

HEALTH & SAFETY ENDEAVOUR RISK ASSESSMENT FORM

Ra No.ERMS Ref:	Date:	Version No.:	Review Date:	Authorised by:
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STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT

Location name:	Building No.:	Room No.:	Assessed by:	HSR/Employee representative:
Description of activity/task:				
Workplace conditions (Describe layout and physical conditions - including access and egress)				
List systems of work for the activity/task: • Training/Inductions • SOPs • Emergency processes		• Inspections to be completed • Existing controls		
Is there past experience with the activity/task that may assist in the assessment? • Existing controls • Industry standards • Training / Induction • Codes of Practice		• SOPs • Incidents & near-misses • Incident Investigation • Standards • Legislation • Guidance material		

STEP 2: RISK RATING – RISK MATRIX AND DEFINITIONS

Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Severe
	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Low	Medium	High

Likelihood
Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)
Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring)
Possible – might occur when the activity is undertaken (21 to 50% chance of occurring)
Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring)
Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

Consequence
Insignificant – First aid treatment, minor injury, no time off work
Minor – Single occurrence of medical treatment, minor injury, no time off work
Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work
Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work
Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work

Risk Rating Priority for Action			
	Risk acceptance guide	Action	Recommended action time frame
Extreme	Not acceptable	Cease or isolate source of risk Implement further risk controls Monitor, review and document controls	Immediate Up to 1 month Ongoing
High	Generally (in most circumstances) not acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	1 to 3 months Ongoing
Medium	Generally (in most circumstances) acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	3 to 6 months Ongoing
Low	Acceptable	Monitor and review	Ongoing

STEP 3 – IDENTIFY HAZARDS AND ASSOCIATED RISK RATINGS AND CONTROLS

For each step in the task: - Break down the task into manageable steps. List the steps in the order that they occur; - Identify the hazard(s) associated with each step; - Determine and record an inherent risk score using the risk matrix; - Provide a control description for each current or proposed risk control; - Specify the risk control type, for each current or proposed risk control; - Where proposed risk control(s) have been identified complete an Health & Safety: Action plan; - Determine and record the residual risk score using the risk matrix.	Hierarchy of Control (Control Type) EI – Elimination S – Substitution En – Engineering Is – Isolation G – Guarding Sh – Shielding A – Administrative T – Training In – Inspection M – Monitoring H – Health Monitoring P – PPE
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HAZARD GUIDANCE – YOUR HAZARDS MAY INCLUDE THE FOLLOWING. HAZARDS ASSOCIATED WITH YOUR PROJECT ARE NOT LIMITED TO THIS LIST.

PHYSICAL	ENVIRONMENTAL	EVENT/EXHIBIT	OTHER
- Being cut or stabbed - Struck, crushed or entangled - Shearing or friction - Moving parts - Slip, trip or fall - Manual handling/ergonomics - Vibration - Other	- Extremes of temperature - High wind or humidity - Inadequate light - Dusts, fumes or vapours - Exposure to UV or other radiation - Uneven terrain/surface - Extreme temperatures (hot/cold) - Other	- Inadequate Emergency Management – events are crowded. How do you respond/ get out in an emergency and make sure you don’t block any exits or emergency equipment? - Transport/Travel – how are you and your project traveling to/from the exhibit. Can it get damaged or accidentally hurt a member of public? - Public/Audience Interaction – If you are doing any demonstrations, how do you ensure the safety of yourselves and members of public (participants and observers)? - Set up & Pack Down – How do you ensure your display is stable and doesn’t fall. Remember public interactions. - Manual Handling – do you need to lift or carry your project or other heavy/awkward items? - Electrical Safety – If you need power, how do you ensure you’re not overloading power circuits and that nobody trips over any power cables? - Unauthorised Access to your display/project – how do you keep people safe if you have to leave your project unattended? Consider children walking around. - Security & Privacy – are you collecting personal information/photos from public or participants, including digital information. How are you managing this? - If part or all of your exhibit was to break/spill, how is it safely cleaned and disposed of?	- Noise - Dust - Infectious agents or materials - Chemicals - Radiation - Engineered nanoparticles - Animals - Electric shock - Other

Steps in the Task (Your methodology – consider: transporting your project to the event, any demonstrations, packing up etc)	Hazards	Inherent Risk Score	Control Description (Current and Proposed)	Control Type	Residual Risk Score

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STEP 4 – IMPLEMENTATION AND CONSULTATION PROCESS

Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. Ensure a Health & Safety: Action plan has been completed, reviewed and signed off where proposed controls have been identified.

Obtain the authorisation of the management representative.

Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted.

Record below the names of the persons consulted.

Management representative		HSR/Employee representative	
Employee(s)		Employee(s)	
Employee(s)		Employee(s)	
Person Responsible for implementation or escalation			

Extra writing room - use this page to enter extended comments or descriptions

For use in conjunction with the [Health & Safety: Risk management requirements](#).
For further information, refer to <http://safety.unimelb.edu.au/management/implement> or contact your [Health and Safety Business Partner](#).