

Risk Assessment and Management Workshop

Course Duration 1 Day

It is not possible to control or manage 100% of risk, but knowing what do before, during, and after an event will mitigate the damage and harm. Identifying potential hazards and risks and making it part of the day to day business is important. Safety should be the first priority as every business must face the reality of risks and hazards.

Through our Risk Assessment and Management course your participants will be aware of hazards and risk they didn't realize were around their workplace. Identifying hazards through proper procedures will provide your participants the ability to prevent that accident before it occurs. Limiting and removing potential dangers through Risk Assessment will be an incredible investment.

Course Objectives

At the end of the course participants will be able to:

- Identify hazards and risks
- Update control measures
- Grasp the fundamentals of accident reports
- Identify risk management techniques
- Outline a disaster recovery plan
- Communicate to the organization

Course Outline

Identifying Hazards and Risks

What Is a Hazard?
 What is a Risk?
 Consult with Employees
 Likelihood Scale

Seeking Out Problems Before They Happen (I)

Unique to Your Business
 Walk Around
 Long Term and Short Term
 Common Issues

Seeking Out Problems Before They Happen (II)

Ask "What would happen if...?"
 External Events
 Worst Case Scenarios
 Consequent Scale

Everyone's Responsibility

See It, Report It!

If It's Not Safe, Don't Do It
 Take Appropriate Precautions
 Communicating to the Organization

Tracking and Updating Control Measures

What is a Control Measure?
 Your Business Procedures
 Are They Adequate?
 Updating and Maintaining

Risk Management Techniques

Reduce the Risk
 Transfer the Risk
 Avoid the Risk
 Accept the Risk

General Office Safety and Reporting

Accident Reports
 Accident Response Plans
 Emergency Action Plans

Training and Education

Business Impact Analysis

Gather Information
 Identify Vulnerabilities
 Analyse Information
 Implement Recommendations

Disaster Recovery Plan

Make It Before You Need It
 Test, Update, and Repeat
 Hot, Warm, and Cold Sites
 Keep Documentation Simple and Clear

Summary of Risk Assessment

What are the Hazards?
 Who Might Be Harmed?
 Are Current Control Measures Sufficient?
 If Not, Change Control Measures