

**Risk Assessment**

Issue :

REF:

Activity/Process:  
 Location:

| Highest Risk Rating  |   |  |
|--|---|--|
| <b>H</b><br><input style="width: 20px; height: 20px; border: 1px solid red;" type="checkbox"/> | <b>M</b><br><input style="width: 20px; height: 20px; border: 1px solid yellow; opacity: 0.5;" type="checkbox"/> | <b>L</b><br><input style="width: 20px; height: 20px; border: 1px solid green; opacity: 0.5;" type="checkbox"/> |

| Hazard | Existing Control Measures | Existing Scores |       |        | Further Action to be Taken to Reduce Risk<br>(e.g. use of PPE) | Residual Scores |       |        | Responsible Persons |
|--------|---------------------------|-----------------|-------|--------|--|-----------------|-------|--------|---------------------|
|        |                           | Prob            | Sev   | Risk   |  | Prob            | Sev   | Risk   |                     |
|        |                           | 1 - 5           | 1 - 5 | 1 - 25 |  | 1 - 5           | 1 - 5 | 1 - 25 |                     |
|        |                           |                 |       |        |  |                 |       |        |                     |

# Appendix E

## Pro Forma Risk Assessment Record

| Likelihood Category | Classification Term | Description  |
|---------------------|---------------------|--|
| 1                   | Unlikely            | Improbable, highly unlikely to occur                                     |
| 2                   | Seldom              | Remote, unlikely to happen but could                                     |
| 3                   | Occasional          | Occasional, increased change or probability, event could happen or occur |
| 4                   | Likely              | Probable, more likely to happen than not                                 |
| 5                   | Definite            | Frequent, highly likely to happen, almost certain                        |

The Risk Matrix below gives the two axis of Likelihood or Probability and Severity. Using these two axis to determine existing risk by multiplying the two numbers together ie  $3 \times 2 = 6$  that gives a risk factor that can then be set against the 'Further Action' column to mitigate this risk, thereby resulting in a lower risk factor. Ie  $3 \times 1 = 3$ .

| Severity Category | Classification Term | Description   |
|-------------------|---------------------|---|
| 1                 | Insignificant       | Minor Injuries/ill health - non-first aid   |
| 2                 | Marginal            | Injuries-requiring first aid but no lost time   |
| 3                 | Moderate            | Injury or illness incurred at work with 3 or more days lost time from work                              |
| 4                 | Critical            | Major injury/single fatality potential or illness with long term health effects, long absence from work |
| 5                 | Catastrophic        | Multiple fatality potential   |

**Low risk** Control measures to be upheld and reviewed as necessary to control residual risk as far as is reasonably practicable

**Medium risk** Control measures to reduce risk rating to a level which is as low as reasonably practicable. Add details of residual risk to drawings/docs

**High risk** Activity not permitted. Hazard to be avoided or reduced

# Appendix E

## Pro Forma Risk Assessment Record

| SCORE (P x S)<br>1-5 |                                 | SEVERITY (S) |        |          |         |          |
|----------------------|---------------------------------|--------------|--------|----------|---------|----------|
| PROBABILITY (P)      | MULTIPLY<br>(P & S)<br>TOGETHER | 1.Minor      | 2. Low | 3.Medium | 4. High | 5. Major |
|                      | 1. Unlikely                     | 1            | 2      | 3        | 4       | 5        |
|                      | 2. Remote                       | 2            | 4      | 6        | 8       | 10       |
|                      | 3. Possible                     | 3            | 6      | 9        | 12      | 15       |
|                      | 4. Probable                     | 4            | 8      | 12       | 16      | 20       |
|                      | 5. Very Likely                  | 5            | 10     | 15       | 20      | 25       |

|                   |                  |                     |
|-------------------|------------------|---------------------|
| Name of Assessor: | Name of Checker: | Date of Assessment: |
|                   |                  |                     |