NAME OF EVENT		**ASSESSED BY(NAME)**	
LOCATION OF EVENT		**ROLE**	
DATE(S) OF EVENT		**REVIEW DATE**	

PEOPLE AT RISK **Consider staff, members of the public, children, the elderly, residents and contractors,**	
TYPES OF INJURY / LOSS **For example, burns, fractures, bruising, lacerations etc.**	

	HAZARD	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

	ADDITIONAL CONTROL MEASURES	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Final Risk Rating L/M/H (1 – 25)	Actioned By (Print Name) & Target Date	Date Control(s) implemented	Sign to Confirm
1							
2							
3							
4							
5							
6							

RISK ASSESSMENT

Definitions which must be understood in order to complete the risk assessment are as follows:

Hazard: something with the potential to cause harm to someone or something e.g. an object, activity, situation
Harm: injury, ill health, loss or damage.
Risk: the chance or likelihood that the harm will occur from a particular hazard.

Completing the risk assessment
The person carrying out the risk assessment should first identify the hazards and record the control measures **already in place** to manage the risk. Once the controls have been recorded, the risk rating can be calculated by using the risk matrix below i.e. multiplying the likelihood by the severity to reach an overall risk rating.

Where it is identified that the risk is high, **immediate action** is required and additional controls must be put in place as a priority. Where the risk is identified as medium, additional controls will normally be required unless all reasonably practicable control measures have already been put in place. Remedial actions should be assigned to a responsible person and the date of implementation for the additional control measures recorded.

The **second table** on the risk assessment lists any additional control measures which are required to reduce the risk rating further. For example, if you have a high risk rating against a hazard identified in table 1 then you must consider what additional measures can be introduced to reduce the risks.

RISK RATING MATRIX

HOW TO CALCULATE THE RISK RATING: **MULTIPLY the LIKELIHOOD by the SEVERITY e.g.** ***Possible (3) X Significant (3) = Risk Rating of (9)*** **MEDIUM RISK**		**Critical / Fatal (5)**	**Severe (4)**	**Significant (3)**	**Marginal (2)**	**Negligible (1)**	**Severity Index**
Likelihood Index	**Highly Probable (5)**	25	20	15	10	5	
	Probable (4)	20	16	12	8	4	
	Possible (3)	15	12	9	6	3	
	Unlikely (2)	10	8	6	4	2	
	Very Unlikely (1)	5	4	3	2	1	

LOW RISK (1 – 6)	**MEDIUM RISK (8 – 15)**	**HIGH RISK (16 – 25)**
Continue to monitor as part of review process or where changes occur.	**Additional control measures may be required.**	**Risks are not acceptable - immediate further controls are required.**