

GENERAL RISK ASSESSMENT

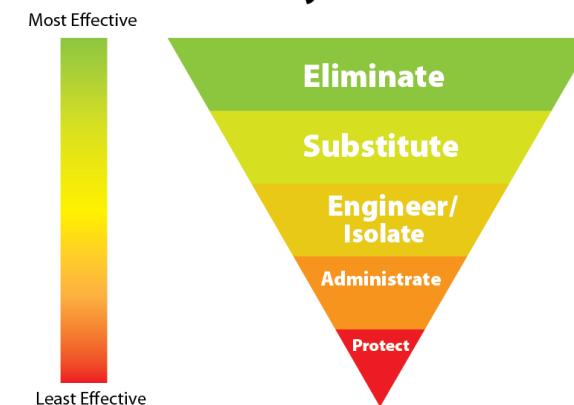


Instructions

This General Risk Assessment must be completed when assessing the risk associated with a task, activity, event or location.

- Identify hazards-** a hazard is anything that has the potential to harm people.
Ask what could cause harm or ill-health to workers, contractors or visitors or damage to property.
- Calculate the risk-** risk is the potential harmful effect of a hazard. Assign each hazard a level of risk based on how likely and how serious the harm could be.
Using the risk matrix below, fill in the likelihood and the consequence values and multiply together to determine the score and level of risk.
- Add current controls-** a control is the action(s) your organisation takes to reduce the risk level of the hazard.
Use *Hierarchy of Controls* (right) to think of ways your organisation currently reduces the risk. The top of the table is the best option. If that is not an option, move to the next best option and so on.
 - Eliminate:** remove the hazard
 - Substitute:** replace with less hazardous
 - Engineer:** redesign the hazard OR isolate: use guards or barriers
 - Administrate:** procedures, signs, training
 - Protect:** personal protective equipment: masks, gloves, hi-vis, hats
- New/additional controls-** are there further actions your organisation can take to reduce the risk even further?
Re-visit the *Hierarchy of Control* table to come up with new ways to reduce risk.
- By who?** Assign someone to ensure that the control is implemented.
- Re-rate the risk-** Go back to the matrix and recalculate the likelihood and severity of the risk after the controls have been implemented.
- Sign, date and submit to your Church Council or manager for approval.**

Hierarchy of controls



RISK MATRIX			Consequence (severity)				
			1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
			Trivial injury No treatment / in-house first aid	Minor injury/illness/damage (<1 day off work)	Significant injury/illness/damage (1-5 days off work)	Extensive permanent injury/illness/damage (>5 days off work)	Death/permanent disabling injury
Likelihood	5	Almost certain to occur in most circumstances <i>(daily-weekly)</i>	(5) Medium	(10) High	(15) Extreme	(20) Extreme	(25) Extreme
	4	Likely to occur frequently <i>(monthly)</i>	(4) Medium	(8) High	(12) High	(16) Extreme	(20) Extreme
	3	Likely to occur at some time <i>(yearly)</i>	(3) Low	(6) Medium	(9) High	(12) High	(15) Extreme
	2	Unlikely to occur, but could happen <i>(2 yearly)</i>	(2) Low	(4) Low	(6) Medium	(8) High	(10) High
	1	May occur, but only in exceptional circumstances <i>(every few years)</i>	(1) Low	(2) Low	(3) Low	(4) Medium	(5) Medium

Level of risk	Action timeframe*
Extreme	Immediate
High	within 24 hrs
Medium	within 1 month
Low	within 6 months

***Please note:** event or activity risks must be controlled to lowest level practicable before commencement.

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Risk Assessment for: _____ (event/ activity/task, the equipment, plant or substance etc.) Workplace/Work Area: _____ Assessment Date: ____ / ____ / ____ Review Date: ____ / ____ / ____	Risk Assess No. _____
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List all the potential hazards (using a new line for each) – including the ones you may already have some controls for (eg cleaning chemicals)	Using the risk matrix (on cover page) what is the estimated level of risk?	What controls are already in place to manage the hazards? (eg cleaning chemicals are kept in a locked storeroom)	What further action is required/could be implemented to minimise the risk? (eg training to be provided to all cleaning chemical users)	Who is responsible to implement the additional controls?	Using the risk matrix, re-rate the risk			
Identify Hazard	Risk Matrix Rating				Current Controls	New/Additional Controls	By Whom?	Re-Rate the Risks E/H/M/L
	Likelihood	Consequence	Score	E / H / M / L				

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	Likelihood	Consequence	Score	E / H / M / L				

Completed by (name):

Signature:

Date: ____ / ____ / ____

In Consultation with (name):

Signature:

Date: ____ / ____ / ____

Risk Assessment Authorised by (name):

Signature:

Date: ____ / ____ / ____