



# Risk Assessment Form

Risk Assessment Number:

## General Information -

### Reason for this Risk Assessment

New task

New information

Change to existing work task/object/tool

### What is being assessed -

#### Description of Task/Activity Including:

Purpose  
Number of People  
Duration  
Demographic of people  
High risk equipment  
Contractors

### Where is the activity/task undertaken -

Location/building:

Date of Assessment:

Floor Number:

Faculty/Office:

Room Number:

Department/unit:

### Who undertook the assessment -

Assessed by:

Health & Safety Adv:

Event Owner:

Event Organiser:

Ref	Risk Description	Risk Rating	Control Measures	Residual Risk	Responsibility	Date to be completed

*Hardcopies of this document are considered uncontrolled.  
Please refer to the Health & Safety internet site for latest version.*

*Source: Manager, Health & Safety  
Created: 2016  
Document No:2  
Revised: N/A  
Version No: 1.1*

**Notes:**

## RISK MATRIX – use the risk rating calculator to calculate the risk rating

### 1. Assess the likelihood

Rating	Score	Description
Almost Certain	E	High likelihood of risk event happening several times within the next year.
Probable	D	A risk event is likely to occur more than once in the next 12 months.
Possible	C	Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years.
Unlikely	B	The risk event could occur at some time but is unlikely.
Rare	A	Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years.

### 2. Assess the Consequence

Rating	Score	Criteria
Catastrophic	5	<ul style="list-style-type: none"> <li>Multiple deaths and injuries</li> <li>Severe environmental damage</li> <li>Long term cessation of core activities (months)</li> <li>Destruction or long-term unavailability of infrastructure, systems and resources directly impacting operations</li> <li>Financial loss not covered by insurance (more than \$5 million)</li> </ul>
Major	4	<ul style="list-style-type: none"> <li>Single death and/or multiple injuries</li> <li>Short term cessation of core activities (weeks)</li> <li>Financial loss not covered by insurance (\$2.5 - \$5 million)</li> </ul>
Moderate	3	<ul style="list-style-type: none"> <li>Injuries requiring off campus medical treatment</li> <li>Significant disruption to core activities (days)</li> <li>Financial loss not covered by insurance (\$500,000 - \$2.5 million)</li> </ul>
Minor	2	<ul style="list-style-type: none"> <li>Injuries requiring on campus medical treatment</li> <li>Short-term disruption to core activities (days)</li> <li>Long-term disruption to non-core activities (weeks)</li> <li>Financial loss not covered by insurance (\$50,000 - \$500,000)</li> </ul>
Insignificant	1	<ul style="list-style-type: none"> <li>Minor injuries</li> <li>Minimal impact on operations</li> <li>Minimal financial loss (less than \$50,000)</li> </ul>

### 3. Risk Assessment Matrix

Risk rating as a function of consequence and likelihood scores.

Consequence	5	MEDIUM	HIGH	CRITICAL	CRITICAL	CRITICAL
	4	LOW	MEDIUM	HIGH	CRITICAL	CRITICAL
	3	LOW	LOW	MEDIUM	HIGH	CRITICAL
	2	VERY LOW	LOW	LOW	MEDIUM	HIGH
	1	VERY LOW	VERY LOW	LOW	LOW	MEDIUM
		A	B	C	D	E
		Likelihood				