

RISK ASSESSMENT FORM INSTRUCTIONS

The purpose of a risk assessment is to identify all possible potential hazards in the venue or activity area. The risk level before any controls are applied is assessed. If the risk level is higher than “Low”, controls will be needed to remove the risk or to minimise the risk to the lowest level possible. After controls are applied, the risk level is again assessed. If the risk cannot be reduced to the lowest level possible, that task or activity should not be undertaken.

Usually, there is no need to complete another risk assessment form in the current year for an activity unless there are changes to the environment, location, venue or the hazards. A new risk assessment form should be completed early in every new year.

Identifying the hazards on the risk assessment form

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

Hazards, including but not limited to -	Description of hazards - put cross in the box of those that apply	Risk level before control	Control measures- put cross in the box of those that apply	Risk level after control
Biological (e.g. hygiene, disease, infection)				
Virus/disease Blood/body fluid Food handling	<input type="checkbox"/> Covid and other viruses		<input type="checkbox"/> Follow Covid Safe Plan and any rules of the venue attended <input type="checkbox"/> Ensure tables and chairs are set up for social distancing and do not move them <input type="checkbox"/> Do not share food and drinks <input type="checkbox"/> People serving food to wear disposable gloves <input type="checkbox"/> Maintain social distancing while lining up for morning tea <input type="checkbox"/> Do not share equipment <input type="checkbox"/> Be careful with sharp equipment	
Critical incident – resulting in:				
Lockdown Evacuation Disruption	<input type="checkbox"/> Evacuation		<input type="checkbox"/> All members and visitors must be signed in with U3A <input type="checkbox"/> Ensure all emergency exit doors are clear and accessible <input type="checkbox"/> In the event of an incident, exit building, wait atuntil your name is checked off. Attendance records must be kept <input type="checkbox"/> Have ICE installed on mobile or provide coordinator with next of kin details <input type="checkbox"/> Check mobile phone reception is available. Phone 000 in case of emergency	

Identifying the hazards not on the risk assessment form

The risk assessment form includes a section for hazards you might identify that are not included on the form.

Other hazards – give details:				

Assessing the level of risk before controls

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.

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 column 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

Description of risk levels

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.

Determining the controls on the risk assessment form that are needed


Put a cross in the boxes of the control measures you think will reduce the level of risk from the hazards you have identified.

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

Assess the level of risk after the controls

Re-assess the risk level after controls have been put in place. Activities should not be undertaken unless the level of risk after controls is “Low”, preferably, or “Medium”.