

RISK ASSESSMENT SUMMARY SHEET

1. Location

Campus:	Assessment Date:
College / School / Department:	Re-assessment Date:
Building / Area:	Risk assessment team members:
Accountable Manager:	

2. Details of further action necessary to control risk (with dates)

Task	Action	Who is Responsible	Date

3. Summary of risks (with controls in place)

Assessment of risk	Low		Medium		High		Very High	
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Risk to Pregnant Workers?	Yes		No	
Or to Disabled Workers?	Yes		No	

4. Evaluation

This assessment is an accurate statement of the known hazards, risks and precautions. I certify that the control measures will prevent or, if this is not possible, control the risk subject to the level shown in section 3 (above) and that staff will be adequately trained and supervised, and the identified control measures implemented. The contents of this assessment will be communicated to staff and all relevant persons.

Signature of Assessor:	Date:
Signature of Accountable Manager (if not Assessor):	Date:

Probability of Injury/Loss/Harm (P)

1	Very Unlikely
2	Possible
3	Probable
4	Very Likely

Severity of Injury/Loss/Harm (S)

1	Minor	Mild bruising, minor cuts, mild chemical irritation to eyes or skin. No absence from work or absence of less than 3 days.	Minor property damage
2	Serious	Loss of consciousness, burns, breaks or injury resulting in absence from work for more than 3 days. Other non-permanent chemical effects.	Serious property damage confined to the workroom or area
3	Major	Permanent disability or other reportable injury or disease.	Major property damage affecting the building
4	Fatal	Death	Property damage affecting the loss of one or more buildings

Risk Assessment Detail Sheet General hazards

Task	Hazard	Who might be harmed and how	Before Controls (Initial risk)			Control Measures	After Controls (Revised risk)		Overall Risk
			P ¹	S ¹	3+		P	S	

Risk Assessment: Low Medium High Highest Score on any line

Score	Overall Risk	Acceptability
1 - 5	Low risk	Reasonably acceptable risk. Modify wherever possible. Implement control measures. Monitor.
6 - 12	Medium risk	Tolerable risk. Review and modify wherever possible. Enforce control measures. Review regularly. Monitor.
13 - 16	Very High risk	Unacceptable risk. Stop work and modify urgently. Enforce control measures.