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RISK ASSESSMENT TEMPLATE – GENERAL

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

*Education and Care Services National Regulations 2011:-
Part 4.2 – Children’s Health and Safety
Part 4.3 – Physical Environment
National Quality Standards 2.2*

Identify hazards, risks and rate the risks.

1. Identify the hazards and associated risks for each task.
2. List risk controls already in place.
3. Determine a risk rating using the Risk Rating Matrix attached.

Educator Name:

IDENTIFY THE ACTIVITY / ITEM:	LOCATION:	WHO MAY BE AT RISK?

HAZARDS	RISKS	RISK RATING	EXISTING CONTROL MEASURES

Who conducted the Risk Assessment:.....

Signature: **Date:**

Who approved the Risk Assessment:.....

Signature: **Date:**

Authorised Supervisor Signature:..... **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.

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RISK RATING MATRIX

		IMPACT				
		Insignificant	Minor	Moderate	Major	Severe
L I K E L I H O O D	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