



**RETAIL
CONNECTION**

RISK ASSESSMENT - SAMPLE

Describe Identified hazard: A Hazard is anything that could hurt you or someone else

Describe the risks: Work out how likely it is that the hazard will hurt someone and how badly they could be hurt

Likelihood:

Consequences:

Exposure:

Calculate risk rating:

RISK ASSESSMENT OF (ITEM, PLANT AND PROCESS)

Site:

Date:

Undertaken by:

| 1. | 2. | 3.. | 4. | 5. | 6. |
|----------------------------|---------------------------------------|---|---------------------------|---|----------------------------|
| Nature of Potential Hazard | Potential Injuries or damage to plant | Probability, Exposure & Consequence Value & Score (See Calculation Sheet) | Suggested Remedial Action | Amended Exposure, Frequency & Consequence Value & Score (See Calculation Sheet) | Nature of Potential Hazard |
| | | | | | |

RISK CONTROL PLAN

| 1. | 2. | 3.. | 4. | 5. | 6. |
|---|---|---|------------------------|---|--|
| Actual actions to be taken give clear indication of what is to be done, referring to other documents, person, training as necessary | By whom persons responsible to be named | Date when actions are to be completed by: | Actual Completion Date | Signed off by Manager or persons responsible for completing the actions | Progressive monitoring and review who/when/how is checking that the controls measures are working? Any new problems??? |
| | | | | | |

Changes or modifications required and agreed.

SIGNED:

DATE:

SIGNED:

DATE:

MONITORING & REVIEW: How do you intend to review the controls to ensure they are effective?

SIGNED:

DATE:

RISK CALCULATION SHEET –

RISK CALCULATION = LIKELIHOOD X CONSEQUENCES X EXPOSURE = FINAL SCORE

| LIKELIHOOD | X | | X | | = | VALUE | ACTUAL SCORE |
|---|---|--|---|--|---|-------|--------------|
| Common/very likely that it could happen | | | | | | 10 | |
| Quite likely that it could happen | | | | | | 6 | |
| Not likely but could happen | | | | | | 3 | |
| Unlikely to happen – quite remote | | | | | | 1 | |
| Virtually impossible to happen | | | | | | 0.5 | |
| CONSEQUENCES | | | | | | VALUE | ACTUAL SCORE |
| Death or environmental disaster | | | | | | 10 | |
| Permanent disability or permanent damage to the environment | | | | | | 9 | |
| Serious injury, illness or serious environmental damage | | | | | | 7 | |
| Injury/illness requiring medical treatment or some temporary environmental damage | | | | | | 3 | |
| First aid injury/illness or minor temporary environmental damage | | | | | | 1 | |
| EXPOSURE | | | | | | VALUE | ACTUAL SCORE |
| Continuous – all the time | | | | | | 10 | |
| Daily – consistent | | | | | | 6 | |
| Weekly – frequent | | | | | | 3 | |
| Monthly – periodic | | | | | | 2 | |
| Seldom, few times a year | | | | | | 1 | |
| Yearly or regular periodic basis | | | | | | 0.5 | |

| LEVEL OF RISK | SCORE |
|--|-----------|
| VERY HIGH Must initiate controls Senior Management Decision/Action required | ABOVE 400 |
| HIGH Must initiate controls Line Manager/Foreman Decision/Action required | 200 – 400 |
| MEDIUM Review for improvement opportunities | 70 – 200 |
| LOW | 20 – 70 |
| VERY LOW | BELOW 20 |