This guide is designed to provide practical information for the completion of this assessment form, and will generally be used by staff who have a good level of awareness of risk assessment or have had specific training. It is important the individual completing this has a clear understanding of hazards, controls, and risk (how to assess severity and likelihood).

The guide uses a sample assessment to show what a completed form may look like.

High level description of tasks or activity. If stored on a data base will form the key words that can be searched.

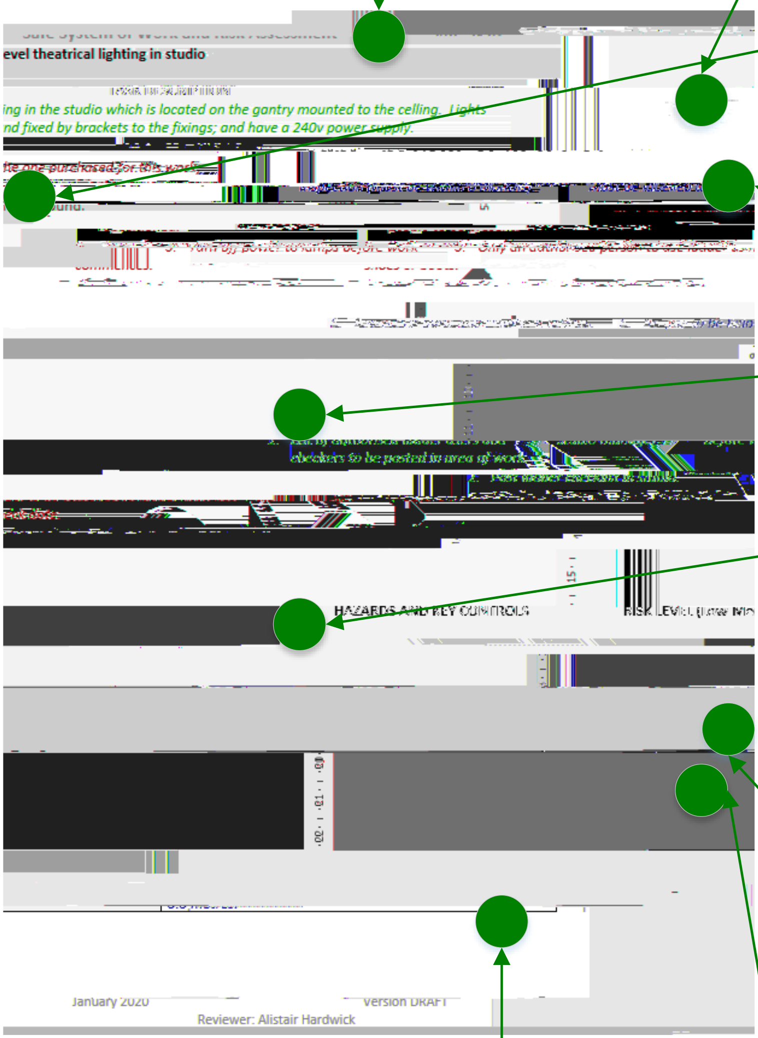
The description should be detailed enough that what is covered, and equally what is not covered by the assessment is clear.

List out the major steps of the process or task. If it is an existing task, you can watch the task being performed.

For each step of the process consider key controls that are required. If some extend across all steps e.g. training, only need to mention once.

Further controls may be required to improve the safety of the activity; or be a reminder of pre-task actions e.g. team before; training new staff, etc. Actions must be closed out.

List key hazard and controls e.g. electricity, all equipment in good condition and inspected.



Risk levels will need to be assessed by someone trained in risk assessment and able to estimate risks as:

- Low: No further controls required.
- Medium: Further controls may be required and tasks to be kept under review.
- Medium/High: Additional controls will generally be required.
- High: Task should not proceed.

These can be colour coded if helpful. Green; yellow; amber; red.

Helpful notes e.g. limitations of assessment or controls.

List name of assessor, date and version number (these are live documents and will be updated e.g. after an incident; process change or every 3 years). Can add school or division approver or checker if requred.

The division or school using this process should ensure assessment is completed by named members of their team who have appropriate risk assessment experience or training.

Process should include how these assessments are logged, communicated and reviewed. It is acceptable to have a copy (possibly laminated) near the work tasks if it involves multiple end users.

Further advice and guidance is available from the Health and Safety Team