Use this form to assess the risk of the hazards for the work activity and record the controls needed. Note if risk is still medium or above further controls need to be considered*. (Page 3 offers examples on how to complete the form)*

|  |  |  |  |
| --- | --- | --- | --- |
| **College/ School/ Department**  |  | Date Assessed:  |  |
| **Activity/Area**  |  | Review Date:  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessed by :** |  | Peer Reviewed by (if needed) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the Hazards?** (what could potentially harm people)  | **How people may be harmed**  | **Risk controls already in place** (How effective are these controls? ) | **Risk Rating** L,M,H,E | **Further controls required ?** (Needed to reduce residual Risk eliminate or minimise) | **Action by:** (Date and person) |
|  |  |  |  |  |  |
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**How to use this form:** (see examples below for Guidance)

1. List all the known or potential hazards associated with the proposed activity or area.

**Hazard:** means a situation or thing that has the potential to harm a person.

**Risk:** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

**Residual Risk**: The level of risk remaining after all control measures have been implemented.

**Risk control** means if it is reasonably practicable;

**Eliminate** the hazard, this will also eliminate any risks associated with that hazard.

If it cannot be eliminated then:

**Minimise** the hazard either firstly by substituting, isolating or implementing engineering controls to the hazard.

If a risk still remains then the remaining risk may be minimised further by using administrative controls such as procedures, and or Personal Protective Equipment.

1. Identify how this hazard could cause people harm
2. Identify suitable control options for the hazard that will reduce the risk levels.
3. Consider the likelihood of it occurring and the consequence if it did occur.
4. Use the Risk Rating Matrix below to rate the hazard risk.
5. Determine if the controls to eliminate and minimise the hazard reduces the risk to an acceptable low level.
6. Think about what residual risk is left after these controls are in place and what further controls are needed.
7. Decide who and when these controls will be put in place.

|  |
| --- |
| **Risk Rating Matrix**  |
| **Likelihood** |  **Consequence**  |
|  |  |  |  |  |  |
|  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Certain** | High | High | Extreme | Extreme | Extreme |
| **Likely** | Moderate | High | High | Extreme | Extreme |
| **Possible** | Low | Moderate | High | Extreme | Extreme |
| **Unlikely** | Low | Low | Moderate | High | Extreme |
| **Rare** | Low | Low | Moderate | High | High |

|  |  |
| --- | --- |
| Extreme risk  | Immediate Executive action required  |
| High risk | Senior management attention needed  |
| Moderate risk | Management responsibility must be specified-use specialist support as required  |
| Low risk | Risk acceptable -Manage through routine control procedures (e.g. planning, training, information, supervision and review). |

Below are some examples that are used as a guide to assist with completing forms.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What are the Hazards?** (what could potentially harm people)  | **How people may be harmed**  | **Risk controls already in place** (How effective are these controls? ) | **Risk Rating** L,M.H,E | **Further controls required ?** (Needed to reduce residual Risk eliminate or minimise**)** | **Action by:** (Date and person) |
| *Driving to Palmerston North Campus* | *Accident due to inexperience, road conditions, fatigue* | * *Use Massey cars where possible*
* *Check weather before leaving*
* *Massey staff drivers must be fully licenced – refer to* [*Massey Safe Driving Procedure.*](https://www.massey.ac.nz/massey/fms/PolicyGuide/Documents/Health%20and%20Safety/Safe%20Driving%20Procedure.pdf?37C49447E246B5BAD8F19E8E95EB5218)
* *Ensure fatigue rests as per policy*
 | *M/H* | * *Some staff may prefer train*
* *Consider overnighting for long days.*
* *Check in and check out system to introduced amongst staff*
 | *Discuss next meeting.**June 2015**Manager* |
| *Repetitive Work*  | *Discomfort pain and injury, using Computers*  | * *Arrange individual workstation assessments at commencement of employment and/or after reports of discomfort, pain and or injury as per Massey procedure.* [*Assessment Request form.*](http://www.massey.ac.nz/massey/staffroom/national-shared-services/health-safety/managing-hazards/forms-for-health-and-safety.cfm)
* *Ensure early reporting of any pain and discomfort.*
* *Ensure workers are not exposed to repetitive work for long periods (eg ensure staff take breaks).*
* *Train workers on office ergonomics (eg keyboard and phone shortcuts).* [*Refer to Guidelines for Using Computers*](http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/guidelines-for-using-computers)*. ACC/DOL. 2010.*
 | *L* |  |  |
| *Excessive noise*  | *Staff and students Injury to hearing during sound labs,*  | * *Ensure appropriate isolation controls in place or PPE is worn.*
 | L  |  |  |
| *slippery surface outside door* | *Falling over especially when wet*   | * *Warning signs*
* *Temporary Matting*
 | M  | * *Needs more permanent non slip resurfacing*
 | *Manager to discuss action with FM July 2015* |
| *Staff working alone at night*  | *Incident/medical emergency occurs to*  | * *medium or high risk activities are permitted after hours but need risk assessment and sign off and approval by supervisor or manager. Refer to* [*Massey working alone policy*](https://www.massey.ac.nz/massey/staffroom/policy-guide/health-and-safety/health-and-safety_home.cfm#WorkAfterHours)
* *A buddy or another person must be present if risks are too high.*
* *Staff working after 7pm should advise security*
* *Ensure doors of building or work area is locked off from unauthorised entry.*
* *Don’t allow access to anyone unknown or without a swipe card.*
* *Phone Massey Security if assistance is required. They can escort escort staff to their vehicles if they have concerns.*
 | *M*  | * *Workers should have a check in communication system with a friend, partner, or someone with details of expected time home.*
* *A plan of action if there is no response at check in time.*
 | *Discuss next meeting.**June 2015**H & S rep and Head of School*  |