Australian Ramp & Access Solutions Pty Limited

Risk Assessment

Activity Description:	
Conducted by:	Date:

Step 1: Identify The Hazards

Biological (e.g. Hygiene, disease, infection)		
☐ Blood/Bodily Fluid	☐ Virus/Disease	☐ Food Handling
Other/details:		
Chemicals Note: Refer to safety Date Sheet (SDS) for the classification & management of all chemicals		
☐ Nan-Hazardous Chemical(s)	☐ 'Hazardous' chemical (refer to a completed hazardous chemical risk assessment)	
Name of Chemical(s)/ details		
Critical incident – resulting in:		
☐ Lockdown	☐ Evacuation	☐ Disruption
Other/details:		
Energy Systems – Incident/issues involving:		
☐ Electricity (incl. mains & solar)	☐ LPG Gas	☐ Gas/pressurised containers
Other/details:		
Environment:		
☐ Sun exposure	☐ Water (creek, river, beach,dam)	☐ Sound/Noise
☐ Animals/Insects	☐ Storms/weather	☐ Temperature (heat, cold)
Other/details:		
Facilities/Built environment:		
☐ Buildings & fixtures	☐ Driveway / Paths	☐ Workshops/ Work rooms
☐ Playground Equipment	☐ Furniture	☐ Swimming pool
Other/details:		
Machinery, Plant & Equipment:		
☐ Machinery fixed plant)	☐ Machinery (portable)	☐ Hand tools
☐ Vehicles/Trailers		
Other/details:		
People:		

☐ Students	☐ Staff	☐ Parents/Others
☐ Physical	☐ Psychological/stress	
Other/details:		
Other Hazards / Details:		

Step 2: Asses the Level of Risk

Consider the hazards identified in step one and use the risk assessment matrix as a guide to assess the risk level.

Likelihood	**Consequence**				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	**Description of Consequence**
1. Insignificant	No treatment required
2. Minor	Minor injury requiring First Aid treatment (minor cuts, bruises, bumps)
3. Moderate	Injury requiring medical treatment of lost time
4. Major	Serious injury (injuries) requiring specialist medical treatment & hospitalisation
5. Critical	Loss of life, permanent disability or multipole serous injuries

Likelihood	**Description of Likelihood**
1. Rare	Will only occur in exceptional circumstances
2. Unlikely	Not likely to occur in the foreseeable future, or within project lifecycle
3. Possible	May occur in the foreseeable future, or within project lifecycle
4. Likely	Likely to occur in the foreseeable future, or within project lifecycle
5. Almost Certain	Almost certain to occur in the foreseeable future, or within project lifecycle

Assessed Risk Level		**Description of Risk Level**	**Actions**
☐	Low	If an incident were to occur, there would be little likelihood that an injury would result	Undertake the activity with the existing controls in place
☐	Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result	Additional controls may be needed
☐	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result	Controls will need to be in place before the activity is undertaken
☐	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury would result	Consider alternatives to doing this activity. Significant control measures will need to be implemented to insure safety

Step 3: Control the Risk

In the table below:

1. List below the hazards/risks you identified in Step One
2. Rate their risk level (refer to information contained on Step Two to assist with this)
3. Detail the control measures you will implement to eliminate risk. Note Control measures should be implemented in accordance with the preferred hierarchy of control. If lower level controls (such as administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control	
Most effective  Least effective	**Elimination:** remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one
	Redesign: making a machine or work process safer
	Isolation: Separate people from the hazard
	Administration: putting rules, signage or training in place to make a workplace safer
	Personal Protective Equipment (PPE): Protective clothing & equipment

Hazards/Risks & Control Measures

1. Description of Hazards/Risks	2. Risk Level	3. Control Measures (Note: if only Admin or PPE controls required, please explain why)

Other Details:		

Submission	
This activity will be conducted in accordance with the risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety	
Contact person:	**Date:**

Step 4: Monitor & Review Controls

Complete during and/or after the activity	**Yes**	**No**
1. Are the planned control measures sufficient & effective in minimising the level of risk?	☐	☐
2. Have there been any changes to the planned control measures?	☐	☐
3. Are further control measures required for the future?	☐	☐
Details:		

Review completed by:	Designation:
Signature:	Date: