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:

<table>
<thead>
<tr>
<th>Severity</th>
<th>People</th>
<th>Assets</th>
<th>Environment</th>
<th>Reputation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No injury or health effect</td>
<td>No damage</td>
<td>No effect</td>
<td>No impact</td>
</tr>
<tr>
<td>1</td>
<td>Slight injury or health effect</td>
<td>Slight damage</td>
<td>Slight effect</td>
<td>Slight impact</td>
</tr>
<tr>
<td>2</td>
<td>Minor injury or health effect</td>
<td>Minor damage</td>
<td>Minor effect</td>
<td>Minor impact</td>
</tr>
<tr>
<td>3</td>
<td>Minor injury or health effect</td>
<td>Moderate damage</td>
<td>Moderate effect</td>
<td>Moderate impact</td>
</tr>
<tr>
<td>4</td>
<td>Permanent total disability or up to 3 fatalities</td>
<td>Major damage</td>
<td>Major effect</td>
<td>Major impact</td>
</tr>
<tr>
<td>5</td>
<td>More than 3 fatalities</td>
<td>Massive damage</td>
<td>Massive effect</td>
<td>Massive impact</td>
</tr>
</tbody>
</table>

Increasing likelihood:
- A: Never heard of in the A&D sector
- B: Heard of in the A&D sector
- C: Has happened in the organisation, or more than once in the A&D sector
- D: Has happened at the location, or more than once in the organisation
- E: Has happened more than once per year at the location
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.