|  |  |
| --- | --- |
| **Risk Assessment Name:**  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HAZARD****IDENTIFY** | **HAZARD DESCRIPTION** | **LIKELIHOOD****ASSESS** | **CONSQ****ASSESS** | **RISK LEVEL** | **ACTION****CONTROL** | **CONTROL TYPE**Hierarchy of ControlEliminate, Substitute, Isolation, Engineering, Administrative or PPE | **ACTION** **DUE** **DATE** | **PERSON RESPONSIBLE** | **EVALUATE** **RISK LEVEL AFTER CONTROL** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
|  | Consequence |
| 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Extreme |
| **Likelihood** | **5 Almost certain** | Medium | High | Extreme | Extreme | Extreme |
| **4 Likely** | Medium | Medium | High | Extreme | Extreme |
| **3 Possible** | Low | Low | Medium | High | Extreme |
| **2 Unlikely** | Low | Low | Medium | Medium | High |
| **1 Rare** | Low | Low | Low | Medium | High |

|  |  |  |
| --- | --- | --- |
|  | Likelihood | The event with its associated consequence |
| **Tier 5** | Almost certain | The event is expected to occur as there is a history of regular occurrence at the organisation and/or similar institutions, or new conditions make it very likely to occur. |
| **Tier 4** | Likely | There is a strong possibility the event will occur as there is a history of frequent occurrence at the organisation or similar institutions, or new conditions make it likely to occur. |
| **Tier 3** | Possible | The event might occur at some time as there is a history of casual occurrence at the organisation or similar institutions, or new conditions make it possible to occur. |
| **Tier 2** | Unlikely | The event is not expected and has not casually occurred before, but there is a small possibility it may occur at some time in certain circumstances. |
| **Tier 1** | Rare | The event is highly unlikely. It may occur in exceptional circumstances but has never occurred before. It could happen, but probably never will. |

|  |  |  |
| --- | --- | --- |
|  | Consequence | The event with its ass |
| **Tier 5** | Extreme | One or more fatalities or severe irreversible disability / Resignations of key management level staff with high level skills and knowledge / National media coverage; significant impact on funding for several years |
| **Tier 4** | Major | Extensive injury or impairment to one or more persons / Large number of key staff resign with large amounts of key skills and knowledge / State media coverage. |
| **Tier 3** | Moderate | Short term disability (injury) to one or more persons / Some turnover of key staff and loss of key skills & knowledge / Local media coverage over several days |
| **Tier 2** | Minor | Significate medical treatment; lost injury time less than 2 weeks / Some staff turnover with minor loss of skills & knowledge / Local media coverage. |
| **Tier 1** | Insignificant | First Aid or Minor Medical Treatment / No Staff Turnover / No media coverage |

|  |  |
| --- | --- |
| **Low** | Existing controls are to be maintained. Risk assessment is to be reviewed and approved by Director. |
| **Medium** | Plans are to be developed to reduce these risk areas to low within two years. Risk assessment and action plans are to be reviewed and approved by Director. Where no reasonable options can be identified, the risk may be accepted, provided it is approved by the Leadership Team and Audit and Risk Committee. |
| **High** | Plans to reduce the risk or are to be developed, in consultation with the applicable Director, within a month of identifying the risk. Permanent controls are to be implemented within six months to reduce the risk to medium or lower. Existing controls are to be monitored to confirm they are effective.High-rated risks and associated action plans are to be reviewed by the Leadership Team within one month of being identified and presented to the Audit and Risk Committee each quarter and reported on a monthly basis to the Council. |
| **Extreme** | Actions must be taken immediately, in consultation with the Director and/or CEO, to develop a plan to address the risk/opportunity before continuing.Where possible interim measures must be identified to manage the risk before a permanent control can be implemented.Permanent controls are to be implemented as soon as practicable to reduce the risk to high or lower.Existing controls are to be monitored to confirm they are effective. |

Refer to Council’s [Risk Management Manual](https://yarriambiackshirecouncil.sharepoint.com/%3Ab%3A/g/EfqU1hyA8DlCjilhGC7bM7gBdEvfPkGR3qq-Ni8dT5385w?e=K7cj4C) for guidance on how to complete a Risk Assessment Form.