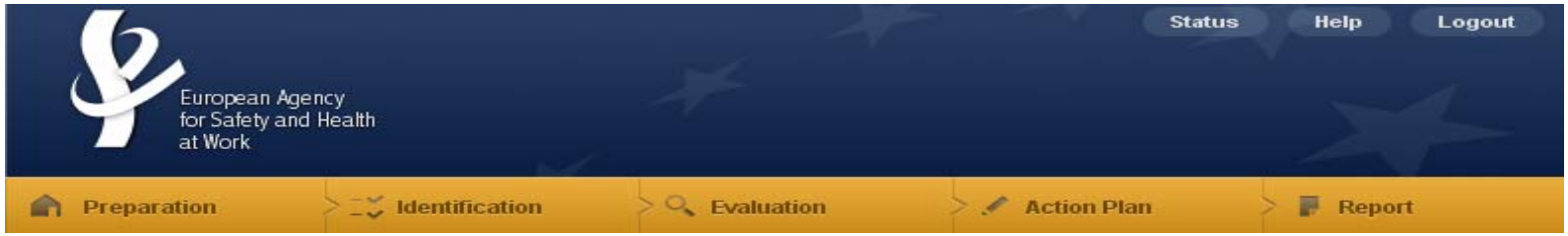
INTRODUCTION (what is an *Online interactive Risk Assessment?*)

It is a process made of 5 steps:



1. Preparation: the sector introduces the end-users (enterprise) to the risk assessment

2. Identification: the end-user goes through the risks (structured in modules / eventually submodules) and answers YES or NO to the statements (propositions in which the situation is presented as IN ORDER = **positive statements**)

3. Evaluation: for each problem/hazard spotted, the end-users evaluate the risk

4. Action Plan: the end-user fills in an action plan with measures to tackle all stated risks

5. Report: the action plan becomes a report to be downloaded and printed

TEAM

Sector

contact name	
email	

Social partner 1

name of the organisation	
contact name	

Social partner 2

name of the organisation	
contact name	

Social partner ...

End user 1 (company testing the content)

company name	
contact name	

End user ... (company testing the content)

Any other important contact	

…

PREPARATION

		example	help
sector*		hairdressers	
title*		OiRA hairdressers	
description		This is the OiRA tool intended for the hairdressers in France	
introduction to the sectoral tool		**Are you aware of all the risks?** Including the risks to your employees and your equipment? What if there is an accident with one of the machines? What if an employee is exposed to hazardous substances? A risk assessment helps you to define these risks and tackle them head on. A risk assessment mainly consists of two parts: a list with all the risks to your company and an action plan to deal with them. These two components allow you to limit the risks to your employees and your company, and therefore also the financial risk. **The assessment is not complicated.** Complicated? Not really. It just takes a bit of time. However, the RA is important. So important that it is a legal requirement. This is for good reason. If risks are not assessed or properly dealt with, a suitable risk management process cannot be started and appropriate preventive measures are unlikely to be found or put in place. **The OiRA tool** This risk assessment tool is mainly intended for micro (less than 10 workers) and small (less than 50 workers) enterprises/organisations.	Please provide any relevant information encouraging the end-users to use the OiRA tool. The idea is to send a positive and encouraging message to the end-users: - The importance of risk assessment - The fact that risk assessment is not necessarily something complicated (the idea is to contribute to demystify risk assessment) - **The fact that the tool has especially been conceived to meet the needs of the enterprises of the sector**. It is important to precise here to whom is intended the tool (who is the end-user of the tool) **Please adapt this text according to your sector needs**, but try try to keep it short. Social partners in your sector can decided that it is important to add a link to a page/file containing the questionnaire for employees as an input for the assessment. **You can insert hyperlinks**
evaluation may be skipped		NO	If this option is selected, users are not obliged to fill in the evaluation phase
language*		EN	
NACE		S96.0.2	

STRUCTURE - SYNTHESIS

help

Start the creation of your OiRA tool by **structuring the content**!
BEFORE starting to fill in all requested fields related to modules and risks in the next worksheets, think about a comprehensive hierarchy of modules, eventually submodules, risks and solutions for the whole tool

1. Module		(1.1 Submodule)		**i. Risk**		**solution 1**		**solution 2**
				ii. Risk		**solution 1**		**solution 2**
				iii. Risk		**solution 1**		**solution 2**
				iv. Risk		**solution 1**		**solution 2**
				...				
		(1.2 Submodule)						
		...						
2. Module		(2.1 Submodule)		**i. Risk**		**solution**		**solution 2**
				ii. Risk		**solution**		**solution 2**
				iii. Risk		**solution**		**solution 2**
				iv. Risk		**solution**		**solution 2**
				...				
		(2.2 Submodule)						
		...						
3. Module		(3.1 Submodule)		**i. Risk**		**solution**		**solution 2**
				ii. Risk		**solution**		**solution 2**
				iii. Risk		**solution**		**solution 2**
				iv. Risk		**solution**		**solution 2**
				...				
		(3.2 Submodule)						
		...						
4. Module		(4.1 Submodule)		**i. Risk**		**solution**		**solution 2**
				ii. Risk		**solution**		**solution 2**
				iii. Risk		**solution**		**solution 2**
				iv. Risk		**solution**		**solution 2**
				...				
		(4.2 Submodule)						
		...						
5. Module		(5.1 Submodule)		**i. Risk**		**solution**		**solution 2**
				ii. Risk		**solution**		**solution 2**
				iii. Risk		**solution**		**solution 2**
				iv. Risk		**solution**		**solution 2**
				...				
		(5.2 Submodule)						
		...						

PROFILE QUESTIONS (optional)

		type (optional or repeatable)	example	help
1. Profile question			Do you work with reed? (optional profile question)	The basic architecture of the OiRA tool consists of: - **modules** (and eventually sub-modules) - **risks** (positive statements) in the modules It is possible to SKIP or REPEAT modules in case they DO NOT apply to the activity of the end user (*OPTIONAL profile question*) or they apply to **multiple locations** (*REPEATABLE profile question*). Such questions are asked BEFORE starting the risk identification and evaluation. If the end-user does not tick the optional profile question(s) or does not add multiple locations the related module(s) and risk(s) are NOT DISPLAYED.
Related module(s) which will be skipped/repeated (number/title)				
2. Profile question			Do you have one or more shops? (repeatable)	
Related module(s) which will be skipped/repeated (number/title)				
3. Profile question				
Related module(s) which will be skipped/repeated (number/title)				
....				

To complete this sheet please refer to the Guide to create an Online interactive Risk Assessment (OiRA) tool > 3.1 Get started with a hierarchical set of topics, subtopics

MODULE 1 / SUBMODULES / RISKS & SOLUTIONS		help
Add module 1	show module	
Module 1 - title*		Keep it short and simple. Use everyday language and make sure end-user will immediately understand it.
description		Provide a short general description of the content of the module. You can create links to useful external pages providing additional relevant information.
optional		Choose if you want to force the end-user to go through this module and the related risks or if the module can be skipped, as not every company in the sector has the same activities.
question		If you have decided to make the module optional, you have to enter a question to ask the end-user if the activity is carried out in the enterprise. The answer has to be YES or NO. If NO is answered, the end-user will skip the module.
related image		Insert name of the image to be sent separately
overview of solution		At this level (module), in most of the cases only generic/orientative solutions can be provided. Here it is important to stress the importance of avoiding the risk, substituting the dangerous by the non-(or less) dangerous, combating risk at source. The solution can underline or focus on different aspects: technical and/or organisational, ... This text will appear in the action plan step.This overview of solution at module level is compatible/complementary with the measure(s) proposed at risk level (see further down)
Add sub-module 1	open me	Create submodules within a module to better structure the content
Add risks	1	
Risk 1 (positive statement)*		Write a short positive statement about a possible risk
problem description (negative statement)*		This is the inverse of the statement = a negative statement This field is mandatory as the negative statement will appear in the risk evaluation and action plan steps (if the end-user answers NO to the positive statement).
description		Describe the risk and provide the end-user with any relevant information. You can create links to useful external pages providing additional relevant information.
legal & policy framework		Provide relevant legal information related to the risk/topic/issue. You can create links to useful external pages providing additional relevant information.
related image(s)	(insert name of the images to be sent separatly)	Add up to 4 images (f.i. the first displaying the problem/bad situation, the other displaying possible solutions)
risk type*		Chose one of these types: - '**risk**': refers to the existing risks at the workplace or linked to the work carried out. To identify and evaluate such risks it is often necessary to examine the workplace (to walk around the workplace and look at what could cause harm; consult workers, …). - '**policy**': refers to agreements, procedures, management decisions regarding OSH issues. These issues can be answered behind a desk (no need to examine the workplace). They are not evaluated by the end-users (in the evaluation step). - '**top 5 risk**': refers to a risk considered by the sector/authorities among the top 5 in the sector. "Top 5 risks" are considered by default as "high priority", so end-users are not asked to evaluate them.
evaluation method*		Only if you have chosen **RISK** as a risk type, you will have to decide between the **ESTIMATED** (rough estimation) or **CALCULATED** (combination of probability, frequency and severity) METHOD.
default priority	no default	Select the default priority only if you have chosen the ESTIMATED method; chose wether to provide a rough estimation of the risk (high, medium or low that will appear to the end-user in the evaluation step) or to leave the "no default" option (this means that you don't give directions to the end-user in the evaluation step). Anyway, the end-user is always free to overrule your estimation.

deafault probability	no default	Select the default probability, frequency and severity only if you have chosen the CALCULATED method. This means that the system (a logarithme in fact) will automatically calculate the priority depending on what you ticked in the probability, frequency and severity fields. Chose wether to provide a pre-calculated risk (that will appear to the end-user in the evaluation step), or to leave the "no default" options (this means that you don't want to orientate the end-user in the evaluation step). Anyway, the end-user is always free to overrule your calculations.
deafault frequency	no default	
deafault severity	no default	
solution - short description		Provide a short description of the proposed solution
General approach (to eliminate or reduce the risk)*		Describe what is your general approach to eliminate or (if the risk is not avoidable) reduce the risk
Specific measure(s) to be implemented*		Describe the specific action(s) required to implement this approach (to eliminate or to reduce the risk)
Level of expertise and/or requirements needed*		Describe the level of expertise needed to implement the measure, for instance “common sense (no OSH knowledge required)”, “no specific OSH expertise, but minimum OSH knowledge or training and/or consultation of OSH guidance required”, or “OSH expert”. You can also describe here any other additional requirement (if any).
Add sub-module 2	open me	see help above
Nr. if risks	1	
Risk 1 (positive statement)*		see help above
problem description (negative statement)*		
description		
legal & policy framework		
related image(s)	(insert name of the images to be sent separatly)	
risk type*		
evaluation method*		
default priority	no default	
deafault probability	no default	
deafault frequency	no default	
deafault severity	no default	
solution - short description		
General approach (to eliminate or reduce the risk)*		
Specific measure(s) to be implemented*		
Level of expertise and/or requirements needed*		
Add sub-module 3	open me	
Nr. if risks	1	
Risk 1 (positive statement)*		
problem description (negative statement)*		

description	
legal & policy framework	
related image(s)	(insert name of the images to be sent separatly)
risk type*	
evaluation method*	
default priority	no default
deafault probability	no default
deafault frequency	no default
deafault severity	no default
solution - short description	
General approach (to eliminate or reduce the risk)*	
Specific measure(s) to be implemented*	
Level of expertise and/or requirements needed*	

EXAMPLE OF A MODULE WITH 3 RISKS

1. Module - title*	Physical work at the bakery shop
description*	The main health problems resulting from the physical workload carried out in the bakery shop are musculoskeletetal disorders. Problems can result from: - standing all day - handling the goods (especially filting heavy and awkard loads) - pushing wheeled racks - repetitive work - ...
optional	no
question	-
related image	-
overview of solution	Manual handling and repetitive work identified as presenting a significant risk should be assessed in more detail to see if they can be avoided altogether, or if the task can be changed to reduce the risk. For example, can the task be automated or significantly assisted by mechanical means? Provide training and information for the workers which should cover safe manual handling techniques - especially posture, lifting techniques and methods of carrying. Workers should be given information about loads they are required to handle, particularly if the load is heavy or the centre of gravity is offset.

	1. Risk	**2. Risk**
statement*	Workers (un) load deck ovens safely	Workers handle manageable sack/drum weights
problem description (negative statement)*	Workers do not (un) load deck ovens safely	Workers handle unmanageable sack/drum weights
description	Workers loading and unloading deck ovens are sometimes forced to lift over head height which is associated with muskuloskeletecal disorders.	The weight of the load is not the only risk factor in determining the risk of harm to the worker. Risks factors associated are: the size and difficulty of the load to be hold; the physical effort required; the characteristics of the working environment (e.g. lack of space, uneven floor surfaces, ...); the requirements of the activity (e.g. over-frequent effort involving the spine); ..
legal & policy framework	_	_
related image(s)		
risk type*	risk	risk
evaluation method*	calculated	estimated
deafault priority		medium
deafault probability	medium	
deafault frequency	regularly	
deafault severity	significant severity	
solution 1 - short description	Deck ovens not requiring workers to lift weight over head height	Installation of fixed steps, a ramp or a platform to aid (un)loading
General approach (to eliminate or reduce the risk)*	Preventing workers from musculoskeletal disorders by using/buying deck ovens designed in a way that workers do not need to lift over head height	Preventing lifting weight over head by installing fixed steps, a ramp or a platform.
Specific measure(s) to be implemented*	To arrange for the replacement/purchase of new equipment/ovens which meet the health and safety criteria. To inform the people in charge of purchasing or replacing the machinery and equipment about the health and safety criteria to be met by deck ovens	Explore/investigate whether fixed steps/a ramp/a platform can be installed and can contribute to remove the risk. Involve the workers while working on the solution (so the final solution is accepted by all and implemented correctly) Assess the risk of slip, trip and falls associated with the envisaged solution (the solution provided should not create another risk)
Level of expertise and/or requirements needed*	Knowledge about postures leading to musculoskeletal fatigue, pain or disorders. No specific OSH expertise - but minimum OSH knowledge or training and/or consultation of OSH guidance required	Knowledge about the postures leading to MSDs. Knowledge about available products (fixed steps, …) on the market Knowledge about safety scenarios (to be able to assess if by providing a solution to one problem, another problem might be created). No specific OSH expertise - but minimum OSH knowledge or training and/or consultation of OSH guidance required.

solution 2 - short description	Put in place job rotation (among the workers) to reduce the time (and exposure) spent performing the task of (un)loading deck ovens
General approach (to eliminate or reduce the risk)*	As long as working with deck ovens and lifting of weights over head can not be avoided, a solution to reduce the exposure to workers to MSDs is to put in place job rotation among the workers performing the task.
Specific measure(s) to be implemented*	Explore the possibilities to put in place job rotation involving the workers themselves (a way to make them aware of the hazards of their job and to guarantee a successful implementation of the job rotation).
Level of expertise and/or requirements needed*	Knowledge about job rotation and the impact of lifting over head height on the health of workers. No specific OSH expertise - but minimum OSH knowledge or training and/or consultation of OSH guidance required.