

### RISK ASSESSMENT GUIDANCE FORM

No.	HAZARD (1)	LIKELIHOOD (2)	SEVERITY (3)	RISK LEVEL (4)	PROPOSED MEASURES FOR ELIMINATION/ REDUCTION OF RISK (if the current measures are not sufficient) (5)	IMPLEMENTATION OF CONTROL MEASURES (who and when) (6)
1	Electrical wires/ cables in the passageway or corridor	High	Very high	High	Move the cables away from the corridor	The manager to inform the electrician so that the cable is moved at least in three days. In the mean time sticky tape should be put on the cable for avoiding tripping. The personnel should be informed appropriately.
2	Placing files at a high shelf	High	Very high	High	Supply of an appropriate ladder and training of the personnel for the safe method of handling and placing of files	The manager should arrange for the provision of a suitable ladder before the beginning of the activity. He will arrange with the Health and Safety officer for the training of personnel.

<b>QUALITATIVE RISK ASSESSMENT MODEL</b> (taken from BS 8800:1996)			
<b>CONSEQUENCE</b>	<b>SLIGHTLY HARMFUL</b>	<b>HARMFUL</b>	<b>EXTREMELY HARMFUL</b>
<b>PROBABILITY</b>			
<b>HIGHLY UNLIKELY</b>	<b>TRIVIAL RISK</b>	<b>TOLERABLE RISK</b>	<b>MODERATE RISK</b>
<b>UNLIKELY</b>	<b>TOLERABLE RISK</b>	<b>MODERATE RISK</b>	<b>SUBSTANTIAL RISK</b>
<b>LIKELY</b>	<b>MODERATE RISK</b>	<b>SUBSTANTIAL RISK</b>	<b>INTOLERABLE RISK</b>

<b>RISK BASED CONTROL PLAN</b>	
<b>RISK LEVEL</b>	<b>ACTION AND TIMETABLE</b>
<b>TRIVIAL</b>	<b>No action is required and no documentary records need to be kept</b>
<b>TOLERABLE</b>	<b>No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional burden. Monitoring is required to ensure that the controls are maintained</b>
<b>MODERATE</b>	<b>Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures</b>
<b>SUBSTANTIAL</b>	<b>Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.</b>
<b>INTOLERABLE</b>	<b>Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.</b>