201: Health and safety in building services engineering  
**Worksheet 6: Risk assessment**

**Answer guide**

Using your notes and the internet answer the following questions.

1. **List the steps taken in the correct order to control the risk of an accident in the workplace:**

|  |  |
| --- | --- |
|  | * **eliminate the cause** * **substitute a procedure or product with a less risky one** * **enclose the dangerous situation** * **put guards around the hazard** * **use safe systems of work** * **supervise, train and give information to staff** * **provide PPE if the hazard cannot be removed or minimised.** |

1. **List the stages for completing a risk assessment in the workplace:**

|  |  |
| --- | --- |
|  | **Step 1 – Identify the hazards.**  **Step 2 – Decide who might be harmed and how.**  **Step 3 – Evaluate the risks and decide on precautions.**  **Step 4 – Record your findings and implement them.**  **Step 5 – Review your risk assessment and update if necessary.** |