 Appendix J

Risk Assessment Record

Risk assessment of: Assessor: Date:

|  |
| --- |
| Overview of activity / location / equipment / conditions being assessed: |
| **Context of the assessment:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Hazard(s) identified** | **Person/s affected** | **Existing controls  (how the risk is being mitigated)** | **a** | **b** | **a x b** | **Additional controls required** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Signed: | | | | Review date: | | |

## Risk Assessment Record

The assessor can assign values for the ‘hazard severity’ and ‘likelihood of occurrence’ on scales of 1 – 5 to aid with rating risks:

|  |  |
| --- | --- |
| **Hazard Severity (a)** | **Likelihood of Occurrence (b)** |
|
| **1 – Trivial (e.g. discomfort, scratch, slight bruising)**  **2 – Minor (e.g. small cut, abrasion, basic first aid need)**  **3 – Moderate (e.g. strain, sprain, incapacitation > 3days)**  **4 – Serious (e.g. fracture, amputation, hospitalisation > 24 hrs)**  **5 – Fatal** | **1 – Remote (almost never)**  **2 – Unlikely (occurs rarely)**  **3 – Possible (could occur, but uncommon)**  **4 – Likely (recurrent, but not frequent)**  **5 – Very likely (occurs frequently)** |

The risk rating (high, medium or low) indicates the response to be taken for the assessed risks.

**Trivial**

**Minor**

**Moderate**

**Serious**

**Fatal**

**Remote**

**Unlikely**

**Possible**

**Likely**

**Very likely**

|  |  |  |
| --- | --- | --- |
| Rating Bands (a x b) | | |
| **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
|  |  |  |
| Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly | -STOP THE ACTIVITY-  Identify new controls. Activity must not proceed until risks are reduced to medium or low level |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **2** | **4** | **6** | **8** | **10** |
| **3** | **6** | **9** | **12** | **15** |
| **4** | **8** | **12** | **16** | **20** |
| **5** | **10** | **15** | **20** | **25** |

|  |  |
| --- | --- |
| Risk Assessment Action Plan | |
| **Action plan in respect of:** | **Prepared by:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref no.** | **Action to be taken, including cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| **Signed:**  **Date:** | | | | | |