



Risk Assessment

Risk is defined as the chance of something happening that will have an impact on organisational objectives. It arises due to uncertainty about the future and if left unmanaged can result in financial, reputational and/or operational consequences. A hazard is anything observed with the potential to cause harm or injury. For example, tripping over a loose electrical cord may be identified as a risk, while the loose cord itself may be identified as the hazard.

How to assess risks

Everyone involved in conducting risk assessments needs to be aware of these common mistakes:

- When assessing a hazard's consequence, you are assessing the most likely severe consequence, not the worst possible consequence. Almost every hazard could possibly cause death in some extreme chain of events, however, you only need to ask whether death is reasonably likely to be an outcome of a hazard.
- Almost all controls operate by either reducing likelihood or consequence, rarely both. For example, a fall arrest system may reduce the consequences of a fall but not the likelihood, whereas a handrail may reduce the likelihood of a fall but not the consequences. It is rare that a control will reduce both the consequence and likelihood of a risk, so this should be considered carefully.

Using the risk matrix

1. Estimate the most likely potential severity of the consequences and the likelihood that the hazard could cause that consequence.



2. Find the cell of the matrix where the 'likelihood' column intersects with the 'consequences' row.

Risk Matrix							
CONSEQUENCE	Think about: How severely could it hurt or how ill could it make someone? How likely is it to be that bad?	LIKELIHOOD					
		Certain to occur [A] expected to occur in normal circumstances.	Very Likely [B] May occur frequently e.g. once or twice a year	Possible [C] May occur sometime. There may have been warning signs. Typically occurs in 1 to 5 years	Unlikely [D] Could occur in some circumstances. No known event history in past 5 years	Rare [E] May happen only in exceptional circumstances. No known event history in past 10 years	
		Severe (1) Multiple fatalities and/or serious disabling illnesses and/or permanent damage to multiple people	Extreme (1A)	Extreme (1B)	Extreme (1C)	High (1D)	High (1E)
		Major (2) Single fatality and/or irreversible health effects/ damage and/or disabling illness	Extreme (2A)	Extreme (2B)	High (2C)	Medium (2D)	Medium (2E)
	Moderate (3) Injury or illness with moderate damage or impairment to one or more persons typically a lost time injury. (LTI)	Extreme 3A)	High (3B)	Medium (3C)	Medium (3D)	Low (3E)	



Minor (4) Reversible injury or illness requiring medical treatment injury (MTI)	High (4A)	Medium (4B)	Medium (4C)	Low (4D)	Low (4E)
Insignificant (5) Injury requiring First Aid treatment (e.g. minor cuts, bruises, strains)(FTI)	Medium (5A)	Medium (5B)	Low (5C)	Low (5D)	Low (5E)
Risk Tolerance – Action Required					
Extreme	Immediate action required. Activity must not proceed until risk is removed or steps are taken to reduce risk as much as reasonably practicable, using level 1 or 2 controls. Where revised risk rating remains extreme or high do not proceed with the activity and contact your People Leader.				
High					
Medium	Further risk control measures should be considered to reduce risk as much as reasonably practicable. Before proceeding, consider level 1 and 2 controls. Activity may proceed with level 3 control measures in place as minimum requirement				
Low	Proceed with activity. Review and maintain effectiveness of current controls.				

Hierarchy of control measures

When implementing control measures, ensure you consider Level 1 controls first. Where elimination is not reasonably practicable, follow the hierarchy of controls below.



Level of Health and Safety Protection 	Highest	Level 1	Elimination	Eliminate the hazard. You can eliminate the risk of a fall from height by doing the work at ground level. If elimination is not reasonably practicable, minimise the risk with a Level 2 control e.g. installing a handrail	
	Level 2	Level 2	Substitution	Replace the hazard with a safer alternative.	<ul style="list-style-type: none"> • Replace solvents with detergents • Replace corded electrical tools with battery-operated tools • Replace glass with plastic
			Isolation	Separate the person from the hazard, or the hazard from the person.	<ul style="list-style-type: none"> • Remove a noisy compressor outside away from the workers • Use a barrier to separate vehicles and mobile plant from pedestrians
			Engineering	Modify, enclose, guard, exhaust fumes, mechanical aids.	<ul style="list-style-type: none"> • Use of local exhaust systems • Use of trolleys • Guarding, fencing, etc.
	Level 3	Level 3	Administration	Development of safe work procedures, training, job design.	<ul style="list-style-type: none"> • Rotating work tasks to reduce repetitive strain or the amount of time workers are exposed to the sun • Installing signage • Ensuring adequate supervision • Providing applicable training / developing procedures
Lowest	Level 4	Level 4	PPE	Personal protective equipment.	<ul style="list-style-type: none"> • gloves, safety glasses, safety boots, hi-vis vests, harnesses.



Risk Assessment Template

This template is provided to assist you in implementing your activity.

Completing this template is not compulsory but it may assist you in managing tasks associated with your activity. If you have any questions or require additional assistance regarding this template or Penrith City Council Community Funding, please contact us at 4732 7777 or refer to the [Grants - Penrith City Council \(nsw.gov.au\)](https://www.penrith.nsw.gov.au/grants) webpage for contact information specific to each funding opportunity.

Work Activity/ Task	Hazards Identify the hazards associated with each step. Note: some steps may have multiple hazards	Risks Describe how the hazard could cause harm?	Current Risk Rating (refer to risk matrix to determine likelihood of occurring and consequence)	Control Measures Determine controls using the hierarchy of controls required to eliminate and if not possible reduce the level risk	Revised Risk Rating Review the risk matrix in consideration of the control measures to determine the revised risk rating
<i>E.g. Running a painting workshop with participants</i>	<i>Misuse of tools & materials i.e. paint, brushes, canvases, scissors</i>	<i>Self-injury & injuring others – chemicals in eyes, puncture wounds, cuts</i>	<i>Medium (4B)</i>	<ul style="list-style-type: none"> <i>Instruct attendees on how to properly use tools and materials prior to use</i> <i>Ensure appropriate supervision is provided by workshop leader</i> <i>Provide gloves and aprons</i> 	<i>Low (4D)</i>



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