

MANAGEMENT OF RISK FORM

1. Background Information			
Activity/Program			
Site		Conducting assessment Name:	
Signed and dated by the Business Manager		Signed	
Signed and dated by Parish Councillor		Dated	

2. Risk Assessment				
Identify and list Hazards <small>Health, Physical, Fire, Electrical, Chemical, Human, Transport</small>		List Current Risk Controls	Risk Rating (refer 3.Risk Matrix chart)	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
1				
2				
3				
4				

2. Risk Assessment				
Identify and list Hazards Health, Physical, Fire, Electrical, Chemical, Human, Transport		List Current Risk Controls	Risk Rating (refer 3.Risk Matrix chart)	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

2. Risk Assessment				
Identify and list Hazards <small>Health, Physical, Fire, Electrical, Chemical, Human, Transport</small>		List Current Risk Controls	Risk Rating (refer 3.Risk Matrix chart)	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
17				
18				

3. Emergency Contacts (Relevant to location)		
Emergency	000	
Doctor		
Hospital		
Police		

Staffing (including volunteers)		
Name		Qualifications (e.g. Working with Children, First Aid etc.)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Staffing (including volunteers)		
13		
14		
15		
16		
17		
18		
19		
20		

RISK MATRIX

1. Consequence - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

3. Risk Matrix – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

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

2. Likelihood - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime (“once in a life time / once in a hundred years”)
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

4. Risk Level/Rating and Actions

Descriptor	Definition
Extreme:	Notify Senior Minister and/or Chair of Parish Council immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify Senior Minister and/or Chair of Parish Council immediately. Corrective actions should be taken within 48 hours of notification.
Medium:	Notify Event Organiser and or Business Manager who is to follow up that corrective action is taken within 7 days.
Low	Notify Event Organiser and/or Business Manager who is to follow up that corrective action is taken within a reasonable time.

Aspects to consider when conducting the Risk Assessment

Health

- Medical emergency
 - Heart
 - Epilepsy
 - Asthma
 - Burn
 - Anaphylaxis
- Illness
- Food poisoning
- Pandemic controls

Physical

- Steps
- Ladders
- Playground equipment and surrounds
- Access for all
- Carpark safety
- Games (consider age, injury risk)
- Manual handling (heavy and/or bulky objects)

Fire

- Building
- Kitchen
- Barbecue including the gas bottle
- Electrical
- bonfire

Electrical

- cabling
- appliances/cables etc., inspected according to regulations
- technical equipment

Chemical

- Safe storage of cleaning products
- List of hazardous chemicals on site and where stored – do they need to be kept on site

Human

- Intruder
- Safety of children
- Harassment
- Mental health

