

# Appendix J

## Risk Assessment Record

Risk assessment of:

Assessor:

Date:

Overview of activity / location / equipment / conditions being assessed:

**Context of the assessment:**

Hazard(s) identified	Person/s affected	Existing controls (how the risk is being mitigated)	a	b	a x b	Additional controls required
Signed:				Review date:		

# Risk Assessment Record

The assessor can assign values for the 'hazard severity' and 'likelihood of occurrence' on scales of 1 – 5 to aid with rating risks:

Hazard Severity (a)	Likelihood of Occurrence (b)
<b>1 – Trivial (e.g. discomfort, scratch, slight bruising)</b> <b>2 – Minor (e.g. small cut, abrasion, basic first aid need)</b> <b>3 – Moderate (e.g. strain, sprain, incapacitation &gt; 3days)</b> <b>4 – Serious (e.g. fracture, amputation, hospitalisation &gt; 24 hrs)</b> <b>5 – Fatal</b>	<b>1 – Remote (almost never)</b> <b>2 – Unlikely (occurs rarely)</b> <b>3 – Possible (could occur, but uncommon)</b> <b>4 – Likely (recurrent, but not frequent)</b> <b>5 – Very likely (occurs frequently)</b>

The risk rating (high, medium or low) indicates the response to be taken for the assessed risks.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to medium or low level

# Risk Assessment Action Plan

Action plan in respect of: .....

Prepared by: .....

Ref no.	Action to be taken, including cost	By whom	Target date	Review date	Outcome at review date
1					
2					
3					
4					
5					
6					
7					

**Signed:**

**Date:**