Easy steps to easy risk assessment (adapted from the HSE five steps)

1. Identify the hazards (what can go wrong?)

2. Decide who might be harmed and how (what can go wrong? who is exposed to the hazard?)

3. List the existing controls in place
   • Evaluate the risks (how bad? how often?)
   • Decide on the precautions (is there a need for further action?)

4. Record your findings and proposed action
   • Identify who will lead on what action
   • Escalate as appropriate

5. Record the date of implementation.
   • Review your assessment, every twelve months, or if there has been an incident that changes the assessment or any structural changes. Update as necessary and record date of changes.