

Risk Assessment Form

Risk Assessment No. _____
Beginning with 1, Change number for every update

Risk Assessment Details	
Description of activity	
Scope of risk assessment	
Who may be at risk from the activity?	
How were they consulted?	
Program / Community Group	
Risk assessment conducted by	
Person responsible for ensuring compliance with risk assessment	
<input type="checkbox"/> New <input type="checkbox"/> Updated	Replaces (RA No.) :
Details: Legislation, Codes of Practice, Australian / New Zealand standards, Flinders Shire Council Procedures, manufacturer's guidance etc used to determine control measures necessary.	

Date: _____ Name: _____ Position: _____ Signature: _____

Note: If the risk score is not reduced to a Low (L), the risk assessment must be approved and signed off by the Flinders Shire Council - Safety Systems Manager before any work begins.

Date: _____ Name: _____ Position: _____ Signature: _____

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CONSEQUENCE & LIKELIHOOD TABLE

LIKELIHOOD		CONSEQUENCE	
ALMOST CERTAIN	Will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)	INSIGNIFICANT	First aid treatment, minor injury, no time off work
LIKELY	Will probably occur in most circumstances when the activity is undertaken (51% to 90% chance of occurring)	MINOR	Single occurrence of medical treatment, minor injury, no time off work
POSSIBLE	Might occur when the activity is undertaken (21% to 50% chance of occurring)	MODERATE	Multiple medical treatments, non-permanent injury, less than 10 days off work
UNLIKELY	Could happen at some time when the activity is undertaken (1% to 20% chance of occurring)	MAJOR	Extensive injuries requiring medical treatment (surgery), serious permanent injury / illness, greater than 10 days off work
VERY UNLIKELY	May happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)	SEVERE	Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work

HIERARCHY OF CONTROLS

Level 1 (highest effectiveness)		
ELIMINATION	Remove the hazard. EXAMPLE – remove the risk of fire by moving flammable materials away from heat sources.	ELIMINATION
Level 2 (medium effectiveness)		
SUBSTITUTION	Substitute the hazard for something safer. EXAMPLE - replacing a hazardous chemical with a less hazardous one.	SUBSTITUTION
ISOLATION	Isolate the hazard from people. EXAMPLE - install guard rails around exposed edges and holes.	ISOLATION / ENGINEERING
ENGINEERING	Change the workplace, equipment, or work process. EXAMPLE - remove the risk involved with lifting heavy objects, by using a piece of equipment or plant.	
Level 3 (lowest effectiveness)		
ADMINISTRATION	Use administrative controls. EXAMPLE - use signs to warn people of a hazard.	ADMINISTRATION
PPE	Use personal protective equipment (PPE). EXAMPLE - PPE limits exposure to the harmful effects of a hazard	PPE



RATING ACTIONS

RISK RATING LEVEL	REQUIRED ACTION
EXTREME	IMMEDIATE ACTION REQUIRED – Access to the hazard is to be restricted until the risk can be lowered to an acceptable level. Short term action may be required to lower the risk level and then medium, and long term, plans implemented to control the risk to as low as reasonably practical by using the hierarchy of controls. Timeframe: Immediate
HIGH	IMPLEMENT RISK CONTROLS – Access to the hazard to be restricted until the risk can be lowered to a reasonable level. Action required to minimise the risk using the hierarchy of controls, temporary controls used to minimise the risk. Timeframe: Immediate to 1 week
MEDIUM	IMPLEMENT RISK CONTROLS - Action required to minimise the risk using the hierarchy of controls, temporary controls used to minimise the risk. Timeframe: 1 week to 1 month
LOW	MONITOR AND REVIEW – Risk to be lowered where possible by using the hierarchy of controls. Timeframe: As Required

RISK MATRIX

LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	SEVERE
ALMOST CERTAIN	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
LIKELY	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
POSSIBLE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
UNLIKELY	LOW	LOW	MEDIUM	MEDIUM	HIGH
VERY UNLIKELY	LOW	LOW	LOW	MEDIUM	HIGH

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HAZARD	RATING	CONTROL MEASURES	PERSON RESPONSIBLE	CONTROL TYPE	RATING AFTER CONTROL	DATE CONTROL IMPLEMENTED	COMMENTS
E.g. Preparing and painting walls – Working in the heat	HIGH	<ul style="list-style-type: none"> Erect portable gazebo to provide shade Take regular rest breaks Keep hydrated Schedule work for cooler times of the day Wear protective clothing 0 long sleeve shirts, broad brimmed hats, sunglasses Wear sunscreen Wear sunglasses 	ARTISTS	ENGINEERING / PPE	MEDIUM	29/10/2022	

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Continued

HAZARD	RATING	CONTROL MEASURES	PERSON RESPONSIBLE	CONTROL TYPE	RATING AFTER CONTROL	DATE CONTROL IMPLEMENTED	COMMENTS