**HEALTH AND SAFETY RISK ASSESSMENT**

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| **Activity Description:**  |  |
| **Activity Location:** |  |
| **Conducted By:**  |  | **Date:**  |

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| **STEP 1: IDENTIFY THE HAZARDS**Tick the hazards that may be encountered when undertaking this activity and list any others. |
| Biological | [ ]  Animals | [ ]  Blood or bodily fluid |
| [ ]  Food or animal waste | [ ]  Insects | [ ]  Plants, trees, branches |
| [ ]  Virus or disease | [ ]   | [ ]   |
| Chemical (refer to Labels and Safety Data Sheets) | [ ]  Corrosive |
| [ ]  Environmentally harmful | [ ]  Explosive  | [ ]  Flammable |
| [ ]  Gas under pressure | [ ]  Harmful | [ ]  Health hazard |
| [ ]  Oxidising | [ ]  Toxic |  |
| Emergencies | [ ]  Flood | [ ]  Fire |
| [ ]  Injury | [ ]  Storm | [ ]   |
| Energy | [ ]  Compressed air | [ ]  Electricity |
| [ ]  Hot or cold items or surfaces | [ ]  Hydraulics | [ ]  Objects at height |
| [ ]  Radiation | [ ]  Stored energy (e.g. springs) | [ ]   |
| Environment | [ ]  Ambient temperature (hot or cold) | [ ]  Dust |
| [ ]  House keeping | [ ]  Noise | [ ]  Poor lighting |
| [ ]  Sun exposure | [ ]  Uneven ground (holes, trips) | [ ]  Ventilation |
| Facilities / Built Environment | [ ]  Asbestos | [ ]  Confined space |
| [ ]  Elevated work (falls) | [ ]  Floors – uneven or unstable | [ ]   |
| **Manual Work** | [ ]  Awkward postures | [ ]  Bending, kneeling or squatting |
| [ ]  Lifting moderate (10-20kg) | [ ]  Lifting heavy (>20kg) | [ ]  Reaching |
| [ ]  Repetition | [ ]  Pushing or pulling | [ ]  Twisting |
| Plant and Equipment | [ ]  Fixed machinery | [ ]  Hand tools |
| [ ]  Lifting equipment (cranes, hoists) | [ ]  Mobile plant (forklifts, loaders etc) | [ ]  Passenger vehicles |
| [ ]  Portable machinery | [ ]  Power tools | [ ]  Trucks |
| Psychosocial | [ ]  Stress or anxiety | [ ]  Bullying or harassment |
| [ ]  Fatigue | [ ]  Shift work | [ ]  Violence |
| **Other Risks** | [ ]   | [ ]   |
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| STEP 2: ASSESS THE RISKSConsider each hazard identified in Step 1 and use the matrix below to assess the risk. |

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| Likelihood | Consequence |
| First Aid | Medical Treatment | Lost Time | Death of one person | Death of multiple people |
| Known to be happening | Medium | Medium | High | Extreme | Extreme |
| Happens more than once a year | Low | Medium | High | Extreme | Extreme |
| Happens less than once a year | Low | Medium | High | High | Extreme |
| Hasn’t happened in last five years | Low | Low | Medium | High | High |
| Has never happened | Low | Low | Low | Medium | Medium |

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| STEP 3: CONTROL THE RISKSConsider each hazard identified in Step 1 and list the controls that are in place and those that should be implemented. When selecting controls, start at the top of the Hierarchy of Controls and consider each level. |

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| Hierarchy of Control |
| Most effectiveLeast effective | 1 | **Elimination:** can the hazard be completely removed? |
| 2 | **Substitution:** can the hazard be replaced with something less hazardous? |
| 2 | **Isolation:** can people be kept away from the hazard? |
| 2 | **Redesign:** can the activity or equipment be changed to make it safer? |
| 3 | **Administration:** can procedures, signage or training be used to minimise the chance of harm? |
| 3 | **Personal Protective Equipment (PPE):** will protective clothing help to prevent harm? |

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| **STEP 4: REVIEW**Each risk assessment should be reviewed periodically. Listed below are times when a risk assessment should be reviewed and what should be considered during each review. |

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| Review Risk Assessments When | Consider These Things When Conducting A Review |
| There has been a change, such as new equipment | Have there been any incidents |
| Following an incident during the activity | What do the people doing the work think about the activity |
| Concerns have been raised about the safety of the activity | Have all hazards been identified |
| New information has become available about the activity | Are the assessed levels of risk appropriate |
| Prior to a new season or project | Have the best controls been selected using the hierarchy |
| Otherwise periodically, such as every year | Have all controls been implemented effectively |

| STEP 1 | STEP 2 | STEP 3 | STEP 4 |
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| Hazards | Risk Level | Control measures - EXISTING | Control measures - NEW | Who | When | Review |
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