**RISK ASSESSMENT FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Department:** | | **2. Completed by:** | | | **3. Date:** |
| **4. Risk/Hazard Identified:** | | | | | |
| **5. People at Risk:** | | | | | |
| **6. Potential Causes:** | | | | | |
| **7. Consequences:** | | | | | |
| |  |  |  | | --- | --- | --- | | Risk Scoring Multiply severity by probability = Risk Category Score (S x P = R) | | | | **Severity (S)** | **Probability (P)** | **Risk Category Score (R)** | | 5 = Fatality or disaster | 5 = Highly likely | **16-25 = HIGH**  Stop process/activity and take immediate corrective action through appropriate control measures. Carry out further risk assessment - risk assessment must show an acceptable level prior to starting process/activity. | | 4 = Major injury, damage or loss | 4 = Very likely | | 3 = Reportable injury or occurrence | 3 = likely | **9 – 15 MEDIUM**  **T**ake short-term action to reduce risk with additional controls. Detail planned action to permanently reduce risk to level 1 and reassess risk. | | 2 = Minor injury, less than 3 days lost time or minimal loss | 2 = Unlikely | **1-8 = LOW**  No further action required - risk at an acceptable level. Monitor to ensure standard is maintained. | | 1 = Minor injury, no lost time or damage | 1 = very unlikely | | | | | | |
| **8. Severity:** | **9. Probability:** | | | **10. Risk Category Score:** | |
| **11. Existing Control Measures:** | | | | | |
| **12. Further Action Required: YES NO** | | | | | |
| **13. Proposed Remedial Actions:** | | | | | |
| **FOR INTERNAL USE ONLY:** | | | | | |
| **1. Follow-Up Required:** | | | | | |
| **2. Follow Up Due Date:** | | | | | |
| **3. Completed by:** | | | **4. Date:** | | |