|  |
| --- |
| Assessment Details |
| Activity: |       | Date of Assessment:  |      /     /      |
| Activity description:  |       |
| Assessment Team |       |

| *Item* | *Step 1:*Identify the Risk | *Step 2:* Assess the risks - *Note there may be several risks associated with each hazard**List the Consequence (how bad would it be?), Likelihood & Risk rating for each risk.**Refer to*  *Risk Matrix* | *Step 3 & 4*: List the controls needed to remove or reduce the risks and record the date additional controls are completed or due for completion. | *Step 5:*  How will the risk be monitored and who has the responsibility?Record review date |
| --- | --- | --- | --- | --- |
| *Item#* | *What could cause harm?* | *What could go wrong?* | *C* | *L* | *R* | *What could go wrong?* | *Date completed* | *Review method & position/person responsible* | *Review date* |
| 1.1 |       |       |  |  |  |       |      /     /      |       |      /     /      |
| 1.2 |       |       |  |  |  |       |      /     /      |       |      /     /      |
| 1.3 |       |       |  |  |  |       |      /     /      |       |      /     /      |
| 1.4 |       |       |  |  |  |       |      /     /      |       |      /     /      |
| 1.5 |       |       |  |  |  |       |      /     /      |       |      /     /      |
| 1.6 |       |       |  |  |  |       |      /     /      |       |      /     /      |
| 1.7 |       |       |  |  |  |       |      /     /      |       |      /     /      |

**Risk Matrix**

This matrix and risk score system helps determine priority for corrective action.

* Consider what can go wrong
* Determine how bad the outcome would be - Consequences
* Determine how likely it is to happen - Likelihood
* Calculate the risk level

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | ALMOST CERTAIN | LIKELY | POSSIBLE | UNLIKELY | RARE |
| CATASTROPHIC | Extreme1000 | Extreme600 | Extreme300 | High100 | Medium30 |
| MAJOR | Extreme300 | High180 | High90 | Medium30 | Medium9 |
| MODERATE | High100 | Medium60 | Medium30 | Medium10 | Low3 |
| MINOR | Medium30 | Medium18 | Medium9 | Low3 | Low0.9 |
| INSIGNIFICANT | Medium10 | Medium6 | Low3 | Low1 | Low0.3 |

Consequences

How severely could it hurt someone/cause damage?

|  |  |  |
| --- | --- | --- |
| CONSEQUENCE | OHS | FACTOR |
| CATASTROPHIC | Multiple fatalitiesSignificant irreversible effects to many people | 100 |
| MAJOR | Single fatalitySevere irreversible effects to one or more people | 30 |
| MODERATE | Moderate reversible effects Temporary impairment to one or more persons | 10 |
| MINOR | Reversible Injury or illness requiring first aid treatment | 3 |
| INSIGNIFICANT | No medical treatment required | 1 |

Likelihood:

How likely is it to happen?

|  |  |  |  |
| --- | --- | --- | --- |
| LIKELIHOOD | LIKELIHOOD | DESCRIPTION | FACTOR |
| FUTURE UNCERTAINTY / RISK | Almost Certain | Is expected to occur | 10 |
| Likely | Probably occur in most circumstances | 6 |
| Possible | Occurrences have occurred in the previous 12 months | 3 |
| Unlikely | Could occur at some time | 1 |
| Rare | May occur in exceptional circumstances | 0.3 |

What should we do about it?

|  |  |  |
| --- | --- | --- |
| RISK DEFINITION | RISK SCORE RANGE | TOLLERANCE LEVEL |
| Extreme  | >300 | Unacceptable |
| High | >100 - <300 | Undesirable |
| Medium | >9 - <100 | Tolerable |
| Low | <9 | Broadly Acceptable |