**This risk assessment can be used for health and safety and general workplace or activity hazards or risks.** Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

**1. Context - explain activity and locations**

*This box will expand as you type.*

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| --- |
|  |

**2. Outcome** (Result of exposure) Fatality Physical or psychological injury to staff or student Disease

Matrix - Table of risk rating

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **LIKELIHOOD OF EXPOSURE** | |  |  |
| **CONSEQUENCES** | Almost never | Unlikely | Possible | Likely | Almost certain |
| Insignificant | 1 Very Low | 1 Very Low | 1 Low | 4 Low | 5 Medium |
| Minor | 1Very  Low | 1 Low | 6 Medium | 8 Medium | 10 High |
| Moderate | 1 Low | 6 Medium | 9 Medium | 12 High | 15 High |
| Major | 4 Medium | 8 Medium | 12 High | 16 High | 20 Extreme |
| Catastrophic | 12 High | 10 High | 15 Extreme | 20 Extreme | 25 Extreme |

2016 matrix

Near hit/miss Damage to machinery/property etc Breach of legislation, prosecution, adverse publicity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Definition of terms** | | | | |
| **Likelihood of occurrence** | | **Consequence/Impact** | |
| **RARE** | Likely to occur only in very exceptional circumstances | **INSIGNIFICANT** | No personal injury– Damage under $2000 |
| **UNLIKELY** | Could occur at some time | **MINOR** | Minor personal injury – Minor damage $2000-$50,000 |
| **POSSIBLE** | May occur at some time | **MODERATE** | Serious personal injury – Adverse publicity |
| **LIKELY** | Will probably occur at least once | **MAJOR** | Multiple Serious Personal Injury or significant damage |
| **ALMOST CERTAIN** | Is expected to occur in most circumstances | **SEVERE** | Fatality(ies) – Government intervention |

**Notes to Assist in Completion of this Form**

**Instruction and Key (Rating) for Risk Identification and Assessment**

**Instructions**

**1. Context** – Explain the nature of the activity and all the factors which have the potential to impact on that activity. The persons involved, their level of experience or training, environmental factors, economic constraints, geographical location, equipment used, legislative requirements etc

**2. Outcome** – Identify all possible outcomes including worst case scenario. You can identify more than one outcome

**3. Hazard/ Risk Issue** – Provide a general category for issue of concern e.g. Design, manual task, environment, process, research activity, laboratory work, field trip. Detail all things that can go wrong (causes of injury) as a result the activity (use more forms if necessary). You can identify several risks associated with one hazard. You can assess all risks individually or as a group (i.e. overall subjective assessment).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3. Hazard or Risk** | **Current controls - design, substitution, isolation, engineering, administration, protective equipment( PPEI** | **Risk calculation using matrix** | | **Risk**  **Rating** | **Proposed additional controls**  \* = preferred control  S = short term only  E= eliminate |
| Likelihood | Consequence |
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*Add extra rows as required by pressing the tab key at the end of the last row*

**Note:*****Short term controls or permanent controls must be implemented for risks of High or critical (Rating 12 or higher)***

NOTE; Travel Booking forms will need to be completed for Travel

**Instructions cont.**

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**4. Controls** – Controls may include eliminating the hazard, substituting an item or process for a less hazardous option, isolating or separating the hazard, using engineering controls such as mechanical aids, handles, wheels, automation, interlocks, guards, safety devices, barriers, elevated work platforms , white noise or workplace redesign, using administrative controls such as instructions, rules, policies, procedures, safe work method statements, signs, training, limiting exposure, rotating people or tasks etc . As an added control you may suggest that protective equipment such as boots, goggle, special clothing may be worn

**5. Risk rating –** Use Know Risk matrix to establish the combination or likelihood and consequence for inherent risk (number)

**6. Proposed additional control.**  If risk is high you will need to identify additional short term or permanent controls to eliminate of minimise risk. It is also necessary to discuss your assessment with your supervisor, resource officer, Head of cost centre, safety representative or health and safety consultant (as appropriate)

Report sent to: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Review Date: \_\_\_\_/\_\_\_\_/\_\_\_

Version 22/1/2015

Rename 29/10/2015

Matrix change 23/11/2015

Update 23/2/2016