Last-minute risk analysis – 5 x 5 minutes for five "W"s

1 WHAT is to be done?
i.e. type of activity

- Recurrent or one-off?
- Routine or improvised response?
- "Par for the course" or critical?

2 WHO is doing the work?
i.e. the individuals involved

- RAG or partner companies?
- "Old hands" or novices?
- Training from scratch or refresher course?

3 WHERE is the work?
i.e. local conditions

- ATEX zone
- ATEX approval needed?
- Weather sensitive?

4 WHICH working method is being used? i.e. work process

- Existing work instruction, evaluation, risk assessment available?
- What hazards could arise? (fire, fall, gas, tripping, sliding)

5 WHAT is being used?
i.e. tools, equipment and materials

- Personal protective equipment (PPE)
- All tools and materials OK?
- Special equipment (instructions)?