

**Assessment 03**

**Total 30**

1. Give short answers for the following questions: (16)
  - I. The risk identification can be divided into two phases. What are these?
  - II. What are the sub goals of a risk and opportunity identification process?
  - III. Describe the processes involved in risk identification.
  - IV. How 'risk self-assessment' is performed for a business?
  - V. Describe the inputs for a risk identification procedure.
  - VI. Briefly describe the activities involved in risk identification process.
  - VII. Which type of information is included in a risk register?
  - VIII. Explain the importance of risk and opportunity identification for a business.
2. Describe the 'brain storming' process. What is the importance of this procedure in risk identification? (4)
3. Write short notes on the followings: (4)
  - a) Nominal Group Technique
  - b) Delphi Technique

**Case Study** (6)

The office manager carried out the risk assessment at their company, which provides management and financial consultancy services, and which leases two storeys of a ten-storey office block.

Eighteen staff work at the company, one is a wheelchair user. The offices contain typical office furniture and equipment. There is a staff kitchen, where drinks can be prepared and food heated, and toilet and washing facilities on each floor.

The offices are cleaned every evening by cleaners from a general office cleaning contractors. They store the cleaning materials in a locked cupboard.

The office block was built before 2000. The landlord has surveyed the building for the presence of asbestos and has shared the findings of this survey with all of the tenants. Asbestos-containing materials (ACMs) were found but were in good condition and in places they were not likely to be damaged, worked on or disturbed, so it was decided to leave them in place. The office block is locked from 9:00 pm to 6:00 am Monday to Friday and at weekends, although 24 hour/7 days a week security cover is provided.

1. Make a list of the hazards for this business.
2. How the manager should identify hazards?
3. What should be the next step after finding where the hazards?
4. Once the risk assessment is completed what should be the next step for the management?