

# Guidelines – Risk Assessment



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## 1.0 General requirements:

- a) The main contractor will ensure that the risk assessments are undertaken for all routine & non-routine activities.
- b) Risk assessment should include the activities of all personnel (including subcontractors & visitors) having access to work place. Shall also include activities pertaining to the facilities provided at the workplace.
- c) All risk assessments must be recorded and a register of risk assessments must be available in the main contractor's project office.
- d) All risk assessments must be signed and dated by the person undertaking the assessment. It shall be authorised by the main contractor and approved by the consultant.
- e) The main contractor must ensure that they have a written procedure to cover the identification of hazards and assessment of risk.

## 2.0 Communication of Risk Assessment Information:

- a) The main contractor will ensure that the information contained in the risk assessments is communicated to all concerned before starting of the work.
- b) Communications should be in the form of inductions, toolbox talks or worker safety briefings.
- c) Record of communication shall be maintained.

## 3.0 Review of Risk Assessments:

The main contractor will ensure that the risk assessments are regularly reviewed and kept up to date. Period of review may vary depending on:

- The nature of the hazard
- The magnitude of the risk
- Any changes from the normal operation
- Changes in the storage of materials / chemicals etc.



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## 4.0 Steps to be followed for the Risk Assessment:

The following steps to risk assessment are internationally recognized as the procedure to follow when undertaking risk assessments:-

- Identification of hazards.
- Evaluation of risk with the existing control measures in place.
- Evaluation of the tolerability of residual risk.
- Identification of any additional risk control measures needed.
- Evaluation of the risk control measures are sufficient to reduce the risk to a tolerable level and shall be continuously monitored.

- Risk assessment shall also include any expansion, contraction or restructuring of the project.

## 5.0 Format for the Risk Assessment:

This format can be used for the risk assessment. Companies can follow other formats meeting the above criteria.

Sr. No.	Activity	Hazards involved	Identified at Risk (Property / People)	Initial Risk			Control Measures	Residual Risk			Remarks
				L	S	R		L	S	R	

Risk Rating		Likelihood		
		3	2	1
Severity	3	9	6	3
	2	6	4	2
	1	3	2	1

6 & 9 = High Risk
3 & 4 = Medium Risk
1 & 2 = Low Risk
Risk Rating = S x L = R

Risk Rating	
Severity	
3	Major Injury/ Pollution/ Damage
2	Minor / Pollution/ Damage/ Loss
1	Injury / low Damage / Loss
Likelihood	
3	Likely
2	Possible
1	Never / Very Unlikely