

## EXAMPLE RISK ASSESSMENT & CONTROL FORM

TASK/ACTIVITY	RISKS	RISK ASSESSMENT [From Matrix]		RISK RATING [From Matrix]	CONTROL MEASURES	PERSON RESPONSIBLE	COMPLETION DATE
		Likelihood	Consequence				
List the individual tasks or activities that your organisation undertakes <b>OR</b> Known Hazards	Identify the potential risks associated with each activity. What can happen? How can it happen?	What is the likelihood of the risk occurring	What is the consequence if the risk does occur	The Likelihood and Consequence of the Risk occurring	What can be done to stop each identified risk occurring	Who is going to take action to implement the control measure	When is it going to be done by
<b>TASKS/ACTIVITIES</b> Bushwalking	Personal Injury	B	3	M	All participants wear adequate footwear. Mobile phone available	Convenor	Before activity starts
Giving Information to the public	Possible legal action	C	2	M	President to clear before release	President	As required
<b>BUILDING</b> Front plate glass door and front steps	Person could walk through glass or fall on steps	A	2	H	Put safety glass in door and safety treads on steps	Ben Smith	24 June 2004
Slippery Floor	Person could fall	A	3	H	Ensure floor has non slip surface	Joan White	24 June 2004
Worn Carpet	Person could trip	B	3	M	List carpet for replacement in next budget	Rodney Green	Meeting due 23 May 2004
Fire Extinguishers	Not maintained and may not work	A	1	H	Ensure checked annually. Maintain maintenance log	Ben Smith	20 July each year.
Small crack in toilet bowl [no leak as yet]	Could develop leak	C	4	L	Monitor condition, report if deteriorates	Rodney Green	Last day of each month
<b>RUNNING AN EVENT</b> Stalls properly set up, holders to have public liability cover	Personal injury or financial loss	A	2	H	Stall holders not allowed to exhibit until proof of cover produced	Joan White	At least 1 week prior to the event
Environmental - rubbish/litter	Possible fines for littering	A	3	H	Ensure adequate rubbish bins available	Beverley Blue	At least 3 weeks prior to the event
Overcrowding	Possible personal injury	C	3	L	Keep a watch for overcrowding	All Committee members	During Event

