



Health & Safety Department (Safety Section)

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Document History Log

Any modification to the document must be reviewed and approved
as per the corporate policies and procedures of document control

Version #	Date	Prepared/reviewed by	Modifications summary
1.0	17/02/2025	Sultan Khalfan Al Dahmani Aria Aladdin Khezri Omar Gouda Bhagyashree Nagvenkar Eman Gamal Charles Sadek	New





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Table of Contents

1 Purpose	4
2 Scope	4
3 Definitions	4
4 Risk Assessment	5
5 Suggestions, Comments & Complaints	9
6 References	10
Appendix A: Basic Risk assessment template	11

	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	
	Document title:	Technical Guidelines for Health and Safety Risk Assessment	اسم الوثيقة:	
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1 Purpose

All employers and business owners are required by local orders 61 for 1991 and 11 for 2003 to protect employees and others from any harm. Most of the accidents happens due to unsafe acts by individuals or lack of proper procedures and unsafe equipment therefore performing regular Safety Risk Assessment on the procedures, processes and equipment in the workplace can help business owners identify all the hazards in their premises that could cause injury or illness and decide how likely it is that someone could be harmed and how seriously and take the necessary actions to eliminate the hazard, or if this isn't possible, adopt measures to control the risk.



2 Scope

This technical guideline aims to guide businesses on the basic risk assessment requirements to all commercial and industrial establishments, public or government institutions, including infrastructure and construction related project sites in the emirate of Dubai.

3 Definitions

Definition	Meaning
Hazard	Anything with the potential to cause bodily injury, or ill health, damage to property or environment and includes any physical, chemical, biological, mechanical, electrical or ergonomic hazard
Risk	The likelihood and severity of a hazard causing a specific bodily injury or ill health to any person and damage to property and/or environment
Risk Assessment	The process of evaluating the probability and consequences of injury, illness and damages arising from exposure to an identified hazard, and determining the appropriate measures for risk control

Issue Date: 17/02/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: New		Page 4 of 11

	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	
	Document title:	Technical Guidelines for Health and Safety Risk Assessment	اسم الوثيقة:	
	Doc Ref:	DM-HSD-GU137-RA2	رمز الوثيقة:	

4 Risk Assessment

4-1 Overview

All employers and business owners by law are required to protect employees and others from any harm. Risk Assessment is an integral part of the process used to manage risks in the workplace. The following are the necessary steps needed to be taken to manage risks in the workplace.

4-2 Identify Hazards



Every workplace can contain several aspects that may cause harm (hazards) to the people or environment. We need to do the following to identify hazards:

- Walk through the workplace and observe all activities, people's behavior while at work and how they utilize work equipment.
- Identify potential sources of harm, such as machinery, chemicals, electrical systems, and work processes. What type of materials (chemicals and substances) are used, and hazards involved.
- List all safe and unsafe work practices in the workplace.
- The workplace's general condition and its suitability for the work being carried out.
- Consult with workers and review past incident reports, safety data sheets, and industry standards.
- Determine who might be harmed and how?
 - Identify workers, contractors, visitors, and anyone else who might be affected by the hazards. Some workers have special requirements, for example young workers, new workers, new or expectant mothers and people with special needs.
 - Consider how they might be harmed, including the severity and likelihood of injuries or health issues.
 - Levels of Probability and Severity in Risk Assessment:

In a risk assessment, evaluating probability (likelihood of occurrence) and severity (impact of the consequence) is essential for determining the level of risk. Probability typically ranges from low (unlikely to happen) to high (very likely to occur), while severity ranges from minor (e.g., slight injury or minimal disruption) to major (e.g., fatality or significant damage).

Risk is often calculated using a risk matrix, which helps visualize the interaction between these two factors. While matrices can vary in complexity, a simple 3x3 matrix—with three levels of probability and three levels of severity—is commonly used for clarity and ease of application. This matrix allows organizations to prioritize actions based on whether the risk level is low, medium,

Issue Date: 17/02/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: New		Page 5 of 11

	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	
	Document title:	Technical Guidelines for Health and Safety Risk Assessment	اسم الوثيقة:	
	Doc Ref:	DM-HSD-GU137-RA2	رمز الوثيقة:	

or high. Action taken as a result will vary between supervision (in lower risk activities) to complete halt of work (in case of unacceptable risk).

Below is an example of a 3x3 risk matrix:

		Impact		
		Low	Medium	High
Probability	High	Low	Medium	High
	Medium	Low	Medium	Medium
	Low	Low	Low	Low

4-3 Assess the Risks

Once hazards are identified assess the level of risk associated with each identified hazard to decide likelihood of someone being harmed and its severity. This is assessing the level of risk.

In this process we must ask:

- who might be at risk and how they might be harmed?
- what are the existing control measures to control the risks?
- what extra measures need to be taken to control the risks?
- who is responsible to carry out the action?
- what is the time frame and when these actions need to be completed?



4-4 Control the Risks

After assessing the level of risk associated with each identified hazard determine existing control measures and assess whether they are sufficient. Decide on additional precautions or improvements needed to reduce risks to an acceptable level. In this process we must ask:

- is it possible to get rid of the hazard completely?
- If not, how can I manage the risks so that harm is unlikely?

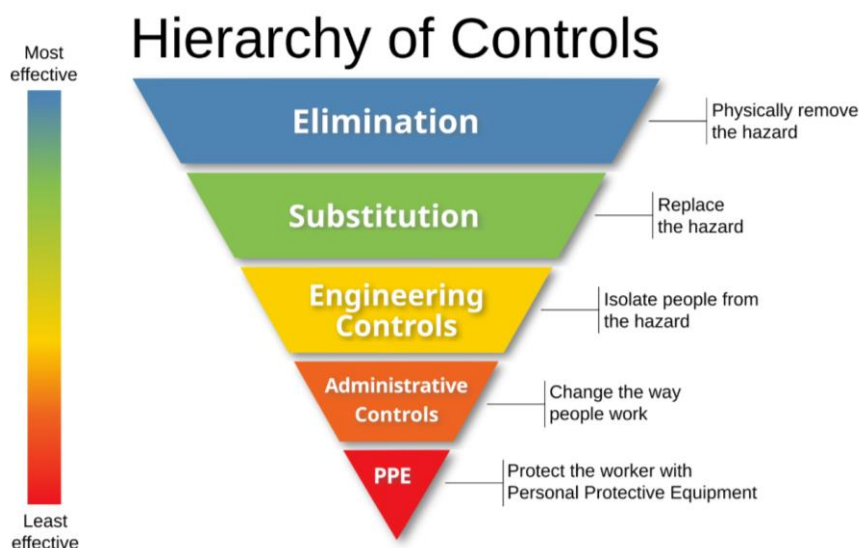
If further controls were needed to reduce risks, we must consider the following measures:

Issue Date: 17/02/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: New		Page 6 of 11

	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	
	Document title:	Technical Guidelines for Health and Safety Risk Assessment	اسم الوثيقة:	
	Doc Ref:	DM-HSD-GU137-RA2	رمز الوثيقة:	

- redesigning the job to make it less likely to cause harm
- replacing the materials, machinery or process with a safer more efficient alternative.
- organizing your work to reduce exposure to the materials, machinery or process.
- Identify and implement practical control measures required to work safely
- Suitability of the existing personal protective equipment and their effectiveness and making sure workers are wearing it

The hierarchy of control measures is a system used to prioritize possible interventions to minimize or eliminate exposure to hazards. It is a widely used system promoted by numerous safety organizations. In the following diagram hazard control methods at the top of the graphic are potentially more effective and protective than those at the bottom. Following this hierarchy of controls normally leads to the implementation of inherently safer systems, where the risk of illness or injury has been substantially reduced.





4-5 Record Findings and Implementation

If an employer has 5 or more employees, they must record the following:

- document the hazards identified
- the risk assessment process
- the people at risk
- the control measures decided upon

The employer needs to create a strategy for implementing the required safeguards and enhancements into place. All staff members must be informed of the results and necessary safety control measures, training

Issue Date: 17/02/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: New		Page 7 of 11

	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	
	Document title:	Technical Guidelines for Health and Safety Risk Assessment	اسم الوثيقة:	
	Doc Ref:	DM-HSD-GU137-RA2	رمز الوثيقة:	

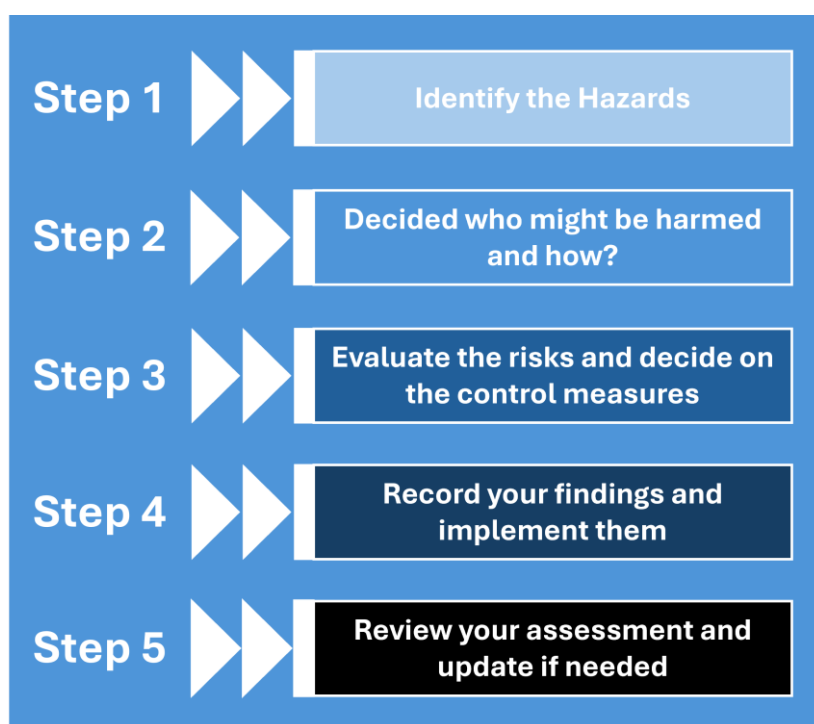
sessions should be used as a tool to make sure they understand their responsibilities for sustaining safety. The employer must keep a record of the findings, implementation process and training programs.

4-6 Review the controls and make amendments

Employers must review the control measures to make sure they are working properly the other reasons for review are:



- if they are no longer effective enough
- modifications in the workplace that create new risks such as changes to
 - staff and their qualifications
 - a process or addition of new processes
 - the substances used or equipment used
- in case of accidents leading to injuries or fatalities and property damages
- reoccurring near misses
- if workers spot any problems or difficulties in performing their duties safely

The risk assessment record must be updated in case any changes are made due to the above-mentioned reasons. Involve employees in the risk assessment process to gain insights and foster a safety culture. Dates and versions of the reviews and changes must be recorded.





Risk assessment steps

Issue Date: 17/02/2025	OPEN DATA / بيانات مفتوحة	Version #: 1.0
Superseded Issue Date: New		Page 8 of 11

	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	
	Document title:	Technical Guidelines for Health and Safety Risk Assessment	اسم الوثيقة:	
	Doc Ref:	DM-HSD-GU137-RA2	رمز الوثيقة:	



5 Suggestions, Comments & Complaints

For (suggestions, comments, and complaints)	For further information
<ul style="list-style-type: none"> Unified interactive platform that connects Dubai Government and its customers: The 04 Platform https://04.gov.ae/ ☎ Dubai Municipality - Call Center (24/7): 800900 	<ul style="list-style-type: none"> ✉ Safety@dm.gov.ae ☎ Dubai Municipality - Call Center (24/7): 800900

	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	
	Document title:	Technical Guidelines for Health and Safety Risk Assessment	اسم الوثيقة:	
	Doc Ref:	DM-HSD-GU137-RA2	رمز الوثيقة:	

6 References

- Local Order No. (61) of 1991 Concerning Environment Protection Systems in the Emirate of Dubai
- Local Order No. (11) of 2003 Concerning Public Health and Safety of the Society in the Emirate of Dubai
- UK, Health and safety executive, Managing risks and risk assessment at work
- European Agency for Safety and Health at Work (EU-OSHA)
- Singapore, The Workplace Safety and Health (WSH) Council

	Organization Unit:	Health & Safety Department	الوحدة التنظيمية:	
	Document title:	Technical Guidelines for Health and Safety Risk Assessment	اسم الوثيقة:	
	Doc Ref:	DM-HSD-GU137-RA2	رمز الوثيقة:	

Appendix A: Basic Risk assessment template

Company name:		Assessment by:	
Date of next review:		Date of assessment:	

Hazards	Affected Person(s)	Current Controls	Risk Probability	Risk Severity	Risk Level	Further Control Measures	Responsible Person	Planned Completion Date	Completion Date