**Risk Assessment Form Template**

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| **Project Name:** |
| **Prepared by:** |
| **Date:** |

**Risk Rating Matrix**

**Note:** The risk rating matrix below is not designed for a specific project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **1** | **2** | **3** | **4** | **5** |
| **A (Almost certain)** | High | High | Very High | Very High | Very High |
| **B (Likely)** | Moderate | High | High | Very High | Very High |
| **C (Possible)** | Low | Moderate | High | Very High | Very High |
| **D (Unlikely)** | Low | Low | Moderate | High | Very High |
| **E (Rare)** | Low | Low | Moderate | High | High |

**Note:** The descriptions below are not designed for a specific project. You must still update these descriptions to reflect the classification criteria to be applied to the project you are undertaking.

|  |  |
| --- | --- |
| **LIKELIHOOD** | |
| 1. **A (Almost certain)** | Is expected to occur in most circumstances |
| 1. **B (Likely)** | Will probably occur in most circumstances |
| 1. **C (Possible)** | Could occur at some time |
| 1. **D (Unlikely)** | Not likely to occur in normal circumstances |
| 1. **E (Rare)** | May occur only in exceptional circumstances |

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| **CONSEQUENCE** | |
| 1. **Insignificant** | Minor injuries, external reputation not affected, no environmental damage, threat of litigation, etc. |
| 1. **Minor** | Minor casualties that require medical attention off-site, no long term effects, external reputation minimally affected, minor environmental damage, single minor litigation, etc. |
| 1. **Moderate** | Several casualties that require hospitalisation with no long term effects, some environmental damage, single moderate litigation, etc. |
| 1. **Major** | Serious casualties, external reputation severely damaged, would cause extensive environmental damage, single major litigation, etc. |
| 1. **Severe** | Legal consequences, multiple litigations, termination of the contract, loss of life, permanent disability, external reputation irrevocably damaged, catastrophic environmental damage, etc. |

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| --- | --- |
| **Job Details** | |
| **Date:** |  |
| **Contact Person:** |  |

|  |  |
| --- | --- |
| **Relevant legislation:**  ***OHSE Codes, Regulations etc.*** |  |
| **Trades on site** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved By** |  | **Position** |  |

| **Risk Description** | **Likelihood of the occurring** | **Impact of the occurring** | **Rating** | **Control measure** | **Responsible person** | **Revised likelihood of the risk occurring** | **Revised impact of the risk occurs** | **Revised Risk Rating** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Example:*  *Trips, falls* | *Almost certain* | *Major* | *4* | *The risk can be eliminated if the site has been cleared of rubbish and debris and appropriate barricades and signage used. PPE (safety boots) must be worn at all times.* | *All workers/ Site manager* | *Rare* | *Moderate* | *3* |