



— GUIDE 01

Guide to conducting risk assessments

Risk assessments are a crucial part of risk management in any organisation, aiming to identify, evaluate, and mitigate risks that could potentially affect business operations. Here's a brief overview of what should be covered in risk assessments and how companies should approach them:



Key components of risk assessments

1. Identify hazards:

- Determine what could cause harm or adverse effects.
- Consider both physical and non-physical hazards (e.g., financial risks, cybersecurity threats).

2. Determine who might be harmed and how:

- Identify groups of people who might be affected by each hazard.
- Assess the potential impact on employees, customers, suppliers, and other stakeholders.

3. Evaluate the risks:

- Assess the likelihood and severity of each risk.
- Determine the existing controls in place and their effectiveness.

4. Decide on precautions:

- Determine additional measures needed to mitigate the risks.
- Implement controls following the hierarchy of control measures (elimination, substitution, engineering controls, administrative controls, personal protective equipment).

5. Record findings and implement them:

- Document the hazards, risks, and control measures.
- Ensure the findings are communicated to relevant personnel and integrated into operational procedures.

6. Review and update:

- Regularly review the risk assessment to ensure its effectiveness.
- Update the assessment when there are changes in the workplace, processes, or when new information becomes available.



How companies should approach risk assessments

1. Establish a risk management framework:

- Develop a comprehensive risk management policy.
- Assign responsibilities and ensure top management support.

2. Involve stakeholders:

- Engage employees and stakeholders in the risk assessment process.
- Encourage reporting of potential hazards and incidents.

3. Use a structured methodology:

- Apply standardized risk assessment methods (e.g., SWOT analysis, FMEA, HAZOP).
- Ensure consistency and comprehensiveness in evaluating risks.

4. Prioritize risks:

- Focus on high-impact and high-likelihood risks.
- Allocate resources to mitigate the most significant risks first.

5. Training and awareness:

- Provide training on risk assessment processes and safety procedures.
- Foster a culture of safety and risk awareness within the organization.

6. Continuous improvement:

- Integrate risk assessments into the continuous improvement process.
- Use feedback and incident data to refine risk management strategies.



By covering these key components and adopting a systematic approach, companies can effectively manage risks, ensuring the safety of their employees and the continuity of their operations.