| **Area / Activity Assessed:** |  | **Assessment Date:** |  |
| --- | --- | --- | --- |
| **Completed by:** |  | **Other persons involved:** |  |
| **Signature:** |  |  |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Risk** | **Required action** | | --- | --- | | **Extreme** | Activity must not proceed until steps are taken to reduce the risk.  Report to senior management and require detailed action plan to reduce the risk to **Low** or **Medium** | | **High** | Requires senior management attention | | **Medium** | Specify management responsibility | | **Low** | Manage by routine procedures | | | | **Consequence** | | | | | |
| **People** | Injuries or ailments not requiring medical treatment. | Minor injury or First Aid Treatment Case. | Serious injury or causing hospitalisation or multiple medical treatment cases. | Life threatening injury or multiple serious injuries causing hospitalisation. | Death, disabling injury or multiple life threatening injuries. |
| **Reputation** | Internal review | Scrutiny required by external committees or internal audit to prevent escalation. | Scrutiny required by external committees or Auditor General’s Office, or Inquest, etc. | Intense public, political and media scrutiny. E.g. front page headlines, TV, etc. | Assembly Inquiry or Commission of Inquiry or adverse national media. |
| **Financial** | 1% of Budget  or < $5K | 2.5% of Budget or < $50K | > 5% of Budget or < $500K | > 10% of Budget or < $5M | > 25% of Budget or > $5M |
| **Likelihood** | **Probability** | **Historical** |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| >1 in 10 | It is expected to occur in most circumstances | **Almost Certain** | **Medium** | **High** | **High** | **Extreme** | **Extreme** |
| 1 in 10 – 100 | Will probably occur | **Likely** | **Medium** | **Medium** | **High** | **High** | **Extreme** |
| 1 in 100 – 1,000 | Might occur at some time in the future | **Possible** | **Low** | **Medium** | **Medium** | **High** | **Extreme** |
| 1 in 1,000 – 10,000 | Could occur but doubtful | **Unlikely** | **Low** | **Medium** | **Medium** | **High** | **High** |
| 1 in 10,000 – 100,000 | May occur but only in exceptional circumstances | **Rare** | **Low** | **Low** | **Medium** | **Medium** | **High** |

| **Activity / Task** | **Hazards**  *Identify the hazard and describe how it could cause harm* | **Raw Risk** | **Controls**  *List the current controls in place to reduce risk* | **Residual**  **Risk** |
| --- | --- | --- | --- | --- |
| Step1: List all tasks (one task/stage per box eg, registration, driving to location, setting up etc) | Step 2: identify potential hazards when doing those tasks | Step 3:  rate the risk  Consequence:  (what is the worse possible outcome)  **Catastrophic** (ie death)  **Major**  **Moderate**  **Minor**  **Insignificant**  Likelihood:  (how likely is it to happen)  **Almost certain**  **Likely**  **Possible**  **Unlikely**  **Rare**  Rating:  (Rating is the cross section between the consequence and likelihood. This rating is at the worst case before implementing any control measures. Then reassessed after the controls for the residual rating.) | Step 4: list control measures that can be used to minimise the risks. | Consequence:  (this stays the same as what was identified in the raw risk column)  Likelihood:  (after control measures, this should now be less likely to happen)  Rating:  (this may also reduce a level or the risk may stay the same depending on the task) |
|  |  | Consequence:  Likelihood:  Rating: |  | Consequence:  Likelihood:  Rating: |
|  |  | Consequence:  Likelihood:  Rating: |  | Consequence:  Likelihood:  Rating: |
|  |  | Consequence:  Likelihood:  Rating: |  | Consequence:  Likelihood:  Rating: |