

1.0 Risk Assessment Process

The methodology is a structured approach to the accepted risk assessment process of:

- Identifying hazards;
- Determining impacts;
- Assessing risk;
- Identifying controls; and
- Producing actions to further mitigate identified risks.

1.1 Key steps

- Define business processes for assessment;
- Develop a list of road safety related risks based on business processes;
- Assign values for the impact and the probability of the event;
- Assign values for the manageability of the risk creating an overall risk value that is used for prioritisation.

1.2 Determine values for severity (impact) and the probability of the event

The following matrix is used to assign values for Severity and Probability:

Severity	Consequences				Increasing likelihood				
	People	Assets	Environment	Reputation	A	B	C	D	E
					Never heard of in the A&D sector	Heard of in the A&D sector	Has happened in the organisation, or more than once in the A&D sector	Has happened at the location, or more than once in the organisation	Has happened more than once per year at the location
0	No injury or health effect	No damage	No effect	No impact					
1	Slight injury or health effect	Slight damage	Slight effect	Slight impact					
2	Minor injury or health effect	Minor damage	Minor effect	Minor impact					
3	Minor injury or health effect	Moderate damage	Moderate effect	Moderate impact					
4	Permanent total disability or up to 3 fatalities	Major damage	Major effect	Major impact					
5	More than 3 fatalities	Massive damage	Massive effect	Massive impact					

Manageability of the risk

- **High** - If the company has direct operational control of the process
- **Medium** - If the company has indirect control of a process, or can only influence
- **Low** - If social, political, cultural or technical issues are the reason for risks

The manageability should provide an overall view, if certain risks are fully under the control of management. This could be of course a judgement only but it raises healthy discussions on how far management is able or feels itself empowered to control or influence HSE matters. The result should be used to tackle the high manageable items first for quick implementation results only. It does not mean that low manageable issues should not have actions identified.

2.0 Risk Assessment Template

The Risk Assessment spreadsheets (attached Excel Workbook at the end of this document) are used to document the identification of BU Activities, hazards, and the values assigned for consequence, probability, manageability and risk.

It is suggested that a separate sheet be used for each specific area of activity. Individual work site locations can be used as well.

For clarity, a completed example is included in the excel workbook.

Number

To be completed once the 'process, sub-process and hazard' columns are filled in.

- In the first column, record number of main activities within a process;
- In the second column, record the number of activities within sub-processes;
- In the third column, record the number of actual risks/hazards connected to process/sub-process

Process

Each individual process is to be listed in the first instance

Sub-process

Each individual process is then to be split in meaningful, not too detailed, sub-processes, if any.

Hazard

Processes and sub-processes are then to be 'brain stormed'.

Consequence

Determined using the Risk Matrix described in section 1.2.

Probability

Determined using the Risk Matrix.

Risk

Multiply the value for consequence times the value probability to get risk.

Manageability

Critically review BP's level of control to determine levels of manageability.

Classify Manageability as:**High:**

If the company has direct operational control of the process.

Rating = 1

Medium:

If the company has indirect operational control of the process, or can only influence.

Rating = 2

Low:

If social, political, cultural or technical issues are the main reason for the risks and/or the organisation has no operational control over the process.

Rating = 3

3.0 Action Plans

Once all risks have been identified, rated and prioritised, action plans can be agreed.

