



KEY STATISTICS

565,000
Workers sustaining non-fatal workplace injuries in 2022/23

£20.7 billion
Annual cost of workplace injuries and ill health to GB

35.2 million
Working days lost due to work-related illness and injury

1 in 5
Workers not receiving adequate health and safety

STEP-BY-STEP GUIDE

1 Step 1
Identify the hazards — anything that could cause harm

2 Step 2
Decide who might be harmed and how

3 Step 3
Evaluate the risks and decide on precautions

4 Step 4
Record your findings and implement them



1 IDENTIFY HAZARDS
Systematically examine the workplace for anything that could cause harm using checklists, experience, audit and process mapping. Identify the process.

2 ASSESS RISKS
Evaluate each hazard for its likelihood and severity to prioritize action. Use a risk matrix to assign scores and guide decision-making.

3 IMPLEMENT CONTROL MEASURES
Apply the hierarchy of controls. Remove, minimize, isolate, fix, control, PPE and develop a clear action plan with responsibilities and deadlines.

4 RECORD AND DOCUMENT FINDINGS
Keep detailed records of hazards, risk levels, control actions and follow-up. Document findings, ensure accountability, support compliance and track progress.

