## RISK ASSESSMENT

A Risk Assessment is a simple tool to look at an activity such as a task, project or event to identify health and safety risks that are likely to pose a threat to a person’s safety or impact operations of the University and to establish appropriate risk controls to minimise harm.

## KEY STEPS SUMMARISED

1. Provide summary of activity.
2. Break the activity down into a series of steps (from start to finish).
3. Identify potential hazards for each step. Use the Hazard Identification Checklists for help.
4. Assess the inherent risk (before control measures) for each hazard identified by:
   1. Evaluating the possible consequence of the hazard using the Consequence Scale (see below)
   2. Evaluate the likelihood of that consequence using the Likelihood Scale (see below)
   3. Determine risk rating of each hazard using the Risk Matrix.
5. Develop appropriate risk control measures to eliminate or reduce the risks.
6. Ensure all persons involved in the activity have read, understand and sign the risk assessment before work starts.

The following Risk Assessment template has been provided in a word format to enable you to type in information and to electronically transmit and save the document.

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| **LIKELIHOOD SCALE** | |
| **Descriptor** | **Description** |
| **Almost certain** | The event is expected to occur in most circumstances / commonly repeating / occurs weekly |
| **Likely** | The event will probably occur in most circumstances / known to occur / occurs monthly |
| **Possible** | The event might occur, say yearly / has a 1 in 20 chance of occurring |
| **Unlikely** | The event could occur at some time, say once in every 10 years / say 1 in 100 chance of occurring |
| **Rare** | Event may only occur in only exceptional circumstances / less than a 1% chance of occurring |

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| **CONSEQUENCE** | | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost Certain** | Mod | Mod | High | Ext | Ext |
| **Likely** | Low | Mod | High | Ext | Ext |
| **Possible** | Low | Low | Mod | High | Ext |
| **Unlikely** | Low | Low | Mod | High | High |
| **Rare** | Low | Low | Low | Mod | High |