

Forms, Plans & Checklists: RISK ASSESSMENT FORM

Risk Assessments must be conducted for each area, activity or program conducted under the auspice of the Alice Springs Baptist Church

How to complete the Risk Assessment Form;

Step 1: Complete the event details and then using the subheadings, identify the potential hazards that could occur to staff and/or visitors.

Step 2: Using the Risk Assessment Matrix, complete the Risk Rating for identifiable hazards.

Step 3: Once the risk rating has been identified, the Control Measures must be articulated to eliminate or reduce the risk. The Control Measures put in place will depend on the risk rating. Control measures hierarchy: (From most effective to least)

- Substitution of the activity for a safe one.
- Modify the activity to make it safer.
- Administration - Develop and implement safe procedures for the activity in question.
- Provide personal protective equipment to minimize risk.

Step 4: HSR or AMG representative to check and sign Risk Assessment form.

Step 5: Post activity Person in Charge (plus HSR and AMG representative if appropriate) evaluate management plan and make recommendations for future event.

Step 6: HSR or AMG to Archive this from, incident reports and evaluation.

ASBC WHS ACTIVITY/PROGRAM RISK ASSESSMENT FORM

ACTIVITY/PROGRAM RISK ASSESSMENT FORM

Activity Description:		Date:
Person in charge:	Times:	Evaluated post event:
Checked by: (sign and date)		
Transport arrangements:	Location(s):	Archived:
Potential Hazards	Risk Rating 1-16	Control Measures
Venue:		
Transport:		
Physical Elements (include weather):		
Current medical conditions:		
Proposed Activity:		
Accommodation:		
Meals:		
Other:		
Proposed Activities:		

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RISK ASSESSMENT MATRIX

Instructions:

- A. Assess how severe an injury or illness might be as a result of a hazard occurring.
- B. Then assess the likelihood of the incident occurring.
- C. Record the number in the column headed Risk Rating for each potential hazard.

How serious could the incident be?		How likely is that the incident will occur at each level?			
		Very likely (could happen at any time)	Likely (could happen sometime)	Unlikely (could happen, but very rare)	Very Unlikely (could happen, but probably never will)
		4	3	2	1
Severe / Catastrophic Death or cause permanent disability.	4	16	12	8	4
Major Long term illness or serious injury.	3	12	9	6	3
Moderate Professional medical attention required and several days off.	2	8	6	4	2
Minor / Insignificant First aid needed	1	4	3	2	1

The numbers indicate the degree of danger.

Risk level 16 is the most hazardous; risk level 1 is the least hazardous.

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CONTROL MEASURES HIERARCHY

Risk Rating		Control Hierarchy
12-16	Extreme Risk	High Risk. Excursion, trip, camp or activity is not to proceed.
8 to 11	High Risk	Determine corrective actions – Implement as soon as possible. Provide an alternative that is safer eg alternative transport Provide a barrier or guard eg seatbelts, protective clothing
4 to 7	Medium Risk	Communicate procedures, practices & guidelines; provide training (eg first aid), instruction & supervision.
1-3	Low Risk	Provide or instruct participants to access personal equipment eg hat, sunscreen, wet weather gear