

Risk analysis

With instruction and example

The purpose of the risk assessment is to identify any dangers in order to avoid incidents and accidents involving personal injuries. The process of the risk assessment can be divided into five steps:

1. **Plan.** Select the areas that need risk assessment.
Assign a person in charge and inform the employees.
2. **Collect information.** Collect all information required to locate the risk sources and evaluate how serious these are.
3. **Locate the source of risk.** Find out how illness and accidents can happen and whom this may effect.
4. **Assess risk.** Estimate how serious the consequences may be and how often they may occur. Evaluate the risk, and determine the need for action.
5. **Suggest action.** Suggest appropriate actions and evaluate the outcome.
Are the actions taken enough?

To determine the risk, multiply the probability with the consequence.
The higher the result, the higher the risk and priority to take appropriate action.
The actions are determined in accordance with the current information you have collected, at the time of the evaluation. According to law, risk is to be diminished "as much as possible."

Since risk = probability multiplied by consequence, there are only three ways to reduce risk:

- Reduce the probability
- Reduce the risk of consequence
- Reduce both

Exampel of risks

Falling cargo
Too heavy or uneven cabling and broken hoisting equipment
Unsecured spotlights, speakers or accessories
Unsecured trade stand walls and decoration
Objects dropped from high altitudes
Overloaded hoisting engine or equipment

Electricity

Worn out or incorrectly installed electricity
Broken electrical cable or apparatus
Electronics and power in combination with liquids
Work with electrical equipment outdoors, in combination with humid conditions and faulty IP classification and the absence of a residual current device

Risk for falling, tripping or slipping

Fall from ladder, podium or docks
Lifting heavy objects
Loose objects on the floor
Dim lighting and lack of appropriate working light
Poorly marked projecting decor/tripod
Wet or oily floors

Crush or cut injuries

Construction of decor and podium
Sharp edges of decor and technical equipment
Lifting heavy objects
Failing constructions

Vehicles

Boom and Scissor lift, do not stand under the basket due to the risk of being hit. Trucks and transportation vehicles, do not stand under lifted cargo.
Risk of getting hit or crushed

Miscellaneous

Lack of communication caused by language barriers. Different employers and professions working in the same area, risk for overlapping risk zones.
High noise level and music that can disrupt communication.

Risk assessment

Location: _____ Date: _____

Activity: _____

Name of the person undertaking the risk assessment:

Name of the person responsible for occupational health and safety for the activity at the company:

Name of the person responsible for informing people in the risk area:

Instructions for risk assessment

Since risk = probability multiplied by consequence, there are only three ways to reduce risk.

- Reduce the probability
- Reduce the risk of consequence
- Reduce both

Probability levels:

- 1 = Very unlikely (once / 10 years)
- 2 = Unlikely (once / 2-5 years)
- 3 = Likely (once / 1-2 years)
- 4 = Very likely (one to several times / year)

Consequence:

- 1 = Negligible, no damages
- 2 = Less damage, no absence
- 3 = Moderate, 1-3 days absence for injury or illness
- 4 = Serious, 4-14 days absence for injury or illness
- 5 = Disaster, injury, death, disabling Injury, etc.

Level of risk:

- Acceptable = 1-4
- Further review = 5-10
- Unacceptable risk = 11-20

Risk	1	2	3	4	5	6	7	8
	Risk assesment		Risk Multiply columns 1&2	Measures	New Probability	New Consequence	Remaining risk Multiply columns 5&6	Action taken by (name)
	Probability	Consequence						
Ex: Falling wall modules during assembly & dismantling	3	3	9	Ensure that the construction is correct and has support, that the securing of wall modules is made with the right fastening material and right quantity. Check that no unauthorized persons are at the risk zone during the activity, block if necessary.	1	2	3	Anders Anderson, supervisor