RISK ASSESSMENT FORM INSTRUCTIONS

The purpose of a risk assessment is to identify all possible potential hazards in the venue or activity area. The level of risk associated with that a hazard is assessed with existing controls, if any, in place. After new controls are applied to remove the risk or to minimise the level of risk to the lowest possible, the risk level is re-assessed. If the risk cannot be reduced to the lowest level possible, that task or activity should not be undertaken.

In assessing risk, you take into account the likelihood that something will happen and the consequences of that happening. Both common sense and the law require that you identify the hazard, assess the risk of that hazard and control the risk.

Usually, there is no need to complete another risk assessment form for an activity unless there are changes to the environment, location, venue or the hazards.

Identifying the hazards

Put a cross in the box for all hazards you have identified at the venue or for the activity in the "Identify the hazards" section of the form. This section lists multiple possible hazards by category as a prompt to assist with identification.

Examples below are from a risk assessment for monthly meetings at Frenchville Club.

Biological (e.g. hygiene, disease, infection)		
[ ] Blood/bodily fluid	[ ] Virus/disease	[x] Food handling
Other/details:		
Manual tasks/ergonomics		
[X] Manual tasks (repetitive, heavy)	[ ] Working at heights	[ ] Restricted space
Other/details:		

Assess the level of risk

First consider the likelihood of exposure to the hazard. Using the table below, determine that likelihood.

Likelihood	Description of likelihood
5. Almost certain	Almost certain to occur within the foreseeable future..
4. Likely	Likely to occur within the foreseeable future.
3. Possible	May occur within the foreseeable future.
2. Unlikely	Not likely to occur within the foreseeable future.
1. Rare	Will occur only in exceptional circumstances.

Next, consider the consequence of exposure to the hazard. In determining the consequence, you need to consider what would be the most likely outcome for people of the age group of U3A

members. For example, a child falling in the carpark would probably end up with no more than skinned knees. The consequences of such a fall for older persons could include severe fracture as well as skinned knees.

Using the table below, determine as realistically as possible the consequence resulting from exposure to the hazard.

Consequence	Description of consequence
A. Insignificant	No treatment required.
B. Minor	Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps).
C. Moderate	Injury requiring medical treatment.
D. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation.
E. Critical	Loss of life, permanent disability or multiple serious injuries.

Using the two variable risk matrix, determine the risk rating from the likelihood and consequence descriptors.

In the column “Likelihood” of the risk matrix, locate the likelihood descriptor for the identified hazard. In the row “Consequences” of the risk matrix, locate the consequence descriptor for that hazard.

The risk rating is provided in the box where the likelihood column and consequence intersect.

Risk Assessment Matrix					
Likelihood	**Consequence**				
	A.Insignificant	B.Minor	C.Moderate	D.Major	E.Critical
5. Almost certain	Medium	Medium	High	Extreme	Extreme
4. Likely	Low	Medium	High	High	Extreme
3.Possible	Low	Medium	Medium	High	High
2.Unlikely	Low	Low	Medium	Medium	High
1.Rare	Low	Low	Low	Low	Medium

It is **possible** that someone could be harmed from food handling procedures, for example, scalded with hot liquid. The consequence of that would probably be **minor**. The risk level is therefore **medium.**

It is **possible** that someone would be injured in moving chairs and other furniture at the meeting. The consequences would probably be **moderate**. The risk level is therefore **medium.**

Determine the most effective control method

Determine the most effective control method to eliminate or reduce the risk so far as is reasonably practicable.

Assessed risk level		Description of risk level	Actions
☐	Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
☐	Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
☐	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
☐	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

The hierarchy of control is used to determine procedures for eliminating or reducing the risk.

The Hierarchy of Control describes the ranking of methods for controlling risks from the highest level of protection and reliability to the lowest.

The level/method of control should be appropriate to the level of risk. A severe risk activity, if it cannot be eliminated, would require higher levels of controls than a low risk activity. Often risks are controlled using a combination controls.

The hierarchy of control is listed in order of effectiveness.

Hierarchy of controls	
Most effective (High level) ⬇ Least effective (Low level)	**Elimination**: remove the hazard completely from the area or activity.
	Substitution: replace a hazard with a less dangerous one.
	Redesign: changing equipment or process to make it safer.
	Isolation: separate people from the source of the hazard.
	Administration: putting rules, signage or training in place to make an area or activity safer.
	Personal protective equipment (PPE): protective clothing and equipment.

Level 1 (highest effectiveness) Elimination Remove the hazard.

Level 2 Substitution Substitute the hazard for something safer. For example, use a ramp instead of steps.

Level 3 Redesign Change equipment or process to make it safer. For example, change the procedures for serving hot cups of tea and coffee.

Level 4 Isolation Isolate the hazard from people. This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed paths and holes in floors.

Level 5 Administration Use administrative controls. For example, use signs to warn people of a hazard.

Level 6 (lowest level) PPE Use personal protective equipment (PPE). For example, wearing a hat or sunglasses for outside activities.

Complete the table of hazards/risks and control measures

Examples from risk assessment for general meeting

Description of hazards	Risk level before control	Control measures	Risk level after control
Food handling (Hot drinks)	M	Move away from drinks servery after receiving tea or coffee to avoid burning others with hot drinks.	
Manual handling (chairs and tables)	M	Do not relocate furniture. Seek assistance from Frenchville Club staff if anything has to be moved. This is their safety policy.	

Reassess risk level after controls

After implementing controls to eliminate or reduce the risk, reassess the level of risk.

It is **unlikely** that someone could be harmed from hot drink handling procedures with controls in place. The consequence of that would probably still be **minor**. The risk level reduces to **low.**

It is **rare** that someone would be injured by moving chairs and other furniture at the meeting. The consequences would probably still be **moderate**. The risk level is therefore **low.**

Description of hazards	Risk level before control	Control measures	Risk level after control
Food handling (Hot drinks)	M	Move away from drinks servery after receiving tea or coffee to avoid burning others with hot drinks.	L
Manual handling (chairs and tables)	M	Do not relocate furniture. Seek assistance from Frenchville Club staff if anything has to be moved. This is their safety policy.	L

NOTE: A Covid-safe plan may also be required.