|  |  |  |  |
| --- | --- | --- | --- |
| 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 | Extreme  1000 | Extreme  600 | Extreme  300 | High  100 | Medium  30 |
| MAJOR | Extreme  300 | High  180 | High  90 | Medium  30 | Medium  9 |
| MODERATE | High  100 | Medium  60 | Medium  30 | Medium  10 | Low  3 |
| MINOR | Medium  30 | Medium  18 | Medium  9 | Low  3 | Low  0.9 |
| INSIGNIFICANT | Medium  10 | Medium  6 | Low  3 | Low  1 | Low  0.3 |

Consequences

How severely could it hurt someone/cause damage?

|  |  |  |
| --- | --- | --- |
| CONSEQUENCE | OHS | FACTOR |
| CATASTROPHIC | Multiple fatalities Significant irreversible effects to many people | 100 |
| MAJOR | Single fatality Severe 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 |