# Health and Safety Risk Assessment

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| **Hirer** |  | | **Assessment Date:** |  |
| **Venue** |  | **Assessed By:** |  | |
| **Description of activity:** |  | | | |

| Item No. | Identify the activity or situation | Identify the potential harmful effects | *Operational Controls* | Inherent risk rating | What further action / preventative measures are necessary? | Residual risk rating | Responsible |
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| **Step 1**: What is the worst possible **CONSEQUENCE** of this hazard?   |  |  | | --- | --- | | **Descriptor** | **Description** | | **Insignificant** | Any injury or disease which required first aid treatment only | | **Minor** | Injury or disease requiring medical treatment which is likely to result in a person’s being incapacitated from normal activity for a continuous period of less than 7 days | | **Moderate** | Injury or disease requiring medical treatment which is likely to result in a person’s being incapacitated from normal activity for a continuous period greater than 7 days | | **Major** | Total or permanently disabled | | **Extreme** | Fatality |   **Step 2:** What is the **LIKELIHOOD** of this occurring?   |  |  | | --- | --- | | **Descriptor** | **Description** | | **Almost certain** | Already occurring or is very likely to occur within the coming year | | **Likely** | Almost certain to occur – at least once, if not many times during the year | | **Possible** | Given time likely it will occur – at least once in the next 2 years | | **Unlikely** | The event may occur at some time, say once every 5 years | | **Rare** | Unlikely that it will occur – may occur only in exceptional circumstances |   **Step 3:** Quantify the risk – allocate a **Risk Rating Level** (= Consequence x Likelihood)   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Consequences** | | | | | | | | | | **Likelihood** | Insignificant  **1** | | Minor  **2** | | Moderate  **3** | | | Major  **4** | Extreme  **5** | | **Almost Certain**  **5** | Medium 5 | | High 10 | | High 15 | | | Extreme 20 | Extreme 25 | | **Likely**  **4** | Low 4 | | Medium 8 | | High 12 | | | High 16 | Extreme 20 | | **Possible**  **3** | Low 3 | | Medium 6 | | Medium 9 | | | High 12 | Extreme 15 | | **Unlikely**  **2** | Low 2 | | Low 4 | | Medium 6 | | | Medium 8 | High 10 | | **Rare**  **1** | Low 1 | | Low 2 | | Low 3 | | | Medium 4 | Medium 5 | |  | |  | |  | |  |  | |  | | **HIERARCHY OF CONTROLS**  Start at the top and work down to identify control which reduces the hazard to ALARP. | |
| **Most**  **effective control**  Least effective control | **Elimination**  *E.g. Discontinue use of product, equipment, cease work process* |
| **Substitution**  *E.g. Replace with a similar item that does the job with a lower hazard level* |
| **Isolation**  *E.g. Put a barrier between the person and the hazard* |
| **Engineering Controls**  *E.g. Change the process, equipment or tools so the risk is reduced* |
| **Administration Controls**  *E.g. Guidelines, procedures, rosters, training etc to minimize the risk* |
| **Personal Protective Equipment**  *E.g. Worn to provide a barrier or last line of defence against injury* |