

Short method of conducting a risk assessment

Here is a simple and effective way of conducting a risk assessment in organizations of all sizes.

- If your company is small, include all the employees.
- Larger organizations should gather as many employees as possible; ensure that at least one from every site, section, and shift is present. Gather groups by division or job description, or include a representative from each. It is essential to involve the joint health and safety committee.
- Get the group to discuss the following three questions, asking each person to answer in turn.
 - 1. What violence have you been exposed to on this job?**
 - 2. Do you know of any violence that has happened to others in similar jobs?**
 - 3. What violence-related concerns do you have on this job?**
- In a very large organization, you may want to supplement this process by sending all employees a form listing the three questions. The forms can be anonymous, but make sure employees list their job types, shifts, and location (for example, “file clerk, afternoon shift, Surrey office”).
- List the answers on a chalkboard or a large sheet of paper. This should establish a comprehensive summary of the real and perceived risks.
- Many firms find it advantageous to include staff in establishing procedures for eliminating or minimizing risk. In any case, written procedures must be developed for the training of workers.

Risk assessment summary report

A risk assessment has been conducted at

_____ on _____
Name of company *Date*

by _____
Name of management and workers

The following potential risks of violence were identified:

- Travelling to and from work (see page 15)
- Shoplifting (see page 17)
- Working alone (see page 17)
- Irrate customers (see page 18)
- Robbery (see page 18)
- Making deposits (see page 20)

Other identified risks:

- _____
- _____
- _____
- _____
- _____