

Risk Assessment

Assessment Title		Assessment Number		Date Completed	
Department				Current Version	
Assessment Completed By				Current Version Date	

Identify the activity/task/items

Activity/task/item	Location	Who may be at risk?
Describe the activity:	Describe the location:	A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk:

List of Legislation, Code of Practice, Australian Standards, Guidance Materials used to determine control measures

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Identify the activity/task/items

1. An activity may be divided into tasks. For each task, identify the hazards and associated risks
2. List existing risk controls and determine a risk rating
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used

Hazards	Associated harm - What could go wrong	Existing risk controls	Risk rating with existing controls*			Additional risk controls required. Apply the heirarchy of control	Risk rating with additional controls*		
			C	L	R		C	L	R

* C = consequence L = likelihood R = risk rating

Consequences					
Likelihood	Insignificant 1	Minor (Important) 2	Moderate (Serious) 3	Major 4	Severe (Catastrophic) 5
Almost certain A	Medium	High	High	Very High	Very High
Likely B	Medium	Medium	High	High	Very High
Possible C	Low	Medium	High	High	Very High
Unlikely D	Low	Low	Medium	Medium	High
Rare E	Low	Low	Medium	Medium	Medium