



RISK ASSESSMENT TOOL TEMPLATE

The Risk Assessment must comply with relevant regulatory and compliance requirements as outline in: Education and Care Services National Regulations – Part 7, Division 4 and National Quality Standards 2.3.2

Identify the Activity	Location	Who may be at risk?

Identify hazards, risks and rate the risks

1. Divide the activity into tasks
2. Identify the hazards and associated risks for each task
3. List risk controls already in place
4. Determine a risk rating using the Risk Rating Matrix below

Tasks	Hazards	Risks	Risk Rating		Existing Control Measures	
			Likelihood	Impact	Risk Rating	

Who conducted the Risk Assessment?	Who approved the Risk Assessment?
Completed by: Signature: _____ Date: ____ / ____ / ____	Completed by: Signature: _____ Date: ____ / ____ / ____

NB: Do not proceed with unless the results of the Risk Assessment determine the level of risk is minimal, and/or there are adequate measures in place.

RISK RATING MATRIX

		IMPACT				
		Insignificant	Minor	Moderate	Major	Severe
LIKELIHOOD	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

LIKELIHOOD	Almost certain	Is expected to occur in most circumstances
	Likely	Will probably occur in most circumstances
	Possible	Could occur at some time
	Unlikely	Not likely to occur in normal circumstances
	Rare	May occur only in exceptional circumstances

IMPACT	Insignificant	Injuries not requiring first aid
	Minor	First aid required
	Moderate	Medical treatment required
	Major	Hospital admission required
	Severe	Death or permanent disability to one or more persons