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| **1. Assessment preface** | | | |
| Task / Activity / Assessment ID: |  | Task / Activity / Assessment name: |  |
| Assessment date: |  | Task / Activity start date: |  |
| Assessor: |  | References: | **A.**  **B.**  **C.** |
| Assessor job title: |  |
| Organisation: |  |
| **2. Task / Activity location details** | | | |
| Area / Region: |  | | |
| Address: |  | | |
| Geographical reference 1: Include description |  | | |
| Geographical reference 2:Include description |  | | |

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| **3. Risk rating (RR) matrix *(plot the hazard on the matrix to produce the RR code before and after control measures if applicable)*** | | | | | | |
| Severity *(outcome / degree if an incident, accident or near miss has occurred)* | Probability *(likelihood to cause an incident, accident or near miss)* | | | |  | |
| Improbable (Imp) | Occasional (Occ) | Probable (Pro) | Frequent (Fre) |  | |
| Catastrophic (Cat) | 3 | 4 | 4 | 4 | *Catastrophic: Multiple fatalities and / or casualties with disabling injuries* | |
| Severe (Sev) | 3 | 4 | 4 | 4 | *Severe: Single fatality and / or a casualty with disabling injuries* | |
| Minor (Min) | 1 | 2 | 3 | 4 | *Minor: Minor injuries* | |
| Negligible (Neg) | 1 | 1 | 1 | 1 | *Negligible: No injurious circumstances* | |
|  | *Improbable: Has never occurred but is possible* | *Occasional: Has been known to occur but not expected* | *Probable: It will occur in some circumstances* | *Frequent: It is expected to occur* | ***Risk rating code (RRC) explained*** | |
| *1* | *No control measures required* |
| *2* | *Implement and review control measures* |
| *3* | *Implement and review control measures with managerial oversight* |
| *4* | *Review task and needs, with managerial oversight* |

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| **4. Hazard and risk register *(identifying and analysing risk)*** | | | | | | | |
| *Serial* | *Description of hazard and / or risk* | *Risk rating (RR)* | | | *Evaluation and treatment required?* | | *Supporting documentation*  *(SOP, instructions, manual, etc.)* |
| *Probability* | *Severity* | *RR* |
| Yes | No |  |
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| *The following list includes areas for potential hazards that may be encountered on the worksite. It is not exhaustive, and assessors and supervisors must stay alert to other hazards that may present or develop.* | |
| * *Explosive ordnance and remnants of war* | * *Exposure to hazardous materials and substances* |
| * *Excessive noise and vibration* | * *Working at height* |
| * *Lifting operations* | * *Confined spaces and explosive atmospheres* |
| * *Exposure to electricity* | * *Transport* |
| * *Exposed machinery* | * *Construction activities* |
| * *Excessive environmental and physical stress* | * *Pressure systems* |
| * *Exposure to blood-borne viruses* | * *Fire* |
| * *Lighting levels* | * *Structural integrity* |

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| **5. Risk evaluation and treatment *(implement control measures and referral (if applicable) to reduce risk to a tolerable level)*** | | | | | |
| *Serial*  *(Ref Sec. 4).* | *Description of hazard and / or risk* | *Control / mitigation measures* | *Residual risk rating (RRR)* | | |
| *Probability* | *Severity* | *RRR* |
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| **6. Translation** | *N/A* | | |
| Translated by: |  | Translated reference: |  |

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| **7. Initial review and authorisation** | ***For assessment control, all signatories must sign document before any works commence, to show their agreement*** | | | |
| Prepared / Authorised by:Name / Job Title / Organisation | | Signature | Date | Remarks |
| Prepared by | | | | |
|  | |  |  |  |
| Checked by | | | | |
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| Organisational approval | | | | |
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| **8. Record of amendments /** **reviews** | ***Any reviews necessary after a change in circumstance, such as an incident, situation, time lapse or threat assessment, are to be recorded here*** | | | | |
| Reviewed by: Name / Job Title / Organisation | | Review date | Reason for review | Actions to be taken | Signature |
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| **9. Acknowledgement** | **All groups and / or individuals using the risk assessment are to acknowledge communication of the hazards and control measures here** | | | | | | |
| Acknowledged by:Name / Job Title / Organisation | | Signature | Date |  | Acknowledged by:Name / Job Title / Organisation | Signature | Date |
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