

## Risk Assessment - Explanation and Guidelines

### What is Risk Assessment?

Identifying a potential hazard and eliminating the hazard or reducing the risk of that hazard by implementing control measures.

### What is a Hazard?

A hazard is defined as anything that has the potential to cause harm.

### There are 6 main ingredients to Risk Assessment

- Hazard Identification
- Decide who might be harmed and how
- Risk evaluation (the likelihood of that hazard causing harm and to what extent)
- Record findings
- Suggest Control measures
- Review assessment and revise if necessary.

### Completing a Risk Assessment

1. Each assessment should be completed by a manager or competent person
2. Record the location or activity covered by the assessment, the reason for the assessment along with all the individuals taking part in the process.
3. Identify any potential hazard relating to the environment, activities or equipment used.
4. Identify any persons at risk. You must identify everyone at risk individually, to write 'all persons' is not acceptable.
5. Risk evaluation. This will determine the action that needs taking.
  - Low Risk – Unlikely to cause first aid injury or damage
  - Medium Risk – Possible to cause injury
  - High Risk – Probable to cause serious injury and possible death
6. Determine whether existing controls are adequate or if further action needs to be implemented.
7. Review recommended action to be taken and record that the action taken was appropriate.
8. Communicate all findings to employees, identify any training needs and review assessment as necessary.

**Please ensure that this form is completed and available for inspection if required by the organisers/REDIAS Staff at any point during build up, Show open and breakdown**

Risk Assessment		Show Name	
Please refer to 'Completing Risk Assessment' in the Explanation and guidelines. All numbers correspond To numbered sections below.		<b>The Pharmacy Show 2010 – NEC Birmingham</b>	
1. Name and signature of person completing Risk Assessment		Name	Signature
2. Location, stand number, activity covered by this assessment			
3. Company Name and Telephone number			
Date of assessment		Date of activity	

4. Task	5. Hazard	6. Who is at risk?	7. Precautions & Control measures required	8. Residual Risk