

Risk Assessment

Box 1

Service Branch:	Name of Assessors:	Assessment No.:	Type of Assessment:
Assessment Date:	Date of Last Assessment:	Review Date:	Select from list

Box 2

Task/Activities Assessed

Box 3

Hazard (from R/A 1)	Persons at Risk (from R/A 2)	Existing Control Measures	Post -Existing Control RR*			Additional Control Measures	Post-Additional Control RR*		
			S	L	R		S	L	R

Add entry

Box 4

Is the risk rating for this task post existing control acceptable and can all additional controls be immediately implemented? Yes No

List additional control measures which cannot be implemented immediately and how they will be implemented in Box 5.

Risk Assessor..... **Signature**..... **Date**.....

Box 5

Control Measure	Action Required	Action by	Target Date	Completion Date

[Add entry](#)

Box 6

Management Confirmation

Having considered the risk ratings of both existing controls and the identified additional controls, is it acceptable for this activity to be undertaken until all additional control measures have been implemented? Yes No

If No, consider stopping activity until additional controls are implemented.

Name (block capitals).....
(Corporate Sponsor/Business Group Director/Department Head/BOCU Commander)

Signed..... Date.....

Box 7

Risk Assessment Review			
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I can confirm that the assessment remains valid, controls remain effective and are fully implemented and there has been no increase in risk.

1st Review Date:		Name:	Signed:
2nd Review Date:		Name:	Signed:
3rd Review Date:		Name:	Signed:

Box 8

E = Employed; VP = Vulnerable Persons, such as new or temporary staff, young persons, lone workers, disabled persons or new/expectant mothers; **Con = Contractors; Pub = Public; Vis = Visitors**

Box 9

Risk Rating		Rating Action Bands	
Severity	Likelihood	Band	Action Required
1 No injury	1 Improbable	1- 5 Low Risk	Manage for continuous improvement.
2 First aid injury	2 Remote	6 – 15 Medium Risk	Implement control measures or further control measures, where possible, to reduce risk rating to as low as is reasonably practicable.
3 Lost time injury (over 3 days)	3 Possible	16 – 25 High Risk	Consider stopping activity. Implement control measures or further control measures to reduce risk rating to as low as is reasonably practicable immediately.
4 Major injury	4 Probable		
5 Death	5 Very likely to occur		

Retention period: 10 years
MP 283/12