

Risk Assessment Tool Template

This Risk Assessment must comply with relevant regulatory and compliance requirements as outlined 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 <ol style="list-style-type: none"> 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:			Approved by:			
Signature:			Signature:			
Date:			Date:			

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



SAMPLE - Risk Assessment Tool Template

This Risk Assessment must comply with relevant regulatory and compliance requirements as outlined in:

Children's Services Regulation 2004 - Clause 77A and National Quality Standards - 2.3.2

Identify the Activity Walking to the local Library	Location 111 Sample Street, Sampletown	Who may be at risk? Children, educators and assisting adults.				
Identify hazards, risks and rate the risks						
<ol style="list-style-type: none"> 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
			<i>Likelihood</i>	<i>Impact</i>	<i>Risk Rating</i>	
<ul style="list-style-type: none"> • Gather children in service foyer • Walk children to the pedestrian crossing • Cross road • Walk 2 block to the Library • Return to the service via same route 	<ol style="list-style-type: none"> 1. Power points in foyer 2. Front door opening into foyer 3. Crossing roads 4. Busy street/ footpath 	<ol style="list-style-type: none"> 1. Electrical shock from power point 2. Children being hurt by opening door 3. Child or adult hit by car 	(1)Rare	(1) Major	(1) Medium	<ol style="list-style-type: none"> 1. Safety plugs in each power point – supervision of children 2. Assemble children away from door area- supervise children 3. Correct child: staff ratios for excursions- active supervision whilst crossing roads- use pedestrian crossing
			(2)Rare	(2) Minor/ Moderate	(2) Low/Med	
			(3)Unlikely	(3) Moderate/ major	(3) Medium	
Who conducted the Risk Assessment?			Who approved the Risk Assessment?			
Completed by: Joyce Jones			Approved by: Nadine Smith			
Signature:			Signature:			
Date: 1/1/2011			Date: 1/1/2011			

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