

Project Title:		Project No:	
Task/Activity:		Version No:	
Completed by:		Position/Job title:	
Assessment date:		Start date of works:	

Identification of Hazardous task/activity	Who may be at risk	Potential Harm	L1	S1	R1	Existing/Additional Control Measures	L2	S2	R2	Risk Category

*If there are any changes to the risks, activities or tasks then a review must be completed and the assessment amended and communicated accordingly.
When completing electronically ensure sections don't drop into other pages and delete any unnecessary pages before printing.*

Identification of Hazardous task/activity	Who may be at risk	Potential Harm	L1	S1	R1	Existing/Additional Control Measures	L2	S2	R2	Risk Category (L,M,H)

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RISK ASSESSMENT GUIDANCE

Step 1	Identify the hazards through a site visit, discussion with other workers, suppliers, site users, experts, manufacturer's instructions, data sheets etc.
Step 2	Decide who might be harmed ie; visitors, contractors, members of the public, cleaners, young workers, other workers, client staff etc
Step 3	Evaluate the risks against the Likelihood and Severity matrix and enter into L1 and S1 with the total into R1.
Step 4	Decide on the control measures to be implemented or that are already in place.
Step 5	Re-evaluate the risks with the stated control measures and enter into L2, S2 with the revised total into R2.
Step 6	Assign a Risk Category of Low, Medium or High dependent on your score in R2.
Step 7	Ensure the controls are implemented and the Risk Assessment is communicated and signed off by all relevant individuals.
Step 8	Review the assessment and amend accordingly if the risks or controls change. Ensure any changes are documented and communicated.

Use the following matrix to calculate the overall risk level. Multiplying the Likelihood by the Severity gives the overall risk level. The matrix is used to calculate both:

- Overall risk level (R1) without control measures, and
- Overall risk level (R2) assuming the stated control measures are in place.

RISK RATING		SEVERITY/CONSEQUENCE				
		1. Negligible	2. Minor	3. Moderate	4. Serious	5. Major
LIKELIHOOD	1. Very unlikely	1	2	3	4	5
	2. Unlikely	2	4	6	8	10
	3. Possible	3	6	9	12	15
	4. Likely	4	8	12	16	20
	5. Probable	5	10	15	20	25

Likelihood	Definition
1. Very unlikely	Little or no chance of occurrence; would require a freak combination of factors for the situation to result.
2. Unlikely	Conceivable; occurrence would require multiple failures of systems and controls or a rare combination of factors.
3. Possible	Possible when additional factors are present but otherwise unlikely to occur.
4. Likely	Significant chance of an occurrence and represents a credible scenario.
5. Probable	Almost inevitable that an incident would occur.

Severity/Consequence	Effects	
1. Negligible	Persons	Superficial injury or health implications with no work time absence
	Asset/Equipment/Plant	No likely damage or loss of use or function
	Environment	No damage or effect to the natural environment
2. Minor	Persons	First Aid treatment or minor short term health effects; nuisance or irritation. No lost time
	Asset/Equipment/Plant	Damage requiring minor repair
	Environment	Minimal impact on the natural environment with restoration expected within 24hrs
3. Moderate	Persons	A person suffering a Lost Time Injury or injuries or persistent health effects
	Asset/Equipment/Plant	Locally repairable damage, possibly extensive
	Environment	Short term controllable impact on the natural environment with restoration expected within one day to a month.
4. Serious	Persons	Major fractures, amputations, poisonings or multiple injuries
	Asset/Equipment/Plant	Serious damage requiring major repair or replacement; inoperable
	Environment	Medium term impact on the natural environment with restoration taking more than one month to a year. Could result in legal non-compliance and prosecution.
5. Major	Persons	Fatal injuries, single or multiple, occupational cancer; other severely life shortening diseases, acute fatal diseases
	Asset/Equipment/Plant	Major damage requiring long term repair; complete replacement, inoperable
	Environment	Long term impact on the natural environment with a restoration period exceeding one year. Likely result in legal non-compliance and prosecution.

Risk Category	Definition
Low 1-6	These risks are considered tolerable and acceptable. No further action is necessary other than to ensure the controls are maintained.
Medium 8-12	Consideration should be given as to whether the risks can be lowered where applicable to an acceptable level. The costs of additional risk reduction measures should be taken into account. Arrangements should be made to ensure the controls are implemented and maintained.
High 15-25	Works must not proceed! Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently and activities should be suspended or restricted or interim control measures applied until this has been completed. Considerable resources may have to be allocated to additional control measures. Another assessment should be carried out until the Risk Category is at least a Medium.