	1 HAZARD		2 RISK LEVEL				3 CONTROL MEASURES				4 NEW RISK LEVEL				5 FURTHER ACTION		
		HAZARD	WHO IS EXPOSED AND HOW	L	S	R	RL					L	S	R	RL			
13	Picking Litter	Contaminated material, faeces.	Volunteers. Skin, eye irritation.	3	3	9	M	Avoid contact with unknown materials. Use litter picking tool Wear gloves. Avoid contact with face and eyes with dirty hands. Do not handle needles or glass. Wash hands before eating, drinking or smoking. Cover open wounds.					1	3	3	L		