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**Risk Assessment Template (February 2020)**

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| **Activity or area covered in the risk assessment:** |  |
| **Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)?:** |  |
| **Assessors name:** |  |
| **Assessment date:** |  |
| **Review Date (Every 12 months or sooner if there are significant changes):** |  |

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| **Steps to Risk Assessment** |
| **Identify the hazards** |
| Hazard: | A Hazard is something that can cause harm. For example; a protruding bolt from play equipment, falls from climbing apparatus, improper use of tools/ equipment or poor separation between traffic and pedestrians. |
| **Evaluate the risk** |
| What harm could be caused? | What harm could come from the hazard. Such as; bruises, abrasions, head injury, minor/ major injury or fatality. |
| How likely is the risk to occur (High, Medium or Low)? | What is the probability the incident will occur? Low, medium or high probability. |
| Who might be harmed? | Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)? |
| **Decide what precautions to put in place** |
| What are you already doing (Control measures)? | The existing control measures are what you already have in place. Such as; servicing and testing of equipment, staff training, personal protective equipment or staff supervision, etc. |
| Further action/ control measures required? | Further control measures are what you need to do to achieve an acceptable level of safety. Such as; elimination or substitution of a product, item or process, keeping items locked away/ out of reach or erecting a barrier, etc. |
| Remaining Risk Level (High, Medium or Low)? | What is the remaining probability of the risk occurring after all the control measures are applied? Low, medium or high probability. If a significant risk level remains, further assessment or control measures may be required. |
| **Implement your findings** |
| Action by whom and when? | Nominated person to complete the action/s and the date they will achieve this by. |

| **Identify the hazards** | **Evaluate the risk** | **Decide what precautions to put in place** | **Implement your findings** |
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| Hazard | What harm could be caused? | How likely is the risk to occur (High, Medium or Low)? | Who might be harmed? | What are you already doing (Control measures)? | Further action/ control measures required? | Remaining Risk Level (High, Medium or Low)? | Action by whom and when? |
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