# Risk assessment template

This template is designed to help you create a risk assessment checklist and worksheet. You should edit this document specific to your Crown reserve. Attach any documents or links that you use to assist in development of the risk assessment.

## Key definitions:

**A hazard** is anything that has the potential to cause injury or disease to people, damage to the environment, property, assets, equipment, finances or reputation.

**A risk** is the chance of the hazard actually causing an injury, illness or disease, or damage/loss to the environment, assets, equipment, finances or reputation.

**Likelihood** is the chance, probability and frequency of a consequence occurring.

## Steps:

1. Hazard identification and risk assessment. Complete one for each activity, task, item or product. Conduct each risk assessment in consultation with individuals that could be affected by the identified hazard or the implementation and maintenance of risk controls:

(a) Identify all reasonably foreseeable hazards associated with the activity, task, item or product.

(b) Describe the potential risk associated with each hazard identified.

(c) Assess the likelihood of identified risks using the risk matrix. Consider the following:

i. Experience of the person exposed to the hazard,

ii. Past incidents,

iii. Frequency and duration of exposure to the hazard,

iv. Existing control measures,

v. Environmental (or other) conditions that might contribute to an incident,

vi. Pre-existing hazards

(d) Specify risk control measures to eliminate or reduce the level of risk. Consideration should be given to balance the cost of controls, the efforts of implementation and maintenance, and the amount of risk reduction. The implementation on controls must not introduce additional risks. Use the hierarchy of controls to determine the effectiveness of the control measure.

(e) Assess the likelihood of identified risks with controls in place using the risk matrix

2. Assign control to an individual or team, with a date for implementation.

3. Review the risk assessment and evaluate the effectiveness of the control measures.

4. Retain a copy of the risk assessment.

# Risk assessment template

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| RISK ASSESSMENT *[add Crown land manager name, Reserve #]* |
| Detail of what is being assessed | *E.g. location, activity* | Date of assessment | Date of review |
|  | Name | Position |
| People involved in assessment |  |  |
| Assessment prepared by |  |  |
| Assessment reviewed by |  |  |
| Resources used |  |  |

|  |  |
| --- | --- |
|  | Likelihood |
| E.Rare | D.Unlikely | C.Possible | B.Likely | A.Almost Certain |
| Consequence | 5.Extreme | Medium | High | High | Very High | Very High |
| 4.Major | Low | Medium | High | High | Very High |
| 3.Moderate | Low | Medium | Medium | High | High |
| 2.Minor | Low | Low | Medium | Medium | High |
| 1.Insignificant | Low | Low | Low | Low | Medium |

|  |  |
| --- | --- |
| Consequence | Injury |
| 5 | Extreme | Multiple fatalities |
| 4 | Major | Single fatality / 10-20 permanent disabilities |
| 3 | Moderate | Less than 10 permanent disabilities |
| 2 | Minor | Lost time injuries |
| 1 | Insignificant | Medical treatment |

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| Likelihood |
|  | Qualitative | Qualitative | Qualitative |
| A | Almost Certain | Occurs often | 95-100% | >10 times per year (could occur on a daily /weekly basis) |
| B | Likely | Expected to occur | 50-95% | 2-10 times / year (could occur on a monthly / quarterly basis) |
| C | Possible | Could occur, but more than likely will not | 20-49% | Once every 1-10 years |
| D | Unlikely | May occur in unusual circumstance | 1-19% | Once every 10-100 years |
| E | Rare | Would only occur under exceptional circumstance | <1% | Once every 100-1000 years |

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| Hierarchy of controls |
| Level 1 | Elimination | Most effective |
| Level 2 | Substitution |  |
|  | Engineering controls |  |
| Level 3 | Administrative controls |  |
|  | Personal protective equipment | Least effective |

|  |  |
| --- | --- |
| Risk assessment | Risk control plan |
| **Hazard description** | **Risk description** | **Current risk level** | **Proposed risk controls** | **Revised risk level** | **Person responsible** | **Target completion date** | **Actual completion date** |
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