**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 RISKS  Consider 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 RISKS  Consider 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 effective  Least 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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