# Health and Safety Risk Assessment

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| **Hirer** |  | **Assessment Date:** |  |
| **Venue**  |  | **Assessed By:** |  |
| **Description of activity:** |  |

| Item No. | Identify the activity or situation | Identify the potential harmful effects | *Operational Controls* | Inherent risk rating | What further action / preventative measures are necessary?  | Residual risk rating | Responsible |
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| **Step 1**: What is the worst possible **CONSEQUENCE** of this hazard?

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| **Descriptor** | **Description** |
| **Insignificant** | Any injury or disease which required first aid treatment only  |
| **Minor** | Injury or disease requiring medical treatment which is likely to result in a person’s being incapacitated from normal activity for a continuous period of less than 7 days |
| **Moderate** | Injury or disease requiring medical treatment which is likely to result in a person’s being incapacitated from normal activity for a continuous period greater than 7 days |
| **Major** | Total or permanently disabled |
| **Extreme** | Fatality |

**Step 2:** What is the **LIKELIHOOD** of this occurring?

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| **Descriptor** | **Description** |
| **Almost certain** | Already occurring or is very likely to occur within the coming year |
| **Likely** | Almost certain to occur – at least once, if not many times during the year |
| **Possible** | Given time likely it will occur – at least once in the next 2 years |
| **Unlikely** | The event may occur at some time, say once every 5 years |
| **Rare** | Unlikely that it will occur – may occur only in exceptional circumstances |

**Step 3:** Quantify the risk – allocate a **Risk Rating Level** (= Consequence x Likelihood)

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|  | **Consequences** |
| **Likelihood** | Insignificant **1** | Minor**2** | Moderate**3** | Major**4** | Extreme**5** |
| **Almost Certain** **5** | Medium 5 | High 10 | High 15 | Extreme 20 | Extreme 25 |
| **Likely** **4** | Low 4 | Medium 8 | High 12 | High 16 | Extreme 20 |
| **Possible** **3** | Low 3 | Medium 6 | Medium 9 | High 12 | Extreme 15 |
| **Unlikely** **2** | Low 2 | Low 4 | Medium 6 | Medium 8 | High 10 |
| **Rare** **1** | Low 1 | Low 2 | Low 3 | Medium 4 | Medium 5 |
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 | **HIERARCHY OF CONTROLS**Start at the top and work down to identify control which reduces the hazard to ALARP. |
| **Most****effective control**Least effective control | **Elimination***E.g. Discontinue use of product, equipment, cease work process* |
| **Substitution***E.g. Replace with a similar item that does the job with a lower hazard level* |
| **Isolation***E.g. Put a barrier between the person and the hazard* |
| **Engineering Controls***E.g. Change the process, equipment or tools so the risk is reduced* |
| **Administration Controls***E.g. Guidelines, procedures, rosters, training etc to minimize the risk* |
| **Personal Protective Equipment***E.g. Worn to provide a barrier or last line of defence against injury* |